



# CAMP GUIDE

Summer 2024





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## Welcome

Welcome to the Community Services Department's Summer Day Camp! This guide was created to clearly outline the policies and procedures of Summer Day Camp 2024. Please read this guide carefully, as it will help your child(ren) have a successful experience. Feel free to talk to the program staff if you ever have any questions or concerns. We thank you for choosing the Town of Petawawa to help your child(ren) learn and grow.

## Questions?

Should you have questions about Summer Day Camp, please contact Shellan at 613-687-5678 ext. 2103 or [sdament@petawawa.ca](mailto:sdament@petawawa.ca).

# How to Register

## Summer Day Camp registration opens Thursday March 21, 2024 at 9:00am.

### In-Person

Please note, in-person does not guarantee you a spot. Paperwork is processed at the same time as online registration is occurring. Camp weeks may fill during this process.

Community Services Office  
16 Civic Centre Rd., Petawawa, Ontario  
Monday – Friday 8:00 am - 4:30 pm

### Paper Registration Form

A completed signed camp registration form is required for camper participation. Signatory must be a parent/guardian.

### Payment

Full payment must be made for registration to be confirmed.

### Forms of Payment

Cash or Debit. Credit cards are only accepted through the online registration option. Credit cards cannot be processed in-person.

### Questions?

Call 613-687-5678 ext. 2103  
or email [sdament@petawawa.ca](mailto:sdament@petawawa.ca)



### Online Registration

#### Payments & Registration

1. Follow [this link](#) to create an online account.
2. Click on "login" and choose "create account".
3. Create the account under your child's name or add all children to your profile (step 9).
4. Wait for the confirmation email. Check your junk mail.
5. Follow the link in the email and login.
6. Choose the camps you want and add them to your cart.
7. If required, choose before and/or after care in the drop down price choice.
8. Go to the cart at the top of the page and make payment.
9. Add multiple children to your account by going to your profile and clicking "relationships" at the top.
10. Repeat steps 5-7 for additional child.

Please note: having a camp in your cart does not hold your spot. Registration is not complete until payment has been made.

#### How to video

[Here is a link](#) for a video tutorial on how to do online registration.

#### Other Documents

##### Waiver

This waiver must be e-signed by a parent/guardian for a child to be able to attend camp ([click here](#)).

##### Individual Camper Profile

This form will help us get to know your child better. We want to make sure every child has a positive camp experience and all their needs are being met ([click here](#)). If you are signing up for more than one week of camp, only one form for the season is required.

# Payment Policies

## Payment

Full payment must be made when registering for a camp.

## Waiting Lists

If you cannot be accommodated in any of your selections, your name will be added to the waiting list. You will be notified by email if a space becomes available and payment will be required to secure the spot.

## Refunds or Withdrawals

All requests for refunds or withdrawals must be made in writing preferably by email to [sdament@petawawa.ca](mailto:sdament@petawawa.ca).

**The deadline for withdrawal from a week of camp is May 31, 2024.** For withdrawal requests made prior to May 31, 2024, a full refund less the \$20.00 administration fee will be given. The administration fee will not be charged should the client choose to keep the funds on account for another camp, program, or event. Requests for withdrawal after deadline will be considered for medical reasons or on compassionate grounds. Supporting documentation may be requested.

## Pro-rating

There are no drop-ins. Camp fees are for the full week, there will be no prorating.



# Camp Information

## Camp Hours

Regular Camp Hours: 8:30 am - 4:30 pm

Extended Hours: 6:30 am - 5:30 pm

## Camp Ages

Kinder camp ages 4-5 years

Jr. camp ages 6-8 years

Sr. camp ages 8-12 years

## Camp Locations

Kinder camps

Norman Behnke - 11 Norman St

Jr. and Sr. Camps

Petawawa Civic Centre - 16 Civic Centre Rd.

Beach Days - Petawawa Point Beach - 1073 Island View Dr.

## Camp Fees

\$190.00/child for the week.

\$15.00/week/child for extended care.

## Contact Information

Main Office 613-687-5678

Program Staff Cell (text or call) 647-328-8621

[camps@petawawa.ca](mailto:camps@petawawa.ca)



## Contact/Absences

Parents/guardians MUST notify the Community Services office of any changes of: email, telephone numbers, addresses or medical conditions. Parents/guardians MUST notify the Community Services office if child(ren) will be absent from the program.

Contact Information: 613-687-5678, text or call 647-328-8621 or [camps@petawawa.ca](mailto:camps@petawawa.ca)

## Discipline Policy

It is our intent to ensure the safety of all participants and staff. Rules and guidelines for Summer Camp will be presented every week to all participants. However, there is zero tolerance for physical/emotional violence toward other participants or staff. We will focus on positive reinforcement to promote acceptable behaviours. Children will be encouraged to resolve their conflicts first. Unaccepted behaviours will be documented and discussed with the parents or guardians. Depending on the severity/re-occurrence of the situation, suspension or permanent loss of privilege may be considered.

## Loss of Privilege

Should a child be asked to leave Summer Camp due to behavioural and/or safety concerns, a refund will not be issued.

# Camper Information

## Lunch and Snacks

Parents/guardians are responsible for providing children with snacks and lunch. A minimum of 2 snack breaks and one lunch break will be provided. Food must be **nut free** to ensure we provide a safe environment for all our campers and staff. We strongly recommend packing several healthy food items and extra snacks are suggested. Children are more active than a regular school day and usually consume more food. Please send your child with a labelled refillable water bottle.

## Medication Administration

No staff may give medication to a child except in emergency situations where an EPI-PEN or Inhaler is needed. Staff will supervise any medication administration, but the child must be able to self-administer. All medication must be in the original container that was prescribed with the name of the child and dosage on a pharmacy/doctor label. The medication must be given to the program staff and is not to be kept in the child's backpack. If an EPI-PEN is needed, the participant must wear it at all times.

## Health Concerns

Staff must be aware of all health conditions and safety concerns to ensure a safe environment. Any diagnosed health concerns must be filled out and highlighted in the registration form. Children showing symptoms of a contagious infection/disease will not be permitted to attend Summer Camp until the health concern has been resolved.

## Personal Belongings

Campers will not be permitted to bring personal items to camp with the exception of the below list. Please label all personal belongings and pack everything into one backpack/bag. Petawawa Community Services is not responsible for any lost, broken or stolen items.



### Items to bring to camp:

- Healthy snacks & lunch (nut free)
- Labelled refillable water bottle
- Hat
- Sunscreen
- Bathing suit and towel
- Running shoes or athletic sandals (no flip flops) except beach days
- Easy to carry backpack or bag
- Weather appropriate clothing
- On bike days helmets are mandatory

# Drop-off and Pick-up

To ensure the safety of all campers and staff, parents/guardians are encouraged to follow the procedures below.

## Drop-off

- Kinder drop-off will be at the Norman Behnke building. When facing the building the door is on the right.
- Jr and Sr drop-off will be at the Petawawa Civic Centre arena . When you pull up in front of the building, the doors will be labeled with Senior and Junior signs. When facing the arena, the senior camp is on your right and junior is on your left.
- A staff member will greet you at the entrance.
- Parents/guardians are not permitted into the program space. We appreciate your cooperation on this matter.
- For beach days the drop-off is at the Petawawa Point Beach Hut.
- There may be days camp is at the playground for drop-off, so keep your eyes open when driving in.
- Parents/guardians must sign their child(ren) in by confirming the time of drop off and initialing the attendance.

## Pick-up:

- Pull up to the parking space in front of the camp pick-up door. For beach, days come to the Petawawa Point Beach Hut.
- Camp staff will record the time of pick-up.
- Parents/guardians must sign their child out by initialing the attendance sheet.

**Written authorization** must be given for **unescorted children** arriving and leaving camp prior to camp commencement.



# 2024 Kinder Camp Themes

Ages 4-5

## Creation Station

July 2- 5

Campers are given the opportunity to try a wide variety of arts and crafts projects, including painting, drawing, sculpture, and more. The camp is designed to encourage kids to express themselves in a safe and nurturing environment

## Water Play

July 8-12

This camp combines the joy of play with the cool embrace of water. Campers will enjoy water-themed games, creative water crafts, wet experiments and sensory play.

## Enchanted Forest

July 15-19

Campers will explore and discover the natural world around them. With activities like treasure hunts, forest games, and nature walks, as well as creative pursuits like arts and crafts and storytelling.

## Dig & Build

July 22-26

Young minds become budding architects, builders, and archeologists! This camp sparks creativity, nurtures problem-solving, and kindles a passion for construction through hands-on activities, all while delving into the mysteries of history, including the fascinating world of dinosaurs.

## Exploration

July 29- August 2

This camp is filled with outdoor adventures, scientific exploration, and the thrill of discovering the world around us.

## Movin' It

August 6-9

This camp is designed to keep campers active and engaged through a variety of exciting movement-based activities. Get ready for a week filled with fitness, friends, and fantastic memories!

## Adventureland

August 12-16

Heroic adventures, where campers unleash their inner superheroes through thrilling missions, obstacle courses, and crafting epic super suits.

## Camp Fusion

August. 19-23

Each day unfolds with a diverse array of activities that reflect the highlights of previous weeks. Our dedicated counselors facilitate a harmonious blend of past themes, creating an immersive journey where campers explore diverse adventures.



# 2024 Jr. Camp Themes

Ages 6-8

## **Expressive**

**July 2-5**

Explore the arts through painting, crafting, acting and dancing. This camp is for those who love to be creative.

## **Conqueror**

**July 8-12**

Jr. competitors will compete in a variety of activities that challenge them physically and mentally. Activities focus on fun, making friends, arts, sports, camp games and imagination.

## **Naturalist**

**July 15-19**

Campers will engage in hands-on learning through captivating crafts, exciting games, and immersive nature activities, creating unforgettable moments of fun while fostering a deep connection with the natural world.

## **Splash-tastic**

**July 22-26**

All the things to keep you cool during the hot summer days, from splash battles and relay races to water experiments. Enjoy a day playing on the giant SUP board at the beach.

## **STEM Adventures**

**July 29 - August 2**

Ignite your enthusiasm for the fascinating realms of Science, Technology, Engineering, and Math as you engage in immersive, hands-on experiments and activities.

## **Jr. Bike**

**August 6-9**

Learn basic bike safety, explore nearby trails and an introduction to the Construction Yard Bike Park. Must be able to ride a two wheel for bike park instruction.

## **Splish, Splash**

**August 12-16**

Games and activities with a water component. Spend time at the beach testing your balance on a SUP board. Learn water safety and more!

## **Explorer**

**August 19-23**

Every day is something new, from land to the beach. Learn camping skills, orienteering, geo-caching and outdoor skills. Spend a day at the beach playing fun Stand Up Paddle Board games.

# 2024 Sr. Camp Themes

Ages 8-12

## Creative

July 2-5

Immerse yourself in an imaginative environment that will ignite your inner creative passions. Make artwork and inventions, try out acting and choreograph a dance routine.

## CNL Science

July 8-12

**Ages 9-12** The Town of Petawawa is pleased to partner with Canadian Nuclear Laboratories (CNL) to offer a camp with a fun introduction to a wide range of scientific projects and disciplines. This is a rare opportunity to visit Canada's national nuclear laboratories, and will showcase projects in environmental science, health science, engineering, physics, computing and much more.

## Kayak & Stand Up Paddle Board

July 15-19

Learn techniques and skills to kayak and SUP. Put your skills to the test as you set out on a mini excursion

## Athletic Pursuers

July 22-26

Learn skills and techniques of a variety of traditional sports, as well as an introduction to international games/sports. Some example are: Tchoukball, Spike Ball, Handball, Soccer, and more.

## Paddle Adventure

July 29 - August 2

Spend a week on the Ottawa River learning paddling skills through games and water safety activities. Go on a mini excursion exploring nearby islands.

## Sr. Bike

August 6-9

Get on your bike and hit the trails. Spend at day at the bike park doing skills development. Learn to maintain your bike and fix basic problems. If you love to ride, grab your helmet, this 4-day camp is for you.

## Entrepreneur

August 12-16

Campers will learn from local business owners what it takes to create and run a business. They will have the chance to operate a shop at the Petawawa Container Market.

## Adventure

August 19-23

This camp has it all! You will have the chance to hike, acquire camping skills, learn techniques at the bike park, and spend some time paddling on the water.