

2026 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. 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.
 - o 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:
 - o After filling out your information, there are options at the bottom of the page to add your child(ren) and/or invite a partner
 - o 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.

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.**

Waiver

This waiver must be e-signed by a parent/guardian for a child to be able to attend camp.

<https://waiver.smartwaiver.com/w/czostffe7qtrftepdd25xm/web/>

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/ikBRfT8KPWCdxax9A>. 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 29, 2026. For withdrawal requests made prior to May 29, 2026, 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.

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.

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.

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. LEGO STEM camps is \$300.00 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.

- 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 initialalling 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 29 -July 3 (no camp July 1). This camp sparks creativity through inventing, imaginative building, and crafting. Campers will dive into a variety of exciting projects designed to inspire curiosity, problem-solving, and artistic expression.

Water Play Camp, July 6-10. 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.

Exploration Camp, July 13-17. Discover the world through movement, curiosity, and play. Campers will explore their surroundings, experiment with movement, and develop motor skills while investigating, problem-solving, and using their imaginations.

Dig & Build Camp, July 20-24. 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.

Enchanted Forest Camp, July 27-July 31. Step into a world of wonder where imagination grows wild! Campers explore magical woodland themes, nature-inspired activities and playful outdoor games.

Curiosity Camp, August 4-7. Hands-on fun with science, technology, engineering, and math! Campers will build, experiment, explore patterns, and solve playful challenges designed to spark curiosity and creativity.

Adventureland Camp, August 10-14. A playful journey through mountains, jungles, islands, and skies! Hands-on exploration, creative crafts, and active games designed just for young adventurers.

Mythical Masters, August 17-21. Campers become world-builders as they imagine and create their own mythical realms filled with dragons, fairies, and magical landscapes. Through storytelling, crafts, and playful exploration, they'll bring their fantasy worlds to life.

Junior Camps for ages 6-8

Expressive Camp, June 29 -July 3 (no camp July 1). A vibrant and imaginative camp where young creators can explore the world of visual and performing arts! Through crafting, acting, and dancing, campers will discover new ways to express themselves.

Kinetic Camp, July 6-10. Experience a diverse range of sports, from classic favorites to unique international games. Gain new skills, while challenging yourself in fun and dynamic activities.

Naturalist Camp, July 13-17. 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 20-24. A camp packed with splash battles, water relays, and hands-on experiments to keep campers cool and curious. Top it all off with a beach day adventure on a giant stand-up paddleboard.

Quest Camp, July 27-31. Fantasy-filled adventure where campers build their own kingdoms, create magical characters, and shape the stories they'll live out. Perfect for kids who love imagination, mythical worlds.

Jr. Bike Camp, August 4-7. 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 10-14. Games and activities with a water component. Spend time at the beach testing your balance on a giant SUP board. Learn water safety and more!

STEM Adventures Camp, August 17-21 Ignite your enthusiasm for the fascinating realms of Science, Technology, Engineering, and Math as you engage in immersive, hands-on experiments and activities.

Senior camps for ages 8-12

LEGO® STEM Camp, June 29 -July 3 (no camp July 1). We're pleased to partner with Ian Dudley of Orange STEM Education to offer this hands-on camp with original LEGO Engineering and Robotics projects. Working in pairs, learn LEGO Technic building skills along with engineering principles, teamwork and organization. Bring machines to life using gears and LEGO motors. Build LEGO SPIKE Prime machines with motors and sensors.

Adventure Camp, July 6-10. Campers will explore local trails by bike, paddle the river with kayaks and stand-up paddleboards (SUP), and enjoy a variety of outdoor challenges and nature-based activities.

CNL (Canadian Nuclear Laboratories) Science Camp, July 6-10. 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.

Kayak and Stand-Up Paddle Board Camp, July 13-17. 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.

Fantasy Builders Camp, July 20-24. Campers become world-builders of their own fantasy realms! Through hands-on activities, campers will design magical kingdoms, build mythical structures, and solve challenges.

Paddle Adventure Camp, July 27- 31. 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 4-7. 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 Camp, August 10-14. 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.

Athletic Pursuers Camp, August 17-21. 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.