



RAVENS SPORTS CAMPS

PARENT HANDBOOK



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ABOUT US

Carleton Athletics has been offering safe, fun and engaging camps in the heart of Ottawa for over 40 years.

Our goal is to create an environment for children to develop a passion for sport through exciting challenges and positive role models while building new friendships.



FOR MORE INFORMATION ON THE CAMPS WE OFFER VISIT:

[Carleton Athletics: Community](#) 🔍

WHAT TO EXPECT

Here is an overview of what to expect while your child(ren) are at camp!

Day 1 - First Day of Camp!

Staff will be on-hand to direct you to your child(ren)'s groups. Once you've been assigned a group, you can head over to the sign and get them signed-in.

Please verify the checkout code with the counsellors as you will be asked for the code at pick-up.

What will we do at camp?

You will receive a Welcome Email for your child(ren)'s camp the week before their camp starts with specific information for the week.

The daily schedule for each camp may vary, all camps include the following core components:

- ✓ Supervised sign-in/out
- ✓ Structured sports blocks focused on skill development, teamwork, and active participation
- ✓ Plenty of scheduled breaks for snacks, hydration and rest
- ✓ A supervised visit to the cafeteria for lunch (*excluding Mini-Ravens*)
- ✓ A daily swim in our Olympic -sized swimming pool



SIGN IN & SIGN OUT

Where is drop off and pick up?

 **1125 Colonel By Drive, Ottawa ON K1S 5B6**

Our camps take place in and around the athletics facilities. Each camp has a different drop off and pick up location. Locations include:

TAAG Field

Fieldhouse

Ice House

Ravens Nest

Please refer to the **Website** for your camps specific location.

Sign In & Out Process

Sign-In occurs between **8:30 and 9:00 a.m.** at each camp's designated Sign-In/Sign-Out location. Campers must be signed in by a parent or authorized individual. Upon arrival, families will be directed to the appropriate group sign, where a Camp Counsellor will welcome the camper.

Sign-Out takes place between **4:00 and 4:30 p.m.** at the designated Sign-In/Sign-Out location. Campers will only be released to a parent/guardian or authorized individual. Staff will verify the **camper's name(s) and checkout code(s)** prior to release to ensure the safe transition of care.

Self-Sign Out

We ask that a parent or guardian sign the camper in on the first day of camp. After the first day, campers **12 years of age or older** may be permitted to sign themselves in and out, provided written parent/guardian authorization has been submitted in advance.

The required authorization form can be accessed [HERE](#). Copies of the form are also available with Camp Counsellors.

Late Arrival/Early Departure

If your camper will be arriving **after 9:30am** or picked up **before 3:30pm**, parents/guardians must report to the **Welcome Center**. A camp staff will be called to bring the camper to their group or to you.

Please note that no camper pick-ups will be permitted between 3:30-4:00pm. During this time camp groups are in transit to the designated sign out location. This procedure is in place to ensure the safe and organized dismissal of all campers.

Parents/Guardians are asked to notify camp staff in advance about changes to arrival or departure time, either directly or by contacting the camp office at **613-520-2600 ext. 3313** or by email at **sportscamps@carleton.ca**

Please note that without advance notice, there may be a short delay while staff prepare the camper for pick-up.

Early & Late Care

Early and late care are available at an additional cost of \$30 per week.

Early Care: 7:30am-8:30am

Late Care: 4:30pm-5:30pm

Checkout Codes/Authorized Pickups

To ensure the safe and authorized release of care, all campers are assigned a checkout code. This code is required every day at pick-up.

Your camper's checkout code is the **last four digits of your registration #**. Parents/guardians and all authorized pick-up persons must be prepared to provide this code at Sign-Out. Camp staff will not release a camper without verification of the correct checkout code, even if the individual is known to staff. Checkout codes must be kept confidential and shared only with individuals who are authorized to pick up your camper.

If an authorized individual does not have the correct code, staff will follow established verification procedures, which may result in a delay. Should you not have your checkout code available at pick-up, counsellors will ask for ID to verify with our authorized pick-up list.

Please note that if you are registered for multiple weeks, your **checkout code will change every week** as the registration # will be different.

These procedures are in place to support camp security, accountability, and the safe dismissal of all campers.



Where can I find my registration #?

Each camper's registration # can be found in the registration confirmation (pdf) that was sent after your registration was completed.

If you cannot find your email confirmation, please contact sportscamps@carleton.ca and we will email you the confirmation. Your confirmation can also be found by logging into your account on rec.carleton.ca

Please note: we will not be releasing checkout codes over the phone or by email. We will only be sending the confirmation email to the address on file and the code can be found from there.

Here's where you can find the registration number on your confirmation:

Carleton University Recreation & Athletics

| 1125 Colonel By Drive, Alumni Hall, Ottawa, Ontario, K1S 5B6

613-520-4480

Registration Confirmation

Date of Birth:

Program Registration Information

Order #:

Invoice #:

Registration #: R-12**3456**

Total Before Tax:

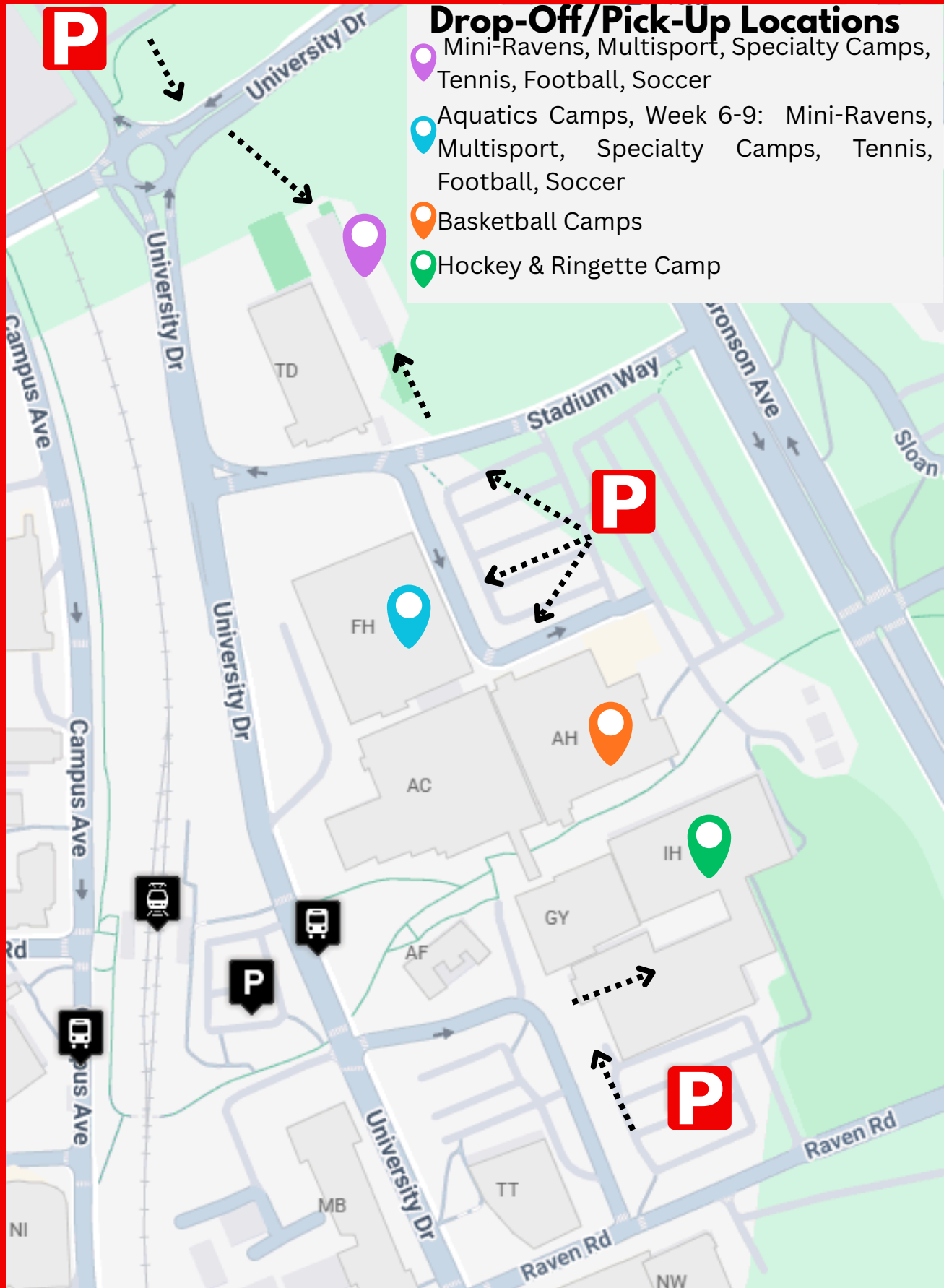
Date/Time Registered:

Program Name:



Checkout
code: 3456

CAMPUS MAP



WHAT TO BRING

More information on what to bring for each camp can be found on the [website!](#)

WHAT TO BRING!

- Running/athletic shoes
- Bathing suit/towel
- Nut & peanut free snacks
- Hat & spray sunscreen
- Refillable water bottle

*Please label all clothes and items in case of lost belongings!



Please leave these items **at home**:

- Electronics (phones, gaming systems, etc.)
- Money
- Sports equipment
- Sentimental items (stuffed animals, pokemon cards, etc.)
- PFD/Lifejackets (the pool has lifejackets for those that require them)

HEALTH & SAFETY

At Carleton, your child(ren)'s safety is our number 1 priority. We believe that creating a safe environment is the best way to have fun!

Allergy & EpiPen Policy

If your child(ren) have any allergies, please note them at the time of registration.

Campers with allergies are required to **carry their own EpiPens** with them at all times. The only exception is during swim, when counsellors will temporarily take responsibility for them.

Carleton Athletics is open to the general public and therefore cannot guarantee a nut & peanut free environment.

Dietary Restrictions & The Cafeteria

The cafeteria does not use any peanut or tree nuts in their recipes, and does not purchase products with peanuts or tree nuts in the ingredient list. Please note that there is always a risk of cross-contamination due to open kitchens and self-serve style.

No outside food or drinks are allowed in the cafeteria.

If your child(ren) have any dietary restrictions or food allergies, please note them at the time of registration.

Any updates to allergy/dietary information can be sent to sportscamps@carleton.ca

HEALTH & SAFETY

Sun Smart!



We have amazing outdoor facilities at Carleton and because of this, many of our camps take place outside! Please apply sunscreen to your child(ren) every day before coming to camp. Make sure to pack a hat, refillable water bottle and sunscreen (spray preferred) to stay sun safe!

Weather Safety & Environmental Conditions

Camp staff continuously monitor air quality, weather, and temperature conditions before and throughout each camp day. When conditions are deemed unsafe for outdoor activities, programs will be relocated indoors. If this results in changes to pick-up or drop-off locations, camp staff will be available to guide parents and guardians.

Injuries @ Camp

All camp staff are certified in Standard First Aid and CPR-C and carry a first aid kit with them at all times. For minor scrapes, bumps, or bruises, staff will provide appropriate treatment, and parents or guardians will be informed at sign-out. In the event of any head injury or serious illness or injury, a camp supervisor will contact parents or guardians immediately.



CAMP RULES & BEHAVIOUR

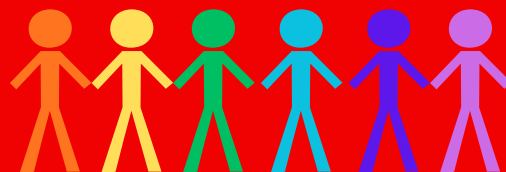
While at camp, we ask that all campers, volunteers and staff follow the “3 R’s”:



Bullying & Inclusion

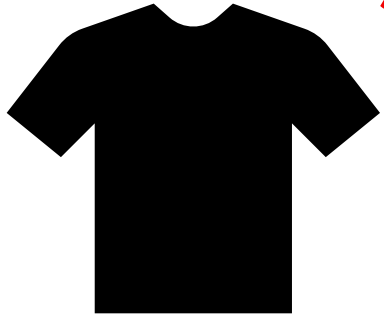
Camp is committed to providing a safe, welcoming, and inclusive environment for all participants. Bullying, harassment, discrimination, or exclusion of any kind will not be tolerated. All campers are expected to treat others with kindness, respect, and empathy, regardless of differences in ability, appearance, background, culture, gender identity, or beliefs. Camp staff actively promote inclusion, monitor behavior, and intervene promptly if concerns arise. Any incidents of bullying will be addressed immediately and may result in further action to ensure the safety and well-being of everyone in the program.

Click here to see our [Bullying & Inclusion Policy](#)



OUR Team

Each year we hire a large, dedicated team of camp staff who implement our camp programs. We hire staff from various backgrounds and experiences but all have a passion for working with children.



Supervisors/Section Heads

Supervisors/Section Heads wear a black polo. They are responsible for overseeing the day-to-day operations and supporting activities in a safe and fun manner. Any concerns you may have can be directed to these staff.



Counsellors

Counsellors wear a red shirt. They lead your child's group and are responsible for supervising campers, leading activities, and ensuring a safe, positive, and engaging camp experience. Counsellors are often your first point of contact for day-to-day questions or campers' needs, and can direct any concerns to a Supervisor or Section Head as needed.



Volunteers

Volunteers wear a yellow shirt. They are never left alone with campers. They assist counsellors with activities, camper supervision, and daily program support while helping create a safe and welcoming environment. Volunteers work under the direction of camp staff, and any questions or concerns can be shared with a counsellor or supervisor.

STAFF TRAINING & QUALIFICATIONS

All camp staff are certified with **Standard First Aid & CPR-C**.

All camp staff (over 18) have completed a **Police Records Check**.

All staff and volunteers participate in **rigorous pre-camp trainings** to prepare for the summer.



Frequently Asked Questions

WHAT IS YOUR REFUND/CANCELLATION POLICY?

Our most up to date refund policy can be found [here](#).

Refund requests can be sent to sportscamps@carleton.ca

IS THERE FREE PARKING?

Parking is included for parents/guardians during Sign In & Out times.

Drop Off: 7:30am-9:00am

Pick Up: 4:00pm-5:30pm

Camp parking is in the P5 & P3 parking lot, please refer to your Welcome Email to confirm the best lot for your child(ren)'s camp.

IS THERE SOMEWHERE TO LEAVE BIKES?

There are outdoor bike racks available around the Athletics buildings for those that are biking to camp. We strongly recommend locking bikes that are being left at camp all day.

HOW DO I ADD EARLY/LATE CARE?

Call or visit our Welcome Center (613-520-4480) or email sportscamps@carleton.ca

IS THERE A LOST & FOUND?

We recommend labeling all items/belongings. The lost & found will be available at the sign-in/out locations.

Frequently Asked Questions

HOW DOES SWIMMING WORK?

Campers **under the age of 7 are ineligible** to take the swim test & must stay in the shallow area of the pool. Lifejackets are available.

Campers **7 and older can take the swim** test if they choose. Campers who complete the swim test are allowed to access the deep end of the pool.

CAN I PICK-UP MY CHILD(REN) EARLY?

Early pick-ups can take place until 3:30pm each day. There will be no pick-ups between 3:30pm-4:00pm. Please page 6 for more details.

To arrange for early pick-ups (before 3:30pm), call 613-520-4480 ext. 3313 or email sportscamps@carleton.ca to arrange the best place to meet.

CAN I ADD A FRIEND REQUEST?

Friend requests can be made at the time of registration. While we cannot guarantee friend requests, we will do our best to accommodate the requests where possible. To add a friend request after registration, please email sportscamps@carleton.ca

HOW DO I CONTACT THE CAMP?

During the camp day we monitor the Sports Camp email and Phone:

sportscamps@carleton.ca

613-520-2600 ext. 3313

After camp hours, please contact the Welcome Center

613-520-4480

CONTACT US!



613-520-2600 ext.3313
613-520-4480 (Welcome Centre)



SPORTSCAMPS@CARLETON.CA

KEEP IN TOUCH!



@jrravens_camps

CARLETON ATHLETICS: COMMUNITY