



Camp Otonabee

Outdoor Day Camps

Parent and Camper
Information
2021

YMCA-YWCA of the
National Capital Region

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

Welcome to Camp Otonabee Day Camps!

Summer is on its way and soon you will be helping your child prepare for camp. We have put this booklet together to help you and your child get the most from the camp experience. 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.

OUR STAFF

Our staff include full time camping professionals and university, college and senior high school students who have been carefully selected for their leadership abilities, competencies, enthusiasm, and experience. Each staff member is Standard First Aid and CPR certified and trained in all areas of their camp program.

Our counsellor to camper ratio varies depending on the camper age group:

Camper Age Group	Ratio
Kinder (ages 4Y-5Y)	1:6
New Discoveries (ages 6Y-7Y)	1:8
Pioneers (ages 8Y-9Y)	1:8
Explorers (ages 10Y-11Y)	1:10
Young Wonders (ages 12Y-13Y)	1:10
Leadership Camps (ages 14Y-16)	1:10
Specialty Programs	1:8 - 1:10



CAMP OTONABEE VIRTUAL PARENT INFORMATION NIGHTS

Camp Otonabee will be hosting parent information nights virtually this year. These nights will provide an opportunity for campers and families to learn more about Camp Otonabee and the programs that are offered. There will be a presentation about the various camp programs and an opportunity to ask questions and meet with camp staff.

The sessions will be held over Zoom on April 22, 2021, and May 20, 2021. Both sessions will begin at 7PM. If you would like to participate please contact day.camps@ymcaywca.ca or call 613-832-1234 to receive the Zoom link.

CAMP VIRTUAL TOUR

Released early June on our Camp Otonabee Facebook Page

Join us for a video tour of camp and our wonderful site! Our video will allow you to meet some of the amazing camp staff and to hear about the fun you will have this summer.

To access this video please visit the Y's Facebook page or call the camp office at 613-832-1234 for more information.

Camp Protocol

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.
- **Inclusiveness** is being welcoming and fostering a sense of belonging for all.

ABSENTEE CAMPERS

Please contact us at 613-832-1234 or email us at day.camps@ymcaywca.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 notify the camp office in advance.

EXTENDED DAY CAMP

If you are interested in extending your child's camp day between 7AM - 9AM and/or 4PM-6PM, please note that registration is required in advance. Please call the camp office to register your child and note that **Extended Day Camp is only available at our Camp Otonabee location.**

PLEASE LET US KNOW

- Are you moving?
- Have you changed your telephone number?
- 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?

BEAUTIFUL SILVER DAYS

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.

EXTREME HEAT PROTOCOL

The health and safety of our campers are our first priority. In the event of extreme heat warnings during camp, our extreme heat practices will be adopted by all camp programs. For more information on our extreme heat protocol please visit our website at www.ymcaywca.ca

IDENTIFICATION POLICY

All parents/guardians picking campers up from camp will be required to show government issued photo identification. The person picking up the camper must be included on the authorized pick up list that you submitted on the camp registration form, must have appropriate identification and must be over the age of 16. Please note that only the person listed as "Main Contact" on the camper registration form can make changes to the authorized pick up list, and must do so in writing.

CAMP ACTIVITIES

- Outdoor living skills
- High/Low ropes
- Climbing wall
- Kayaking instruction
- Canoeing instruction
- Recreational swim
- Nature activities

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. Packing the proper clothing and equipment is an important part of preparing for camp.

Please ensure your child is dressed in casual clothes appropriate for weather condition that will withstand a day at camp. **A well prepared camper is a happy camper!**

These lists are good guidelines to follow when packing for camp. **Parents with questions about what to pack should contact the camp office directly at 613-832-1234.**

GENERAL NEEDS

- Nut-free lunch, two drinks and snacks*
- Swimsuit
- Hat
- Bug spray
- Sunscreen
- Towel
- Reusable water bottle
- Water shoes or sandals with a back strap for the beach
- Two masks or face coverings in accordance with Ottawa Public Health rules

* In order to reduce impact on site we ask that day campers use reusable containers and return home with all garbage. We ask campers not to bring nuts or products containing nuts (or nut oils) to camp due to allergies.

RAIN GEAR

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

Sunscreen with sun protection factor (SPF) of 30 or more is strongly recommended (please check to make sure the sunscreen has not expired). Sun hats and sunscreen will be worn by everyone and counsellors will ensure campers are applying sunscreen regularly. Water bottles are also required for those hot days.

OPTIONAL ITEMS

- Books
- Camera
- Paddle
- Personal floatation device

PLEASE DON'T BRING

- Money
- Knives
- Lighters
- iPods, MP3 players
- Toys
- Cell phones
- Portable gaming devices

LABEL BELONGINGS

Please use a permanent marker and print first and last names on everything, including clothing. A phone number is also helpful should the writing fade. This will help us make sure any “found” items can be returned to your camper. If your child is missing an item, call or email the camp office where arrangements can be made to locate and return the item.

LOST AND FOUND

Lost and Found items will be posted on the Camp Otonabee Facebook Page at the end of the summer. We encourage you to reference this page if you lost an item. Additionally, you can always email the camp office if you are missing something.

Transportation

CAMPER PICK UP/DROP OFF

All parents who are transporting their children by car should arrive at 9AM for drop off and 4PM for pick up. Please arrive on time – we will issue one reminder and then a charge of \$5 for every additional 15 minutes of care will apply. If you require additional care to accommodate your schedule, please ask about our Extended Day Camp rates and hours. Please do not drive onto the camp site unless you're picking up your child.

Permission to pick up campers will only be given to individuals over the age of 16 (with proper ID) listed on the registration form as having authorization to do so. For more information, please refer to the Identification Policy on page 3.

During Camper Pick Up/Drop Off we ask that all adults wear a mask or face covering in compliance with Ottawa Public Health regulations. Please line up with each household on the space markers.

TRANSPORTATION CHANGES

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 emailed to daycamps@ymcaywca.ca or dropped off to the camp office.

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.

BUSES

Campers who have been registered to travel to and/or from camp on the bus will be safely escorted into or out of the Y facility to the bus.

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 so that we can ensure you've completed the COVID-19 screening and take your child's temperature, and allow up to fifteen minutes for delays. Please note, 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.

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, or be asked to find an alternative mode of transportation.

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

Any child under 10 years of age requires the presence of an adult to get on and off the bus.

With a signed released of care waiver by a parent or guardian, a 10-year-old is allowed to get off the bus and walk home without the presence of an adult. In this case an adult is required to be at home waiting for the child.

If your child is over 13 and has a signed permission form to be released from care, then they are able to sign in and out without a guardian.

Campers cannot be released to an authorized pick up that is not at least 16 years of age.

Any child that signs in independently may be denied entry to camp if they do not pass their COVID-19 screening and temperature check. In this event, the camper would be asked to return home and the camp office would contact the parent/guardian so they know their child is returning home.

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 without the presence of an adult. If there are any changes, please send written notification 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.

Medical Information

MEDICATIONS

If your child is bringing medication to camp (prescription or non-prescription), 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 senior camp staff upon arrival at camp. The senior staff 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

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. Any child who presents symptoms that are consistent with COVID-19 may be required to be picked up from camp and will only be able to return when they are symptom free and have a negative COVID-19 test, in line with our COVID-19 policies and procedures.

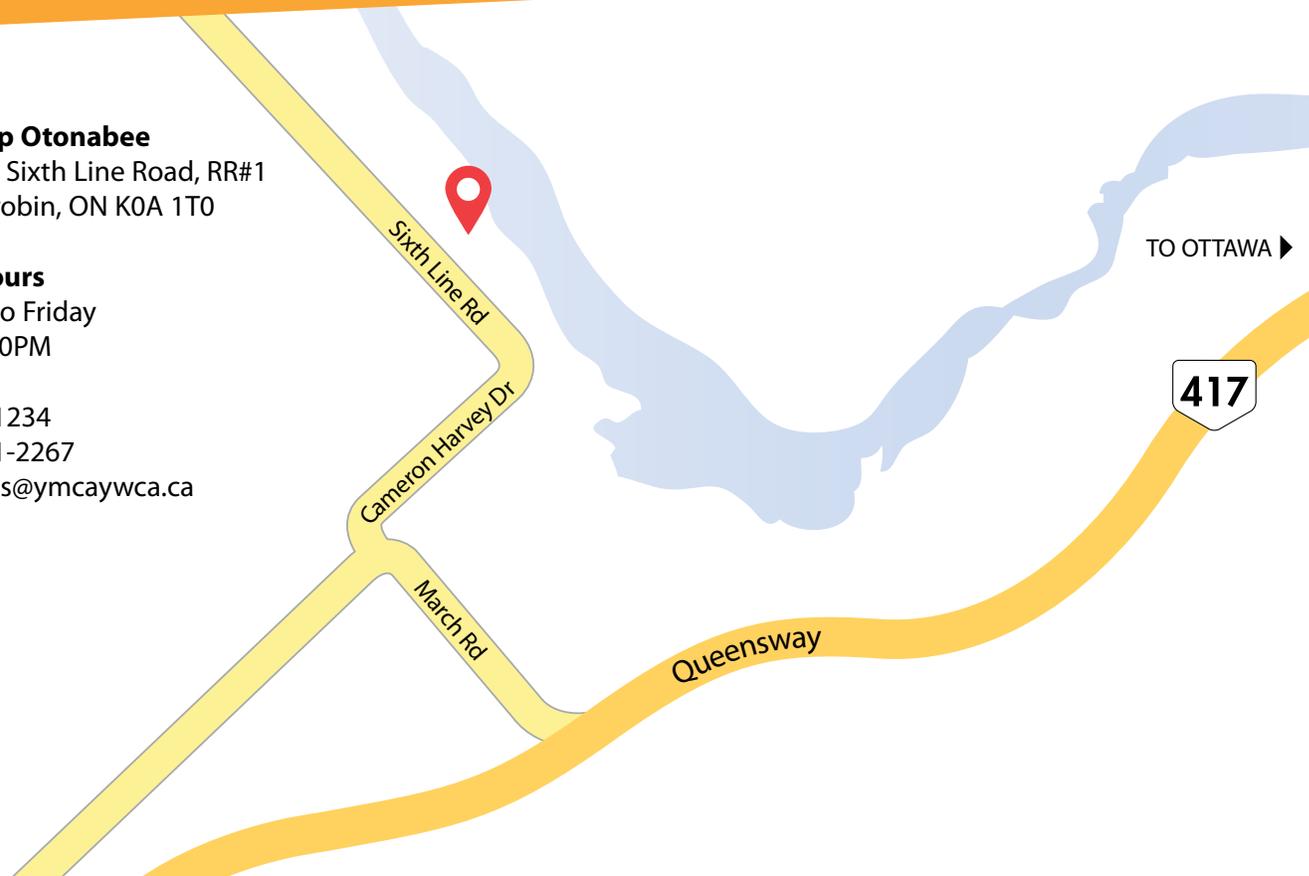
In the event a child requires immediate medical treatment, apart from injuries of a minor or routine nature, senior camp staff will ensure immediate transportation to a local hospital. We will make every effort to contact you as soon as possible. A camp staff member will stay with the child until the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

Camp Location and Contact Information

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

Office Hours
Monday to Friday
8AM - 5:30PM

613-832-1234
1-888-241-2267
day.camps@ymcaywca.ca



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.

REFUND AND TRANSFER POLICY

Refunds and transfers will be considered based on availability of program spaces and on a case by case basis. We will be flexible due to the current circumstances surrounding the COVID-19 pandemic.

If children are unable to attend due to any suspected symptoms, illness or concerns, our refund policy will reflect the needs of the community.

Parents can expect either a credit, refund, or options for donation.

Please contact the camp office for more information at 613-832-1234 or day.camps@ymcaywca.ca.

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