



# Camp Otonabee Camper Information

Updated June 27, 2011

## WELCOME CAMPERS AND PARENTS

Welcome to the National Capital Region YMCA-YWCA's Camp Otonabee. Summer is on its way and soon you will be helping your child prepare for camp. We hope that this booklet will answer any questions you or your child may have. Please take a few moments to read through this information carefully. This will be an important first step in helping your child prepare for their camp experience. We have put this booklet together to help you and your child get the most from the camp experience.

## OUR STAFF

Our staff are university, college and senior high school students who have been carefully selected for their leadership abilities, competencies, programming skills, maturity, enthusiasm, experience, and of course, love of children. Each staff member is trained in all areas of their camp program, and attends an intensive training period prior to the beginning of camp.

Our counsellor/camper ratio varies depending on the camper age group. Kinder 1:8 (5 - 7 year olds), New Discoveries 1:10 (8 - 10 year olds), and Young Wonders 1:12 (11 - 13 year olds). Camp Otonabee strives to provide your child with a secure environment in which to develop positive self-esteem and opportunities for personal growth.

## OPEN HOUSE

This year our open house will be held on Sunday, July 3, 2011. Come to the Bonnenfant Y Outdoor Centre, the home of Camp Otonabee, between 10:00 am and 1:00 pm for a tour, a chance to meet the Day Camp Director, some of the counselling staff and have a picnic lunch.

## Y CORE VALUES

The following core values guide all the interactions at camp:

- **Caring** is accepting others. It is being compassionate, generous, sensitive and thoughtful.
- **Honesty** is shown through integrity, fairness and sincerity in words and deeds. It is being trustworthy and trustful.
- **Respect** is acknowledging the inherent worth in oneself and others. It is treating others fairly and justly.
- **Responsibility** is being accountable for one's behaviour, obligations and actions. It is doing what's right.

## YOUR CAMP CONTACTS

### Rick Jarvis

Camp Director, Camp Otonabee

### Office Hours

Monday to Friday 8:00 am – 6:00 pm

613.832.1234  
1.888.241.2267

daycamps@nationalcapitalregionymca-ywca.ca  
www.ymcaywca.ca

## CAMP LOCATION

### Camp Otonabee

1620 Sixth Line Road, RR#1  
Dunrobin, ON K0A 1T0

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[www.ymcaywca.ca](http://www.ymcaywca.ca)



STRENGTHENING  
the **HEART** of our  
COMMUNITY

## WHAT TO BRING TO CAMP

At Camp Otonabee, we pride ourselves on the fact that 90% of our time is spent exploring and playing outdoors - rain or shine. Gathering and packing the proper clothing and equipment is an important part of preparing for camp. Therefore, please ensure your child is dressed in casual clothes appropriate for weather conditions which will withstand a day at camp. A well prepared camper is a happy camper. Here are some hints to make the task easier.

Please label all items for easy identification. While we try our best to make sure campers keep track of their belongings, the camp cannot be responsible for lost or stolen articles. Please leave expensive clothing and valuables at home.

### GENERAL NEEDS

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- Lunch (with frozen juice container)
- Swimsuit
- Hat
- Bug Spray
- Sunscreen
- Towel
- Reusable water bottle
- Water shoes or sandals with a back strap for the beach

### HORSEBACK RIDING

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- Same as above plus
- Long pants
- Boots with a heel
- Helmet (either riding helmet or bike helmet)

### LUNCHES

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In order to reduce impact on site we ask that campers use reusable containers and return home with all garbage.

- Lunch (with ice pack)
- two drinks
- Snack

**We ask campers not to bring nuts or products containing nuts or nut oils to camp due to allergies.**

### RAIN GEAR

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Camp continues rain or shine, so good rain gear is a must. Make sure your raincoat, pants, and boots are waterproof – test them in the shower!

### SUNSCREEN

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Sunscreen with sun protection factor (SPF) of 30 or more is strongly recommended. Sun hats and sunscreen will be worn by everyone and counsellors will ensure campers are applying sunscreen regularly. Water bottles are also recommended for those hot days and for outtripping.

## PLEASE DON'T BRING

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- Money
- Knives
- Lighters
- iPods, MP3 players, Walkmans/discmans
- Toys
- Radio
- Matches
- Tobacco (no smoking at camp)
- Cell phones
- Electronic games
- Alcohol/drugs

## OVERNIGHTS

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Otonabee offers an overnight stay option on select Thursday evenings to New Discovery and Young Wonder campers only. The overnight stay is an extra fee and pre-registration prior to camp is required. If you have pre-registered for the overnight, please send your child to the Thursday night overnight with the following items:

Please send your child to all overnights with the following:

- Sleeping bag and pillow
- Personal items (toothbrush, towel, brush etc.)
- Jacket or sweater for the evening campfire
- Sleepwear
- Change of clothes for the following day
- A second lunch for the following day (it will be refrigerated)
- Bug spray
- Flashlight
- Tent (optional)

Please provide an alternate phone number if you know you will not be able to be reached at home when your child is on the overnight.

## LOST AND FOUND

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Help take the "Lost" out of Lost and Found... label everything! We do our best to keep campers and their possessions together, but every fall we have many unclaimed items which have no names. Please use a permanent marker and print first and last names on everything, including clothing. This will help us make sure any "found" items can be returned to your camper.

If your child is missing an item, call the camp where arrangements can be made to find the item and return it.

A lost and found day will be held on Sunday, September 11, 2011 from 10:00 am to 12:00 pm at the Otonabee Y Day Camp. Items remaining after the lost and found day will be donated to a local charity.

## CAMP PROTOCOL

### ABSENTEE CAMPERS

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Please contact us at 613.832.1234 or email us at [daycamps@nationalcapitalregionymca-ywca.ca](mailto:daycamps@nationalcapitalregionymca-ywca.ca) to let us know if your child will be absent from camp. A phone call or email takes only a minute and is a great help to the staff. If you know in advance your child will be absent during their time at camp, please give a note to the bus monitor.

### EXTENDED DAY CAMP (EDC)

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If your child is registered in morning EDC, you may drop them off at the sign-in desk any time after 7:30 am.

If your child is registered in afternoon EDC, you may pick them up and sign them out no later than 6:00 pm. Some locations may be 5:30 pm.

Campers going to or from camp on the bus will be safely escorted into or out of the Y facility to the bus.

Please note that registration is required in advance for EDC care. **A late charge of \$5 for every additional 15 minutes after the first incident of lateness will apply.**

Permission to pick up campers will only be given to individuals listed on the registration form as having authorization to do so.

### PLEASE LET US KNOW

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- Are you moving?
- Have you changed your telephone number?
- Has there been a change in family structure?
- Have you completed the registration form and forwarded it to the Camp Office?
- Have you given us all the information we need to properly care for your child?

### REFUND AND TRANSFER POLICY

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Requests for refunds must be made in writing – by mail, email or fax. The camp fee per session, less the \$50 deposit, will be refunded if cancellation occurs at least two weeks before the session begins. No refunds will be issued if less than two weeks notice is given.

Request for transfers must be made in writing - mail, email or fax. Deposits are non-transferable. There is a \$5 fee for transfers between sessions. All transfers must be completed at least two weeks prior to the start of the session date.

No refunds are issued if a camper is asked to leave the camp program for behavioural reasons.

## MEDICATIONS

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If your child is bringing medication to camp it must be in its original container and clearly labeled with the child's name and instructions for use. Please give the medication to the bus monitor in the morning and they will give the medication to their camp Wellness Coordinator upon arrival at camp. The Wellness Coordinator will oversee the administration of all medication at camp. Please send enough medication for the entire time your child is at camp.

If your child requires a Ventolin inhaler, an Ana kit, EpiPen or other special medication for allergies which must be kept with them at all times, we suggest you bring two to camp. This will allow us to have the camper carry one at all times and a second safely stored in the event the other is lost.

Should you have any specific instructions, please do not hesitate to call the Camp Office. Please note that you are responsible for providing us with written notification of any changes to the child's health after you have submitted a registration form to our office and prior to the start of camp.

### IN CASE OF INJURY OR ILLNESS

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All camp staff are Standard First Aid and CPR certified. If any child is in need of minor first aid, the staff are fully trained and equipped to care for the child. If a child becomes overtired, or just needs some TLC, we have a quiet rest area supervised by our camp staff. If a child takes ill or has a serious problem, he/she may be required to be picked up from camp before the end of the day. We will ensure the best possible care until you arrive.

In the event a child requires immediate medical treatment, apart from injuries of a minor or routine nature, the camp Wellness Coordinator will ensure immediate transportation to a local hospital. We will make every effort to contact you as soon as possible. A camp staff member will stay with the child until the emergency is over and you arrive.

### BEAUTIFUL SILVER DAYS

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All programs, except swimming, boating and high ropes, are continued on a regular basis during inclement weather conditions. Day camp is a great opportunity to enjoy this type of weather, so proper dress for such days is essential! Please remember to bring rainwear, sweaters, rubber boots and an extra set of dry clothes.

### CAMP ACTIVITIES

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- Outdoor living skills
- Initiatives
- Low ropes
- Climbing wall
- High ropes
- Swimming instruction
- Kayaking instruction
- Canoeing instruction
- Horseback riding
- Recreational swim
- Overnight camping
- Nature activities

## TRANSPORTATION INFORMATION

### TRANSPORTATION CHANGES

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All changes must be made in writing, authorized with a parent's or guardian's signature, and received at least 7 days before the start of the session. Changes can be mailed, emailed, faxed or dropped off to the Camp Office.

**Fax** 613.832.4324

**Email** daycamps@nationalcapitalregionymca-ywca.ca

**Mail** Camp Office, c/o Bonenfant Y Outdoor Education and Leadership Centre, 1620 Sixth Line Road, RR#1 Dunrobin, ON K0A 1T0

For security and safety reasons telephone changes cannot be accepted.

We are concerned for the security of your child and will strictly adhere to your transportation request as noted on your Registration Form. Anyone arriving to pick up a child without advance written notification will not be permitted to collect the child. To make special arrangements we require written permission authorized with your signature at least one day in advance. Please understand this precaution ensures the safety of your child.

Please be aware bus monitors and camp staff are on the bus to supervise and care for the campers. There will be no supervision available at the bus stops and we cannot leave children unattended. Please read the following carefully to be aware of how we ensure your child's safety.

All bus monitors have a two-way radio with them at all times. They are able to communicate with the camp office and the other bus monitors at any time during their travels.

### How will bus monitors know which bus stop number I have selected for my child?

Bus monitors are provided with bus rosters which record the name of each child, their bus and stop number. Children registered after rosters are produced will have their name added by the bus monitor when boarding the bus on Monday morning.

### Will the buses be on time?

Bus times serve only as a guide. In the morning please arrive AT LEAST five minutes before scheduled arrival time and allow up to fifteen minutes for delays. Loading children onto buses at camp while ensuring their safety as well as traffic conditions can lead to delays.

Every effort is made to adhere to scheduled times. However, there are many conditions which could affect actual arrival and departure times. Your patience and understanding are appreciated.

### Do I have to wait at the bus stop with my child each morning and meet him/her at the bus stop each afternoon?

Yes. If your child is under the age of 13, you must wait with them at the bus stop and pick them up at the end of the day. It is our policy to keep children 12 years old and younger on the bus if they are not met by an adult. There is a section on the Registration Form which allows you to give signed permission to have your child released from our care at the designated bus stop without the presence of an adult. If there are any changes, please send written notification to the Camp Office, or give the changes to the bus monitor on the first day of camp, who will then give them to the Director.

### What will happen if I arrive at my child's stop in the evening and the bus has already departed?

Please call us at 613.832.1234. When you call, our Camping Services Staff will be able to tell you where your child is. Your child will remain on the bus, in our staff's care, through to the final bus stop on the route until you arrive. Our staff are in constant contact with each other using two-way radios. This ensures staff are aware of any unusual situations at all times. Please note families who are late picking up their child on a regular basis will be required to pay a fee for the extended period of supervision.

Children 13 years of age or older with signed permission will be permitted to get off at the stop indicated on their registration form without the presence of an adult. If you wish for us to continue to care for your child until an adult picks him/her up, please notify us in writing.

### What if I am driving my child to and/or from camp?

All parents who are transporting their children by car should arrive at 8:45 am for drop off and 4:00 pm for pick up. Please do not drive onto the camp site unless your picking up your child.

### Parent and Camper Evaluations of Camp

Your family's feedback is very important to us! Each year we evaluate our performance and carefully examine our programs. We strive for continuous improvement. Most of the changes which take place each year are due to constructive feedback provided by campers, staff and parents.

Camp survey forms are sent out electronically. If you would like to participate in the survey, please make sure we have your email address by contacting the camp office at 613.832.1234.

Feedback and comments are always welcome, please do not hesitate to contact the camp office and the Camp Director at any time with your comments.