



Shine On

# Camp Otonabee Outdoor Day Camps

2024 Family and Camper Information

[ymcaottawa.ca](http://ymcaottawa.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.

## CAMP VIRTUAL TOUR

Can't make it to the Open House but curious about what camp is like? Join us for a virtual tour of Camp Otonabee! This short video explores all the areas of our site, introduces you to some of our amazing camp staff, and shows you some of the fun activities you can enjoy this summer.

[VIEW OUR VIDEO TOUR HERE](#) 

## OUR STAFF

Our staff includes 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
<b>Kinder</b> (Ages: 4Y-5Y)	1:6
<b>New Discoveries</b> (Ages: 6Y-7Y)	1:8
<b>Pioneers</b> (Ages: 8Y-9Y)	1:10
<b>Explorers</b> (Ages: 10Y-11Y)	1:10
<b>Young Wonders</b> (Ages: 12Y-13Y)	1:10
<b>Leadership Camps</b> (Ages: 14Y-16Y)	1:12
<b>Specialty Programs</b>	1:8 - 1:10

## CAMP OTONABEE VIRTUAL FAMILY INFORMATION NIGHTS

Camp Otonabee will be hosting family information nights virtually this year. These sessions 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.

**Camp Otonabee day camp information sessions** will be held on Thursday, May 2 and Tuesday, June 4.

**An out-trip information session** will be held on Thursday, May 16.

**An overnight camp information session** will be held on Thursday, May 30.

All sessions will take place on Zoom and will begin at 7PM. Please call or email the camp office for details at 613-832-1234 or [day.camps@ymcaottawa.ca](mailto:day.camps@ymcaottawa.ca).

## CAMP OTONABEE OPEN HOUSE

We will be hosting an Open House on Thursday, June 6 from 4:30-7:30PM at Camp Otonabee. This will be a drop-in event where families can take a tour of where the Camp Otonabee magic comes to life! Tours will be led by some of our amazing summer camp staff and will run approximately every 20 minutes. Bring your whole family and enjoy an evening exploring our site and getting to know a few of the many staff that help make Otonabee awesome!

# 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.
- **Responsibility** is being accountable for your own actions.
- **Inclusiveness** is being welcoming and fostering a sense of belonging for all.

The goal of our camps is to provide children and youth with a positive camp experience leading to personal growth in a safe and welcoming environment. We expect campers and their families to act respectfully while at camp and have a firm policy against all types of bullying. Please read our Camper Code of Conduct in the Family Resource section of our website for more information regarding our camper expectations and bullying policy.

## ABSENTEE CAMPERS

Please contact us at 613-832-1234 or email us at [day.camps@ymcaottawa.ca](mailto:day.camps@ymcaottawa.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 sign up upon registering for camp, or call the camp office to register your child. **Note that Extended Day Camp is only available at our Camp Otonabee location, and cannot be combined with busing.**

## ONLINE CAMPER ACCOUNT – SETTING UP YOUR ACCOUNT ON CAMPBRAIN

This year Y Camps Ottawa is working with a new registration system, in the hopes of providing a more user friendly and efficient registration experience for camper families! Camper information from previous years will not transfer over, so all families will be required to create a new account prior to registration.

Visit our website and follow the links to set up an account with your household and camper information. Once your account is created and registration opens, you will be able to register campers in applicable camp programs. Full payment can be made at the time of registration, or payment plans are available to be set up upon registration. Please note that an initial payment will be required in order to activate a payment plan.

## 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 & AIR QUALITY PROTOCOLS

The health and safety of our campers is our first priority. In the event of extreme heat or air quality warnings during camp, our extreme heat and smog & smoke practices will be adopted by all camp programs. For more information on these protocols, please visit our website.

## 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.

# 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 or [day.camps@ymcaottawa.ca](mailto:day.camps@ymcaottawa.ca).**

## GENERAL NEEDS

- Nut-free lunch, drinks and snacks\*
- Swimsuit
- Rain coat (rain pants are optional, though highly encouraged!)
- Sport sandals with a back strap or running shoes (**closed toe shoes are required for climbing and high ropes**)
- Hat
- Bug spray
- Sunscreen
- Towel
- Reusable water bottle
- Water shoes or sandals with a back strap for the beach
- Extra set of dry clothes

\* 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.

## 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.

## 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!

## OPTIONAL ITEMS

- Books
- Paddle
- Personal floatation device

## PLEASE DON'T BRING

- Money
- Knives
- Lighters
- iPods, MP3 players
- Toys
- Cell phones
- Portable gaming devices (Switch, etc.)

## 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 Y Camps Ottawa 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 at [day.camps@ymcaottawa.ca](mailto:day.camps@ymcaottawa.ca) if you are missing something, and the team will do their best to locate the item.

# Transportation

## **CAMPER PICK UP/DROP OFF**

All parents who are transporting their children by car should arrive for drop off from 8:30AM to 9AM, and pick is from 4PM to 4:15PM. Please arrive on time – we will issue one reminder before a charge of \$5 for every additional 15 minutes of care is applied. 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 government issued photo ID) listed on the registration form as having authorization to do so. For more information, please refer to the Identification Policy on page 3.

## **TRANSPORTATION CHANGES**

All changes must be made in writing via email or in CampBrain and received at least 7 days before the start of the session. Changes can be emailed to [day.camps@ymcaottawa.ca](mailto:day.camps@ymcaottawa.ca) or via CampBrain.

For security and safety reasons changes made over the telephone cannot be accepted.

We prioritize 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**

We're pleased to offer campers daily bus transportation to and from Camp Otonabee at a cost of \$65 per child, per week.

Campers who have been registered to travel to and/or from camp on the bus will be safely escorted in and/or out of camp by camp staff.

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 and afternoon please arrive AT LEAST five minutes before scheduled arrival time 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 them 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.

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 to the camp office at [day.camps@ymcaottawa.ca](mailto:day.camps@ymcaottawa.ca).

## 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 needs 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, they 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, 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 REFUND AND TRANSFER POLICY

Request for refund **16+ business days** before session start date → **100% refund** of program fees

Request for refund **15-6 business days** before session start date → **75% refund** of program fees

Request for refund **5-1 business days** before session start date → **50% refund** of program fees

Request for refund once program has begun → **No refund** of program fees

Transfer requests must be made in writing by emailing [day.camps@ymcaottawa.ca](mailto:day.camps@ymcaottawa.ca). Please include your camper's name, your name, and the weeks they are both unregistering from and transferring to in your request. All transfers must be completed 10 business days prior to the session start date, provided there is space in the program.

All refunds must be requested in writing by emailing [day.camps@ymcaottawa.ca](mailto:day.camps@ymcaottawa.ca). Please include your camper's name, your name, and the week they are unregistering from in your request. There are no refunds for children who are asked to leave the camp due to behavioural and/or safety issues.

## FAMILY 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 that take place each year are due to constructive feedback provided by campers, staff and families.

Camp survey forms are sent out electronically. If you would like to participate in the survey, please make sure your email address is up to date on your CampBrain account prior to your camper's week at camp.

Feedback and comments are always welcome; please do not hesitate to contact the camp office and the Camp Director.

## Camp Location and Contact Information



### Camp Otonabee

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

### Office Hours

Monday to Friday  
8AM - 4PM (September - June)  
8AM - 5:30PM (July - August)

613-832-1234  
[day.camps@ymcaottawa.ca](mailto:day.camps@ymcaottawa.ca)

