



St. Lawrence
River Institute
of Environmental Sciences



March Break Camp Registration Handbook

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STAFFING NOTES

What sets our camp apart from others is the quality of our counsellors. We know that having qualified individuals gives parents peace of mind. It also ensures that children are provided with a nurturing environment with positive adult role models. Our team of select individuals is hired after extensive interviews, background checks and criminal record checks. They are hand-picked for their knowledge of camp, science and their proven leadership abilities. Our March Break Camp staff members are River Institute staff, occasionally accompanied by University and College level students. They all have First Aid and CPR training.

Our counsellors create a fun-first atmosphere that ensures every camper has an awesome time. The positive, fun-loving attitude of our counsellors is infectious. The camp is always bursting with smiles and laughter. Parents often comment that this is what separates us from other camps. Every year we get tons of positive feedback from parents about the quality of our staff.

CODE OF CONDUCT

All campers and parents should review the Code of Conduct together prior to the start of camp.

CAMPER RIGHTS

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

CAMPER RESPONSIBILITIES

- To listen when others (staff and fellow campers) are talking.
- To show self-control at all times, keeping hands and feet to yourself, playing 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 if there are behavior problems.

WHAT TO PACK

- **Please pack two reusable water bottles as the water at Cooper Marsh is not drinkable – and bottles cannot be refilled!**
- Hat, gloves, scarf, winter boots, ski pants, indoor shoes
- A spare set of socks and gloves
- At least two snacks
- Lunch – there is no microwave at Cooper Marsh; ice packs recommended.
- Please put your child's name on his/her belongings.
- Please **do not send nut products** in lunches or snacks.

REGISTRATION

You can download a registration form from our website or fill out the online form. Registrations are accepted in person, mail, by fax, or via our website. You can make payment by credit card or by cheque (cheques are payable to the River Institute).

PAYMENT BY CHEQUES

There will be a \$10 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.

RECEIPTS

Did you know that receipts for camp are tax-deductible? Once the 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, please contact us.

CANCELLING YOUR REGISTRATION

Cancellation prior to **March 3rd 2017** will receive a refund for the full amount paid less a \$5/day cancellation fee. If your child is sick, please do not send him/her to camp. Please call us to let us know (*for contact information, see below*). If this is a day registration, an alternative day may be available.

DROP OFF AND PICK UP HOURS

Camp program hours are 9:00am to 4:00pm. Please try to be as prompt as possible when dropping off and picking up your child. Drop off and pick up can be made at the Cooper Marsh Visitor's Centre. Pre and post-camp hours are available at an additional charge of \$5/day per child. Pre-camp hours are 8:30am to 9:00am / Post-camp hours are 4:00pm to 4:30pm.

The Cooper Marsh Conservation Area is located near South Lancaster, approximately 25km east of Cornwall along Highway 2.

CONTACT NUMBER FOR CAMP

Please contact the camp cell phone, 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

SIGN IN / SIGN OUT AT CAMP

The person dropping off and picking up your child each day must sign him/her in and out. On your registration form please indicate who will be dropping off/picking up your child. If this changes please notify the camp counsellors as soon as possible. If we are not notified, we will not release your child until we have made contact with you and secured your permission. When requested, the **SIGN OUT PERSON MUST ALSO PRESENT PHOTO IDENTIFICATION** upon picking up your child. We realize that this is a bit of a hassle, but we want to ensure the safety of your child.

EXTREME COLD POLICY

A cold warning is automatically declared when Environment Canada declares a temperature of -20 or more. Campers will do indoor activities if this occurs.

ADMINISTERING MEDICATION

Camp counsellors will administer medication only after parents have completed a "**REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATION**" form. Please see counsellors for a form upon arrival at

camp. The form gives permission to the counsellors of the March Break Camp at Cooper Marsh 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 form being completed and signed. 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.

NUT AWARENESS

March Break Camp at Cooper Marsh provides a **nut free camp** environment. We do not provide any foods that contain nuts or nut products and **insist** that families refrain from sending foods with nut products to camp. Staff training regarding life threatening allergies ensures a proactive approach to food safety.

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 camp, there are always a few articles of lost and found. We will make every attempt to return any labeled clothing at the end of the winter camp. Lost and found items are brought to the River Institute office in late March where it may be picked up. We will phone you and let you know that the found item is in our office. After a certain period, unclaimed lost and found is 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 and dial "0" for an attendant.

Thank you!