

# CARLETON 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 INFO ON THE DIFFERENT CAMPS WE OFFER VISIT:

[www.athletics.carleton.ca/camps/](http://www.athletics.carleton.ca/camps/)

# WHAT TO EXPECT

HERE IS AN OVERVIEW OF WHAT TO EXPECT  
WHILE YOUR CHILD(REN) ARE AT CAMP!



SPECIFIC INFO ON YOUR CHILD'S CAMP WILL BE SENT  
THE WEEK BEFORE CAMP

## FIRST DAY OF CAMP

We recommend leaving yourself a little extra time on Day 1 of camp as there is sometimes a line while we sort everyone into their camp groups for the first time. Staff will be on-hand with Master Lists to let you know what group your child(ren) are in!

After Day 1 this process becomes much quicker! Please be patient with our camp team while we work to get everyone signed in!

Keep in mind that the parking lots & roads may be busy with cars, bikes and people walking. Please drive slowly and be aware of crossings.

## WHAT WILL YOUR CHILD(REN) DO AT CAMP?

You can find a description of each camp on our website. You will also receive more specific info on your child(ren)'s camp in the Welcome Email the week before their camp starts!

All campers will have the option to participate in a daily swim in our Olympic sized swimming pool!

You can find our specific camp descriptions here

<https://athletics.carleton.ca/camps/summer-camps/>





# SIGN IN & SIGN OUT

HERE IS AN OVERVIEW OF WHAT TO EXPECT  
WHEN YOU ARE DROPPING OFF & PICKING UP  
YOUR CHILD FROM CAMP

## WHERE IS DROP OFF & PICK UP?

Our Campus is located at 1125 Colonel By Drive, Ottawa ON K1S 5B6. Our camps take place in and around the Athletics Facilities. Our full Campus Map can be found by clicking [HERE](#)

Each camp has a different drop off & pick up location. Please refer to the Pre-Camp **WELCOME EMAIL** that you will be sent for confirmation on where to go and when!

## SIGN IN & OUT PROCESS

Sign In takes place between **8:30 - 9:00 AM** at the allocated Sign In / Out Location.

On the first day of camp staff will be on-hand to let you know which group your child(ren) is in. Campers & their parent/guardian are then directed to their Group Sign. After Day 1 parents/guardians can make their way directly to the group sign with their camper(s).

Our Camp Counselors will welcome you and ask you to sign your camper(s) in. They will ask you to initial beside your child(ren)'s name to confirm that they are being passed into our Care! Campers **MUST** be signed in & out by a parent/ guardian if they are under the age of 12.

Sign Out takes place from **4:00 - 4:30 PM**. Parents / Guardians will arrive to their allocated Sign In/Out Location. You will be asked to sign **OUT** your camper by initialing beside their name.

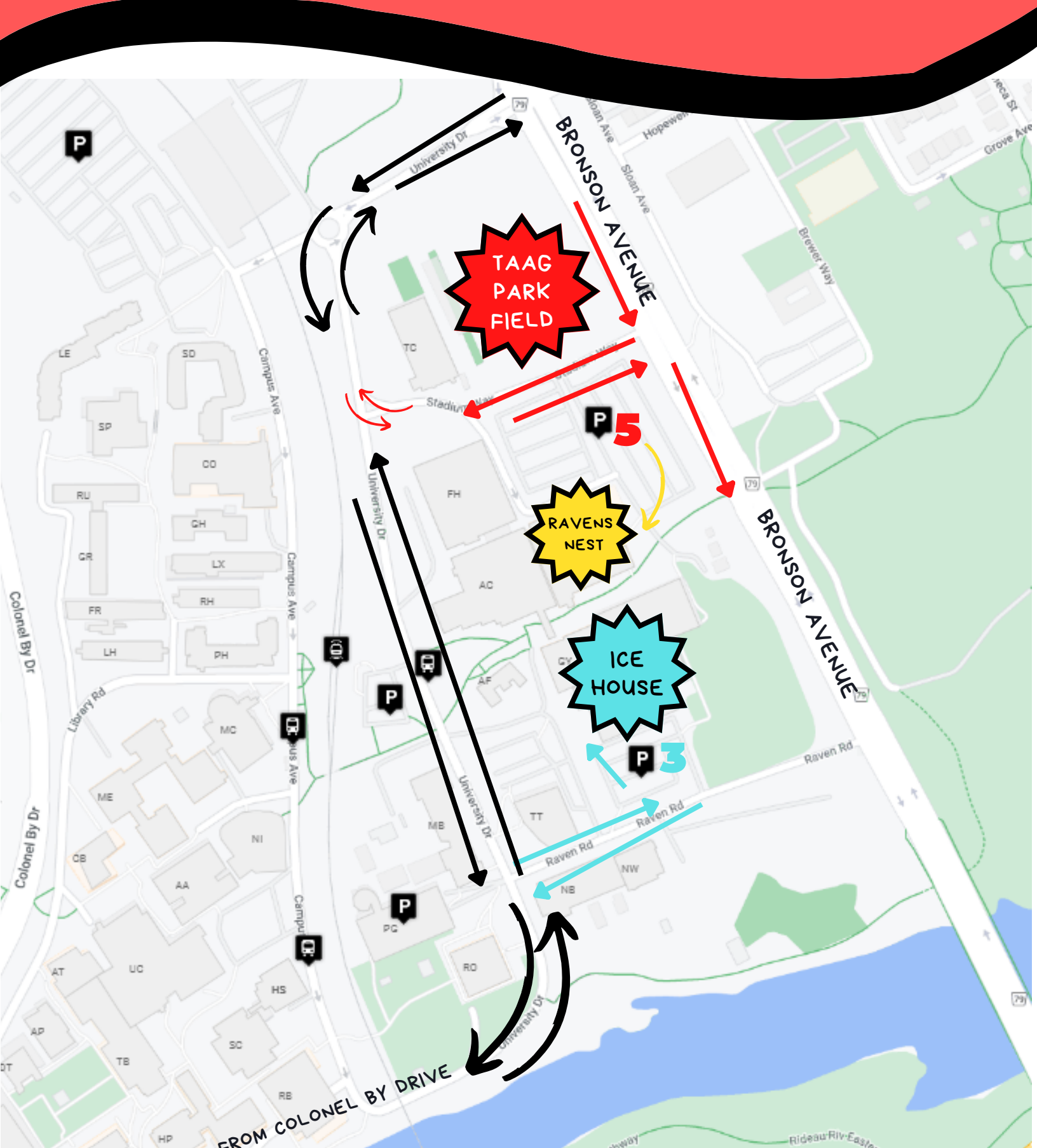
## EARLY & LATE CARE

**Early Care & Late Care** are available at an additional cost of 30\$ per week. This allows for drop off between **7:30 - 8:30 AM** & pick up between **4:30 - 5:30 PM** each day.

If you would like to add early & late care to your child(ren)'s camp after the time of registration you can do so by calling or visiting our Welcome Center. (613-520-4480)

# CAMPUS MAP

HERE IS A MAP OF OUR 3 DROP OFF/PICK UP LOCATIONS  
YOUR DROP OFF / PICK UP LOCATION WILL BE NOTED IN THE PRE-CAMP WELCOME EMAIL







# SIGN IN & SIGN OUT

HERE IS AN OVERVIEW OF WHAT TO EXPECT  
WHEN YOU ARE DROPPING OFF & PICKING UP  
YOUR CHILD FROM CAMP

## LATE ARRIVAL / EARLY DEPARTURE

If you are arriving at camp after 9:30 AM or would like to pick your child up before 3:30 PM, please let your group's counselor know ahead of time and/or by calling 613-520-2600 ext. 3313 or by emailing us at [Sports\\_Camps@carleton.ca](mailto:Sports_Camps@carleton.ca).

With advance notice we can ensure that you know where to meet your child(ren)'s group and can ensure that your camper is ready to go when you arrive.

Please note, that without advance warning for early pick ups from camp, it may take a few minutes for us to get your camper(s) ready to go.

## SELF SIGN IN/OUT

We ask that a Parent/Guardian signs the camper in on the first day of camp so that camp counselors can meet you and pass along any relevant info.

After that campers who are 12 years or older may sign themselves in & out with parent/guardian permission. The form to submit to the camp counselors can be found [HERE](#)

Counselors also have copies of this form in their group binder.

## SOMEONE ELSE IS PICKING UP MY CHILD(REN)

Your child(ren)'s safety is paramount. As such it is important that your child(ren)'s camp counselors are aware of who will be picking up your camper(s) throughout the week.

If there is someone other than a Parent/Guardian picking up please let your camp counselors know during Sign In.

You can also email or call us to let us know who will be picking up -  
[sports\\_camp@carleton.ca](mailto:sports_camp@carleton.ca) / 613-520-2600 ext. 3313

# WHAT TO BRING

Parents/Guardians will receive an email the week before their camp begins with specific info on what to bring for their camp!

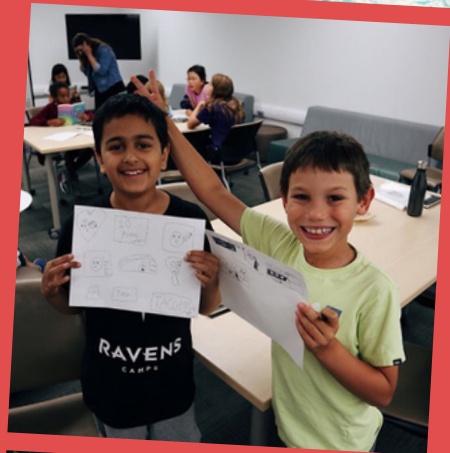
## WHAT TO BRING!

- RUNNING/ATHLETIC SHOES
  - BATHING SUIT & TOWEL
  - NUT & PEANUT FREE SNACKS
  - REFILLABLE WATER BOTTLE
  - HAT & SUNSCREEN (SUMMER PROGRAMS)
- \*WE RECOMMEND LABELING ALL CLOTHES & ITEMS IN CASE OF LOST BELONGINGS!

## WHAT TO LEAVE AT HOME

WE RECOMMEND LEAVING THESE THINGS AT HOME TO AVOID LOST / STOLEN ITEMS

- ELECTRONICS (SMART PHONES, GAME SYSTEMS ETC)
- MONEY
- SPORTS EQUIPMENT
- SENTIMENTAL ITEMS (STUFFED ANIMALS, POKEMON CARDS ETC.)
- PFD / LIFEJACKETS (THE POOL HAS LIFEJACKETS FOR THOSE WHO WANT/NEED THEM)





# HEALTH & SAFETY

At Carleton your child(ren)'s safety is our number one 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. Any updates to this after registration can be sent to [sports\\_camps@carleton.ca](mailto:sports_camps@carleton.ca)

If the allergy requires the use of an epipen please let your child(ren)'s camp counselor know on Day 1. They can carry the epipen in their first aid kit OR the camper can carry it as long as staff know where to find it.

## 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. However, please note that there is always a risk of cross-contamination due to its open kitchens and self-serve style.

No outside food or drinks are allowed to be brought into the cafeteria.

If your child(ren) have any dietary restrictions or food allergies please note them at the time of registration. Any updates to this can be sent to [sports\\_camps@carleton.ca](mailto:sports_camps@carleton.ca)

## ALLERGY AWARE

Carleton Athletics is open to the general public and therefore we can not guarantee a Nut & Peanut Free Environment.

## HAVE MORE QUESTIONS ABOUT LUNCH?

Email [sports\\_camps@carleton.ca](mailto:sports_camps@carleton.ca) and we can put you in touch with the Cafeteria Staff



# HEALTH & SAFETY

## LET'S BE SUN SMART!

We are very fortunate to have amazing outdoor facilities at Carleton. Because of this, many of our camps take place outside!



As such, please apply sunscreen to your child(ren) before coming to camp, even on days where you think they may not need it as the weather can change quickly.

Please also pack a hat, refillable water bottle and sunscreen in your child's backpack so that instructors can re-apply sunscreen.

## WHAT HAPPENS WHEN IT RAINS/THUNDERSTORMS OR IF IT IS TOO HOT?

Camp staff monitor the air quality, weather & temperature conditions before & throughout each camp day. On days where it is unsafe to be outside programs will be moved indoors.

If pick up & drop off locations are changed, camp staff will be on hand to direct parents/guardians.

## WHAT HAPPENS IF MY CHILD IS INJURED WHILE AT CAMP?

All Camp Staff are certified with Standard First and CPR C. Camp Staff carry a first aid kit with them at all times.

For minor scrapes, bumps, bruises treatment will be given to the camper & parents will be informed during sign out.

If a serious injury and/or sickness occurs, parents / guardians will be contacted immediately by a Camp Supervisor.



# CAMP RULES & BEHAVIOUR

While at camp we ask that all campers, volunteers & staff follow the "3 R's":

Respect Yourself

Respect Each Other

Respect the Camp Equipment & Environment



## BULLYING

Here in our camps and youth programs, bullying of any form is not acceptable. Bullying, is any type of unwanted physical, verbal, social or psychological behaviour that results in humiliation or intimidation, while cyberbullying is bullying electronically.

## INCLUSION

Within these walls of Carleton University Athletics you are welcomed, accepted and respected as your full self. We resist, challenge and interrupt systems of oppression that marginalize any individuals and communities based on social identities. We envision an inclusive vibrant community in which everyone creates, shares and enjoys resources and relationships equitably and equally.

If your child(ren) requires any additional support(s) while they are at camp, please reach out to our Recreation Program Coordinator with any information that you feel will help us to best support your child(ren) while they are in our care.

For more info on our Behaviour & Inclusion Policies visit [www.athletics.carleton.ca/camps/camp-forms-faq/](http://www.athletics.carleton.ca/camps/camp-forms-faq/)

# 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.

We are also fortunate to have many of our Varsity Athletes working with our camp programs.



Know someone who would be a great addition to our team? find out more about our camp positions by clicking here

[CAMP JOBS](#)

## WHO DO I TALK TO?

### VOLUNTEERS - Yellow

Volunteers wear a yellow shirt. Volunteers are never left alone with campers nor are they assigned to lead a group on their own.

### COUNSELORS - Red

Counselors wear a red shirt. Counselors lead your child's group and are responsible for signing your child in and out, and running the activities in a safe and fun manner.

### SUPERVISORS - Black

Supervisors / Section Heads wear a black polo. They are responsible for overseeing the day-to-day operations at camp and supporting counselors. Any questions/ concerns you may have at camp can be directed to these staff.

## STAFF TRAINING & QUALIFICATIONS

- All camp staff are certified with Standard First Aid & CPR C
- All staff & volunteers participate in rigorous pre-camp & ongoing trainings throughout 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 [sports\\_camps@carleton.ca](mailto:sports_camps@carleton.ca)

## IS THERE FREE PARKING?

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

**Drop Off - 7:30 AM - 9:00 AM & Pick Up - 4:00 PM - 5:30 PM**

Camp Parking is in the P5 & P3 parking lot, please refer to your Welcome Email before camp 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 A CAFETERIA LUNCH AND/OR EARLY & LATE CARE?

**BEFORE CAMP** - Call or visit our welcome center (613-520-4480) OR Email - [sports\\_Camps@carleton.ca](mailto:sports_Camps@carleton.ca)

**DURING CAMP** - Call or visit our welcome Center, please show receipt/confirmation to your child(ren)'s camp counselor so that it can be added to their group list.



## WHAT WILL MY CAMPER DO AT CAMP?

Each camp at Carleton has it's own unique program schedule. Each group has a lunch block, snack/water breaks and swimming.

If you have questions about camp specific program please ask your child(ren)'s counselors.



# 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 to those who need them!

Campers OVER the age of 7 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 MY CHILD(REN) UP EARLY?

Early pick ups can take place **up until 3:30 PM each day**. To pick up your child(ren) early please email/call us at 613-520-4480 ext. 3313 or [sports\\_camps@carleton.ca](mailto:sports_camps@carleton.ca).

You can also let your child(ren)'s camp counselor know on the day of. The staff will arrange the best place to meet you!

\***Pick ups AFTER 3:30 PM** take place at your child(ren)'s allocated sign in & out location.

## CAN YOU GUARANTEE FRIEND REQUESTS? CAN I ADD A FRIEND REQUEST?

Friend requests are made at the time of registration. While we cannot fully guarantee friend requests we will do our best to accommodate the requests where possible.

To add a friend request after registration please email [Sports\\_camps@carleton.ca](mailto:Sports_camps@carleton.ca)

## IS THERE A LOST & FOUND?

We recommend labeling all items / belongings. Please ask your child(ren)'s counselor about the location of the lost and found.

After camp is over you can contact [Sports\\_camps@carleton.ca](mailto:Sports_camps@carleton.ca)

## HOW DO I CONTACT THE CAMP ?

During the camp day we monitor the Sports Camp Email & the Camp Voicemail - 613-520-2600 ext. 3313

<https://athletics.carleton.ca/contact/>





# KEEP IN TOUCH!



RAVENS CENTRE  
CURAVENS



CARLETON ATHLETICS



613-520-2600 EXT. 3313  
13-520-4480



[sports\\_camps@carleton.ca](mailto:sports_camps@carleton.ca)



[www.athletics.carleton.ca](http://www.athletics.carleton.ca)