



# CAMP GUIDE

Summer 2025



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### Welcome

Welcome to the Town of Petawawa's Summer Day Camp! This guide was created to clearly outline the policies and procedures of Summer Day Camp 2025. 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 Shallan at 613-687-5678 ext. 2103 or [sdament@petawawa.ca](mailto:sdament@petawawa.ca).

# Camp Registration

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## Where to Register?

Follow [this link](#), or search 'Daysmart Recreation' in your mobile app store.

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## Log in or Create Your Daysmart Account:

### Creating an Account

1. Select a company: "Corporation of the Town of Petawawa" (if using the link above, the location should be selected automatically!)
2. Enter your email and password.
3. Enter **YOUR** information first

### 'I am trying to create an account, but an account with that email already exists?'

If you have registered in-person for any of our recreational programs, events, or have had a rental with us, you already have a Daysmart Account!

- Hit 'sign in' and then select "forgot my password"
- Enter your email address & hit submit
- Check your email for a password reset link (check your junk folder!)

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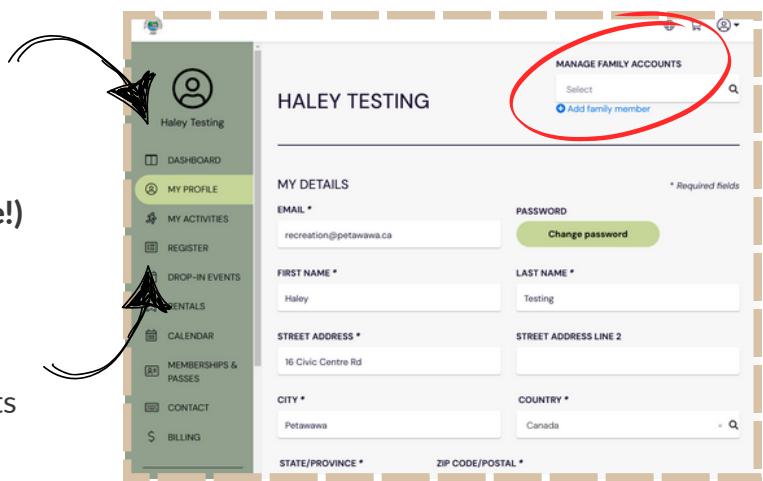
## Adding Family Members

When **creating an account**, there is an option to add your child(ren) and/or partner to your account before hitting 'submit'.

### Adding Family to Existing Account

If you already have an account, you can add family members at any time by selecting 'my profile' from the green menu.

(**HIT ≡** to find the green menu on mobile!)



The image shows a side-by-side comparison of Daysmart's mobile application and web interface. On the left, the mobile app's sidebar is visible with a green 'MY PROFILE' button highlighted. An arrow points from this button to the 'Add family member' button on the right. The right side shows the 'MANAGE FAMILY ACCOUNTS' section of the web interface, where a red circle highlights the 'Add family member' button. The web form includes fields for First Name, Last Name, Street Address, City, State/Province, Zip Code/Postal, and a 'PASSWORD' section with a 'Change password' button.

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## Program / Camp Registration

Select "Register" from the green menu.

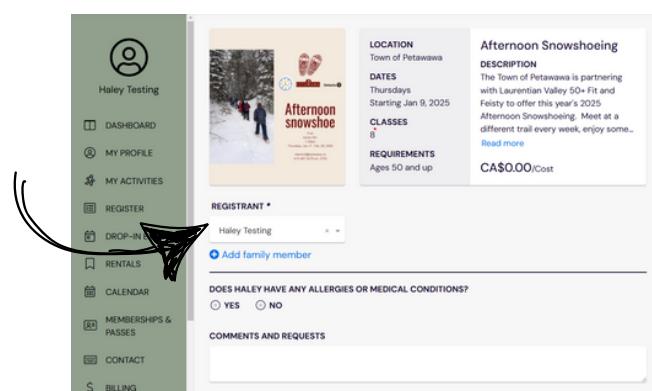
Boxes will appear here for Programs, Events and **Summer Camps** while registration is open.

- Select 'View' button on desired category
- Programs/Camps are organized into age category; select the view button on the desired category

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## Select the Registrant

When registering for a program, make sure that you have selected the correct participant



The image shows a side-by-side comparison of Daysmart's mobile application and web interface. On the left, the mobile app's sidebar is visible with a green 'REGISTER' button highlighted. An arrow points from this button to the 'Select Registrant' dropdown on the right. The right side shows the 'REGISTER' section of the web interface, where a dropdown menu shows 'Haley Testing' as the selected registrant. The web form includes fields for Registrant, Location (Town of Petawawa), Dates (Thursdays Starting Jan 9, 2025), Classes (Afternoon snowshoeing), Requirements (Ages 50 and up), and a description of the program: 'Afternoon Snowshoeing'. The description notes that the Town of Petawawa is partnering with Laurentian Valley 50+ Fit and Feisty to offer this year's 2025 Afternoon Snowshoeing. It also mentions that a different trail is used each week and encourages users to read more.

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## Submit Registration & Check Out!

Once you have submitted a registration, the program will be in your cart.

Add all desired programs, review & check out!

**If your registration was successful, you will receive an email receipt. Check your junk folder!**

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## Need a how to video tutorial?

Go to [this link](#)

# Camp Registration

## Summer Day Camp registration opens Thursday March 27, 2025 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.

Recreation, Culture and Tourism 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

Instructions for online registration are on page 2. A test environment has been created to give parents/guardians a chance to become familiar with our online registration system before summer camp registration opens.

### 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 and Refund 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 30, 2025.** For withdrawal requests made prior to May 30, 2025, a refund less the \$20.00 administration fee will be given. 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

## Contact/Absences

Parents/guardians MUST notify the camp director of any changes of email, telephone numbers, addresses or medical conditions. Parents/guardians MUST notify the camp director if child(ren) will be absent from the program. Contact Information: text or call 613-401-1918 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.

# Camp Information

## Camp Hours

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

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

Specialty Camp hours are 8:30 am - 4:30 pm with no extended hours available.

## Camp Ages

\*Kinder camp ages 4-5 years

Jr. camp ages 6-8 years

Sr. camp ages 8-12 years

Specialty Camp 9-13 years

\*Kinder camp participants must be 4 before the camp start date and have already completed a year of school.

## Camp Locations

Kinder Camps - Norman Behnke - 11 Norman St

Jr. and Sr. Camps - Petawawa Civic Centre Arena Floor

Specialty Camps meeting spot will be the Lounge upstairs at the Petawawa Civic Centre. Some Specialty camps will require campers to have a bike to move to various locations around Town.

Petawawa Civic Centre - 16 Civic Centre Rd.

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

## Kinder, Jr. and Sr. Camp Fees

\$200.00/child for the week.

\$15.00/week/child for extended care.

## Specialty Camps Fees

\$250/child for the week.

## Contact Information

Main Office 613-687-5678

Program Staff Cell (text or call) 613-401-1918

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



# 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 and seafood 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. The Town of Petawawa is not responsible for any lost, broken or stolen items.



### Items to bring to camp:

- Healthy snacks & lunch (nut and seafood 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.
- Specialty camp drop off will be at the Petawawa Civic Centre upstairs in the Lounge.
- 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 initialling the attendance sheet.

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



# Kinder Camp Themes

**Ages 4-5**

## **Creation Station**

**June 30 -July 4 (no camp July 1)**

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 7-11**

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 14-18**

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 21-25**

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 28-August 1**

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

## **Movin' It**

**August 5-8**

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 11-15**

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

## **Camp Fusion**

**August 18-22.**

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.

# Jr. Camp Themes

**Ages 6-8**

## **Expressive**

**June 30 -July 4 (no camp July 1)**

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

## **Kinetic**

**July 7-11**

Experience a diverse range of sports, from classic favorites to unique international games. Gain new skills in soccer, handball, football, and more, while challenging yourself in fun, dynamic activities.

## **Naturalist**

**July 14-18**

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 21-25**

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 28-August 1**

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 5-8**

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.

## **Splash, Splash**

**August 11-15**

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 18-22**

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.

# Sr. Camp Themes

Ages 8-12

## Creative

**June 30 -July 4 (no camp July 1)**

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.

## Athletic Pursuers

**July 7-11**

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

## Kayak & Stand Up Paddle Board

**July 14-17**

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

## Innovative

**July 21-25**

Dive into exciting hands-on projects in science, technology, engineering, and math, where you'll design, build, and discover the wonders of innovation.

## Paddle Adventure

**July 28- August 1**

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 5-8**

Get on your bike and hit the trails. Spend a 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 11-15**

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 18-22**

This camp has it all! You will have the chance to hike, acquire outdoor skills, go on a biking excursion and spend some time on the water paddling.

# Speciality Camp Themes

## Ages 9-13

Our specialty camps offer a more personalized learning experience with smaller group sizes, ensuring each participant receives comprehensive instruction. Some of these camps provide opportunities for campers to earn certificates, while others are led by certified instructors/professionals, guaranteeing high-quality training and expertise. Most camps are on the go all around Petawawa. They will require campers to walk or bike to local businesses, trails and other locations.

### Culinary Camp

**June 30 -July 4 (no camp July 1)**

A delicious adventure where you'll explore local restaurants through guided tours and cook or bake something new every day. Learn from professional chef guest speakers who will share their expertise and culinary secrets.

### CNL (Canadian Nuclear Laboratories) Science

**July 7-11**

The Town of Petawawa is pleased to partner with 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 highlight projects in environmental science, health science, engineering, physics, computing and much more.

### Nature Navigators

**Session 1 - July 14-17**

**Session 2- July 28- August 1**

An immersive outdoor adventure camp where campers learn essential survival skills, orienting, and the principles of Leave No Trace. Campers will navigate through trails and engage in hands-on activities that foster a deep connection with nature.

### Paddler Skills

**Session 1 - July 21-25**

**Session 2 - August 18-22**

This comprehensive camp covers essential skills like trip planning, effective techniques, and packing the right gear for safe and enjoyable water adventures. Additionally, you'll learn PaddleSmart, which encompasses all these crucial aspects to ensure you're well-prepared for any water-based activity.

### Bike Skills Development

**August 11-15**

Enhance your biking abilities and confidence. Learn essential techniques in the bike park, improve your outdoor skills, and embark on thrilling biking excursions. Must be able to bike long distances.

### SkillSpire

**August 5-8**

Campers gain valuable skills and certifications in courses like Home Alone Safety, Leave No Trace and Paddle Smart. They enjoy a mix of fun and learning, ensuring they're prepared for various real-life situations. Join us for an unforgettable experience filled with personal growth!