

2025 Accessible Summer Day Camp Handbook

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.

How to register

Online Registration

1. Go to this link
<https://apps.daysmartrecreation.com/dash/x/#/online/petawawa/register?next=/online/petawawa/dashboard> to create an online account or download the 'Daysmart Recreation' app on mobile or tablet.
 - If your email is already being used for an account, click the sign in button from the left-hand side menu. If it is your first time logging in, please click "forgot your password" and follow the email prompt to log in.
2. If using the mobile app, create your account or log in using the company code: petawawa
3. Create an account using YOUR information.
4. Adding Family Members:
 - After filling out your information, there are options at the bottom of the page to add your child(ren) and/or invite a partner
 - Family members can also be added anytime after your account is created. Once logged in, go to the 'profile' tab to add.
5. Select Register from the left-hand side menu.
6. Select the participant you are registering from the drop-down menu at the top of the page.
7. Find the camp(s) you are looking for, answer the prompts and hit confirm to add to your cart.
8. When you are ready to check out, select your cart and pay using a credit card. Please note that registration is not confirmed until payment is complete. You will receive an email confirmation of your registration.

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For a video tutorial on how to do online registration go to https://youtu.be/4JkA7_O79H8

In-person

The Recreation, Culture and Tourism Office 16 Civic Centre Rd. Petawawa, Ontario Monday – Friday 8:00 am - 4:30 pm.

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.

A completed signed camp registration form is required for camper participation. Signatory must be a parent/guardian. Full payment must be made for registration to be confirmed. Forms of payment are cash, or Debit. Credit cards are only accepted through the online registration option. **Credit cards cannot be processed in-person.**

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. Use this link to complete the form <https://forms.gle/vCbk89KQd5XT8Eyp7>. 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.

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

Camp Hours

Regular Camp Hours are 8:30 am - 4:30 pm and extended hours are 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 are 4-5 years. Kinder camp participants must be 4 before the camp start date and have already completed a year of school. Junior camp ages are 6-8 years. Senior camp ages are 8-12 years. Specialty camps ages are 9-13.

Camp Locations

The Kinder camps will be at Norman Behnke at 11 Norman St. The junior and senior camps will be at the Petawawa Civic Centre arena floor located at 16 Civic Centre Rd. Beach Days are at the Petawawa Point Beach at 1073 Island View Dr. Speciality camps meeting spot will be the Lounge upstairs at the Petawawa Civic Centre. Some speciality camps will require campers to have a bike to move to various locations around Town.

Camp Fees

Kinder, Junior and Senior camps are \$200.00 per child for the week. \$15.00 for the week per child for extended care. Specialty camps are \$250 per child for the week.

Contact Information

- Main Office 613-687-5678
- Program Staff Cell (text or call) 613-401-1918
- Camps@petawawa.ca

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.

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 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 always wear it.

Health Concerns

Staff must be aware of all health conditions and safety concerns to ensure a safe environment. 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 except for 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 (peanut free)
- Labelled refillable water bottle
- Hat
- Sunscreen
- Bathing suit and towel
- Running shoes or athletic sandals (no flip flops)
- Easy to carry backpack or bag
- Weather appropriate clothing
- On bike days helmets are mandatory

Drop-off and Pick-up Procedures

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

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 initialing the attendance sheet.

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

Camp Themes

Kinder Camps for ages 4-5.

Creation Station Camp, **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 Camp, **July 7-11**. This camp combines the joy of play with the cool embrace of water. Campers will enjoy water-themed games, creative watercrafts, wet experiments and sensory play.

Enchanted Forest Camp, **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, crafts, and storytelling.

Dig & Build Camp, **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 Camp, **July 28-August 1**. This camp is filled with outdoor adventures, scientific exploration, and the thrill of discovering the world around us.

Movin' It Camp, **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 Camp, **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.

Junior Camps for ages 6-8

Expressive Camp, **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 Camp, **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 Camp, **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 Camp, **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 Camp, **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 Camp, **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.

Splish, Splash Camp, **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 Camp, **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.

Senior camps for ages 8-12

Creative Camp, **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 acting and choreograph a dance routine.

Athletic Pursuers Camp, **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 and Stand-Up Paddle Board Camp, **July 14-17**. Learn the techniques and skills to kayak and stand-up paddle. Put your skills to the test as you set out on a mini excursion.

Innovative Camp, **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 Camp, **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.

Bike Camp, **August 5-8**. 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 Camp, **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 Camp, **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 camps for 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 Camp, **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 Camp 1, **July 14-17**. 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 Camp 1, **July 21-25**. 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.

Nature Navigators Camp 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.

SkillSpire Camp, **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!

Bike Skills Development Camp, **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.

Paddler Skills Camp 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.