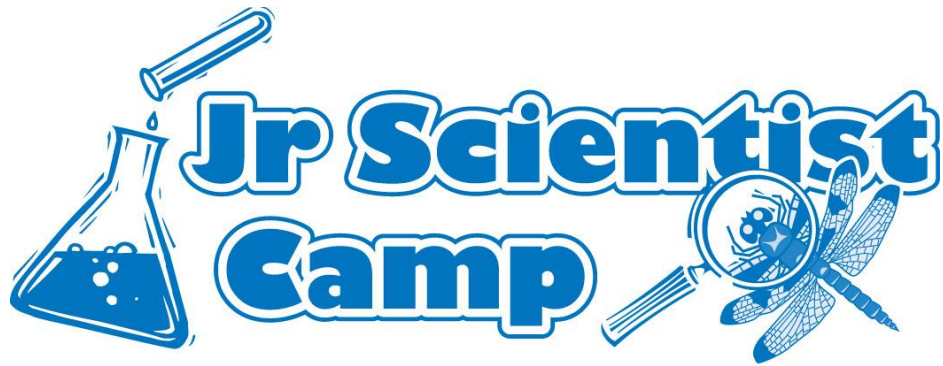




St. Lawrence  
**River Institute**  
of Environmental Sciences



# Registration Handbook



Supported by:



**Canada Trust**



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## **CAMP OVERVIEW**

- Available for participants ages 12-14
- Participants will work closely with River Institute scientists for the entire week
- Maximum of 8 camper spots per week
- Camp will take place at the River Institute, Rotary, Eco Garden and Cooper Marsh. (We will need permission to drive participants.)
- Camp hours are from 9:00am to 4:00pm. Drop off/pick up at the River Institute.

## **ACTIVITIES MAY INCLUDE**

### **Fish sampling and analysis**

Participants will have the opportunity to use gill nets, seine nets and minnow traps to obtain their own specimens that they can then identify using scientific keys. They will learn how to dissect and examine the stomach contents of fish to understand food web dynamics within aquatic ecosystems.

### **Aquatic invertebrate sampling and analysis**

Participants will learn the importance of aquatic invertebrates by examining the health of an aquatic ecosystem. Participants will learn how to identify and enumerate specimens using microscopes and scientific keys. They will use collected invertebrate data and biological indices to evaluate the health of different aquatic ecosystems.

### **Chemical and microbiological analysis of water**

Participants will have access to the River Institute's laboratories and expertise in order to perform chemical and microbiological analyses of surface and ground water. These analyses will help develop an understanding of the impact of water quality parameters on the health and ecology of aquatic systems.

### **Insect ID**

Participants will catch live insects and learn to identify them by using taxonomic keys. They will also learn about amazing insect adaptations that are used for survival and protection from predators. Participants will also learn how to mount insects so that the specimens can be added to the River Institute's growing insect collection.

### **Plant biodiversity activities**

Participants will learn how to measure various ecological parameters that determine plant biodiversity. Participants will learn how to identify plant species and how to preserve specimens using plant presses. They will also use plant data to examine the effect of human disturbances on plant biodiversity.

## **STAFFING NOTES**

Campers will be working directly alongside River Institute scientists and University summer students. Our team of select individuals is hired after extensive interviews, background checks and criminal record checks. They all have First Aid and CPR training.

## **CODE OF CONDUCT**

### **Camper Rights**

- To feel safe and secure (both physically and emotionally) at camp.

### **Camper Responsibilities**

- To listen when others (staff, fellow campers) are talking.
- To show self-control at all times, participating safely and cooperatively.
- To respect yourself, others, the environment, and all property.
- To be polite, honest, use appropriate language and good manners. Set a good example and be a positive role model.
- We reserve the right to withdraw a child from the camp activities if there are behavioural problems.

## **WHAT TO PACK**

- **Please pack a water bottle & ice pack.**
- Sunglasses and a full-brimmed hat are a must.
- Closed toed sandals or shoes that can get wet.
- A pair of rubber boots and a jacket.
- A spare set of clothing – expect to get dirty!
- At least two snacks.
- Lunch – no microwave; ice packs recommended.
- Please put your child's name on his/her belongings.
- Please bring your own bug spray and sunscreen. (Apply sunscreen in the morning.)
- Bathing suit & towel (when requested).

## **REGISTRATION**

You can register online at [www.riverinstitute.ca](http://www.riverinstitute.ca) or download our paper registration form from our website and send it by fax or snail mail. You can make payment by Visa, Master card or by cheque.

### **Post-Dated Cheques**

You may pay your camp fees by post-dated cheque; however, please be advised that your child's space in camp for that week is not guaranteed until your cheque has been received in our office. There will be a \$25 admin charge for NSF cheques.

### **Confirmation**

You will receive confirmation within a few days of completing your registration. It will be sent by email, or if you don't have email, you will be phoned. You will also receive an automated email/phone reminder on the Friday before your chosen camp week.

## **Receipts**

Did you know that receipts for camp are tax-deductible? Once the summer camp is complete, you will receive an official receipt. It will be sent by email or by mail. If you misplace your receipt or wish to have a print copy of it at any time, contact us.

## **Registration Cancellation**

Our deadline for cancellation or changes is 7 days before your camp week. All cancellations require you to phone us in advance of the camp for a refund. You will receive a refund for the full amount paid less a \$25 cancellation fee. If you paid by cheque we will issue a refund cheque. If you paid by credit card, we will reimburse your credit card. Please allow 10 to 14 days to process your cancellation and for us to issue a refund cheque.

## **DROP OFF AND PICK UP HOURS**

Camp program hours are 9:00am to 4:00pm. Drop off/pick up at the River Institute, 2 St. Lawrence Dr., Cornwall unless otherwise stated.

## **CONTACT NUMBER FOR CAMP**

Please contact the River Institute at 613-936-6620 if you plan to pick your child up early from camp, if your child will be late or if your child is sick.

## **CAMPER HEALTH AND SAFETY**

### **Boat Safety**

Some of the activities at camp will require traveling by boat. Campers will be given safety instruction before boarding, and it is expected that all campers follow these instructions at all times. All camp leaders are licensed to drive a boat by the Canadian Power & Sail Squadrons.

### **Canoe Safety**

Life jackets are provided for canoeing along with safety instructions with standard safety kits.

### **Extreme Heat Policy**

A heat warning is automatically declared when Environment Canada forecasts a humidex of 40 or more for at least two consecutive days. Our staff understands the damaging effects of overexposure to the sun's rays and so we have established some specific policies that protect our campers and still allow them to enjoy the outdoors.

Our staff teaches campers to protect themselves by asking them to do the following:

1. Wear a hat.
2. Wear light coloured clothing.
3. Always wear sunscreen - Waterproof sunscreen should be applied at home prior to arriving at camp. In addition, sunscreen reminders are made several times throughout the day and campers are encouraged by counsellors to reapply during the day.
4. Take frequent breaks.
5. Increase fluid intake.

**Rain or Shine**

All camps will operate rain or shine. However, as disappointing as it is, we reserve the right to hold back on activities due to rain and especially if there are forecasts of thundershowers and lightning. We will make decisions at camp on a case by case basis.

**Medication Administration**

Camp leaders will administer medication only after parents have completed a "REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATION" form. Please see counsellor for a form upon arrival at camp. The form gives permission to employees of the camp to administer medication and/or emergency injections to campers during camp hours as per details provided on the form. Administration of medication will not be provided without this completed and signed form. The parent/guardian of a camper with a serious health concern is strongly encouraged to have proper identification on the student at all times (i.e., Medic Alert Bracelet) and is responsible for providing, in advance, medication/supplies for any treatment required in a life-threatening situation. These health concerns include, but are not limited to: severe allergies and anaphylactic shock, severe asthma, seizures and diabetes.

**LOST AND FOUND**

On a regular basis, we try to comb through the lost and found bin to reunite items with their owners. To make the process easier, we ask that you label everything clearly.

Despite our best efforts to return the lost articles to their owners during the summer, there are always a few articles of lost and found at the end of the season. We will make every attempt to return any labelled clothing at the end of the summer. We will phone you and let you know that the found item is in our office. After September 5<sup>th</sup> any unclaimed lost and found items will be donated to a local charity.

**FEEDBACK**

Please take a moment after camp to email us feedback about your child's experience. Feedback provides us with valuable information about what we do well and which areas of camp could use some improvement. We thank you in advance for your input.

For more information please contact 613-936-6620 dial "0" for assistance.

**JUNIOR SCIENTIST REGISTRATION FORM** (Please fill out a registration form for each child)

Week\*  July 10 - July 14                       July 17 – July 21

*\*Enrolment limited to one week per child*

Camper's Name: \_\_\_\_\_ Parent/Guardian name: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Home phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency contact name and phone #: \_\_\_\_\_

Person(s) picking up and dropping off child : \_\_\_\_\_

**Total Cost \$200.00**

Please make cheques payable to: St. Lawrence River Institute. Indicate on the cheque the child's name and the week of camp. Postdated cheques are accepted; however a credit card number is required to reserve your child a spot.

**Policies and Procedures**

I have read and agree to be bound by the River Institute policies and procedures outlined in the "Registration Handbook" including: cancellation, changes, code of conduct, etc. Registration will not be approved until you have agreed to the policies and procedures.

**Please answer the following questions:**

Does your child have any allergies or any of the following health concerns? (please check the appropriate boxes)

Asthma  Autism  A.D.D.  Epilepsy  A.D.H.D.

Allergies (Please specify and outline the associated symptoms): \_\_\_\_\_

Other (Please specify) \_\_\_\_\_

There may be interest from local media. Do you object to your child's picture and/or name appearing in the news paper or on television?  Yes  No

Do you object to your child's picture and/or name being used in promotional materials for the camp and the River Institute ie. Newsletter, website, brochure?  Yes  No

I give the St. Lawrence River Institute permission to transport my child between program locations.  Yes  No

I, the undersigned (parent or legal guardian of the registrant) hereby agree to indemnify and save harmless the St. Lawrence River Institute of Environmental Sciences, their sponsors, employees and agents, from any and all claims arising out of any incident, accident or injury to the registrant while participating in the Jr. Scientist Camp and agree that the St. Lawrence River Institute of Environmental Sciences will not be held responsible for any such incident, accident or injury.

Signature of parent/guardian \_\_\_\_\_