



# Y Neighbourhood Day Camps

2025 Family and Camper Information

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



Shine On

# Welcome to Y Neighbourhood Day Camps

Summer is on its way and soon you'll be helping your child prepare for camp.

We've 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, 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>Tiny Tots</b> (Ages: 4Y-5Y)	1:6
<b>Y Creators</b> (Ages: 6Y-7Y)	1:8
<b>Y Rovers</b> (Ages: 8Y-9Y)	1:10
<b>Y Adventurers</b> (Ages: 10Y-12Y)	1:10

## CAMP LOCATIONS

Y Neighbourhood Day Camps are offered at various locations across Ottawa, from Stittsville to Clarence-Rockland. Please make sure you select the appropriate neighbourhood when registering your child for camp.

### **BARRHAVEN (Weeks 1 - 7)**

**Berrigan Elementary School\***  
199 Berrigan Dr, Nepean

### **CLARENCE-ROCKLAND (Weeks 1 - 9)**

**Clarence-Rockland Y**  
1525-1 Du Parc Ave, Rockland

### **DOWNTOWN (Weeks 1 - 7)**

**Glashan Public School\***  
28 Arlington Ave, Ottawa

### **DOWNTOWN (Weeks 8 - 9)**

**Taggart Family Y**  
180 Argyle Ave, Ottawa

### **KANATA (Weeks 1 - 7)**

**W. Erskine Johnston Public School\***  
50 Varley Dr, Kanata

### **NEPEAN (Weeks 1 - 7)**

**Pinecrest Public School\***  
1281 McWatters Rd, Nepean

### **ORLEANS (Weeks 1 - 7)**

**Orleans Wood Elementary School\***  
7859 Décarie Drive, Orleans

### **OTTAWA SOUTH (Weeks 1 - 7)**

**Roberta Bondar Public School\***  
159 Lorry Greenberg Dr, Ottawa

### **STITTSTVILLE (Weeks 1 - 7)**

**Shingwàkons Public School\***  
480 Cope Dr, Kanata

**613-832-1234**

**day.camps@ymcaottawa.ca**

# Camp Protocol

## Y CORE VALUES

Our 5 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.

[There is an online form](#) available to all parents to fill out if you know your child will be absent.

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@ymcaottawa.ca](mailto:day.camps@ymcaottawa.ca).

## 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.

## ONLINE CAMPER ACCOUNT –

### SETTING UP YOUR ACCOUNT ON CAMPBRAIN

Y Camps works with a registration system called CampBrain. If you registered for camp in 2024, please use your 2024 log in credentials. If you forget your password, please use the forgot password button on the homepage to reset your password. Should you have any issues logging in, please send us an email to [day.camps@ymcaottawa.ca](mailto:day.camps@ymcaottawa.ca)

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.

## 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 & 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's account can make changes to the authorized pick-up list, and must do so in writing to [day.camps@ymcaottawa.ca](mailto:day.camps@ymcaottawa.ca).

# 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
- Cell phones
- Toys (i.e. Pokémon Cards, stuffed animals, etc.)
- 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. 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.



# Camper Pick up / Drop off

All caregivers who are dropping off/picking up their camper should arrive between 8:30 and 9AM for drop off and by 4:15PM 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 their guardian.

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 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.

## 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

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 from children who are asked to leave the camp due to behavioural and/or safety issues.

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

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