



Y Neighbourhood Day Camps

Family and Camper
Information
2023

YMCA of the
National Capital Region

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

Welcome to Y Neighbourhood 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
Tiny Tots (ages 4Y-5Y)	1:6
Y Creators (ages 6Y-9Y)	1:8
Y Adventurers (ages 10Y-12Y)	1:10
Y Leadership (ages 13Y-14Y)	1:12

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.

ABSENTEE CAMPERS

Please contact your Neighbourhood Day Camp to let us know if your child will be absent from camp.

A phone call 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 your Neighbourhood Day Camp in advance at 613-832-1234 or day.camps@ymcaywca.ca.

PLEASE LET US KNOW

- Are you moving?
- Have you changed your telephone number?
- Have you given us all the information we need to properly care for your child?
- Do you have new medical information for your child that needs to be updated?
- Do we have your authorized pick up and drop off names? We won't be able to release your child to anyone who isn't on your list.

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 or add this service onto your camp fees at the time of registration.

INCLEMENT WEATHER CONDITIONS

All programs are continued on a regular basis during inclement weather conditions. Neighbourhood Day Camps are 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.

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

(Activities may vary based on the location that your camper is registered for).

- Team Building Activities
- Arts and Crafts
- Sports and Active Games
- Drama
- Science
- Swimming/Splash Pads
- Outdoor Play
- Field Trips & Special Guests
- Virtual Field Trips

What to Bring to Camp

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 their Neighbourhood Day Camp location directly.**

GENERAL NEEDS

- Nut-free lunch, two drinks and snacks*
- Swimsuit
- Rain coat (rain pants are optional, though highly encouraged!)
- Sport sandals with a back strap or running shoes
- Hat
- Bug spray
- Sunscreen
- Towel
- Reusable water bottle
- Extra set of dry clothes

*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.

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.

Reusable water bottles are also required for those hot days and for walks to the local park.

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. 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.

LOST AND FOUND

Lost and found will be collected at the end of camp and held until September 15. Items not claimed will be donated to charity after September 15. We encourage you to reach out to day.camps@ymcaywca.ca if you are missing an item.



Camper Pick up / Drop off

All parents who are dropping off/picking up their children by car should arrive between 8:35 and 9AM for drop off and by 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.

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.

What will happen if I arrive to camp late?

Please call our camp office at 613-832-1234 (office hours are 7AM to 5PM) or call our after hours line at 343-996-9592 and inform camp staff you will be late. Camp staff will remain with your child until you or an authorized adult arrives.

Is my child able to meet me at our car at the end of the day?

Yes. Children 10 years of age or older with signed permission will be permitted to sign in and out from camp at the end of the camp day. A sign out waiver must be signed by a parent on the first day of camp.

It is our policy to keep children 12 years old and younger at camp until they are signed out by an adult. As an exception, campers 10Y-12Y are permitted to leave on their own at the end of the day if the sign out waiver form has been completed and signed by a parent..

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 end of camp day without the presence of an adult. If there are any changes, please send written notification to the Camp Coordinator.

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 camp staff 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 our camp office for more information. 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, 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 Locations and Contact Information

Y Neighbourhood Day Camps are offered at various locations across Ottawa including Kanata, Ottawa-Nepean-West, Ottawa South, Ottawa East, and Clarence-Rockland. **Exact locations will be confirmed in April 2023.** Please make sure you select the appropriate neighbourhood when registering your child for camp.

***Please note, the Ottawa Vanier and Ottawa South locations will serve as bus pick-up and drop-off locations only.**

Campers who register for these locations will be transported by bus at no cost to our Taggart Family Y where they will participate in their day camp program. Buses will run twice in the morning and twice in the afternoon, and a schedule will be emailed to each family in advance of their day camp program. The bus schedule will also be available in our camp guide and on our website. Please do not hesitate to reach out to our camp team with any questions or concern.



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| 1 Taggart Family Y | 5 Kanata |
| 2 Clarence-Rockland Y | 6 Orleans |
| 3 Ottawa-Nepean-West | 7 Ottawa Vanier* |
| 4 Barrhaven | 8 Ottawa South* |

613-832-1234
day.camps@ymcaottawa.ca

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 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.

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@ymcaywca.ca. Please include your camper's name, your name, and the weeks they are both unregistering for 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@ymcaywca.ca. Please include your camper's name, your name, and the week they are unregistering for in your request. There are no refunds for children who are asked to leave the camp due to behavioural and/or safety issues.