

2018 SUMMER CAMP



PARENT HANDBOOK

*Please read the contents thoroughly.
This handbook is updated each year and it is very
important for returning families to be aware of any changes.*

CONTACT INFORMATION

BURLINGTON OFFICE (Year Round)

Camp Wenonah
 1-3540 Commerce Court
 Burlington, Ontario, Canada
 L7N 3L7
 Phone: (905) 631-2849
 Fax: (905) 631-2850

MUSKOKA OFFICE (June 18 – August 31)

Camp Wenonah
 1324 Bird Lake Road, RR #3
 Bracebridge, Ontario, Canada
 P1L 1X1
 Phone: (705) 645-6163
 Fax: (705) 645-5760

E-MAIL CONTACTS :

Campers at Camp
 Muskoka Office
 Registration / Burlington Office
 Personal / Confidential Concerns (Geoff "Rudy" Williamson)

campers@campwenonah.com
 summeroffice@campwenonah.com
 caron@campwenonah.com
 rudy@campwenonah.com

WEBSITE: campwenonah.com
FACEBOOK: facebook.com/wenonahcamp

TWITTER: @campwenonah
INSTAGRAM: @campwenonah

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PREPARING FOR CAMP

WHAT TO BRING TO CAMP

Camp Wenonah does not accept responsibility for any clothing and/or equipment that is lost or broken while at Camp, or during transit by bus.

Below is a suggested packing list based upon a one-week stay at Camp. Please adjust accordingly based upon length of stay and whether or not laundry service has been requested.

CLOTHING	EQUIPMENT
<ul style="list-style-type: none"> ▪ 5-7 T-shirts ▪ 3-4 Pairs of shorts ▪ 1 Pair of pajamas ▪ 2-3 Sweaters ▪ 3-4 Pairs of long pants ▪ 2 Bathing suits ▪ 7-10 Pairs of underwear ▪ 7-10 Pairs of socks ▪ 2 Pairs of running shoes ▪ 1 Pair of sandals / water shoes ▪ 1 Jacket ▪ 1 Hat ▪ 1 Rain Jacket 	<ul style="list-style-type: none"> ▪ Sleeping bag ▪ Pillow ▪ Fitted sheet (to cover mattress) ▪ 2 Beach towels ▪ 1 Bath Towel ▪ Flashlight and extra batteries ▪ Insect repellent ▪ Toiletries (<i>comb, toothbrush, toothpaste, deodorant, kleenex, sanitary needs</i>) ▪ Shampoo & soap (<i>phosphate & nut free</i>) ▪ Sunscreen (<i>minimum SPF 30</i>) ▪ Personal water bottle (<i>labelled with camper's name</i>) ▪ 1 pair of rubber boots
CANOE TRIP NEEDS	OPTIONAL
<p>For two-week and one-month campers, as well as those taking part in the Optional Extended Outtrip Program, please consider bringing the following:</p> <ul style="list-style-type: none"> ▪ 30 Litre Dry Sack ▪ Wool socks ▪ Hiking footwear ▪ Fox 40 Whistle ▪ A compact & light-weight Sleeping Bag 	<ul style="list-style-type: none"> ▪ Camera ▪ Stuffed animal ▪ Fishing rod ▪ Self-addressed, stamped envelopes/writing paper (<i>for letters home</i>) ▪ Tennis racquet ▪ Acoustic guitar ▪ White shirt for tie dying (<i>also available in General Store</i>) ▪ Books/comics ▪ Deck of cards/board games ▪ Personal flotation device/Lifejacket <p><i>(We do have a full inventory at Wenonah but appreciate those that can bring their own so we can maintain proper sizing for each child. If you do choose to send one along, please make sure that it is well labelled.)</i></p>

***** Some shampoos, conditioners, and other toiletries contain nut products. Please screen all toiletry items to ensure that no nut products are present, as per our Nut Aware Policy.*****

NOTES

There is no need to pack anything beyond those items listed on our Packing List. It can be damaging to the Camp experience when other items are sent. Camp is one of the few places where a child can be free of inequities. The more "stuff" that campers bring, the more inequity can be present in a cabin group.

Help us create a positive experience for all campers by **NOT** sending the following items to Camp:

- | | | |
|----------------------|----------------------|-----------------------|
| × Laptops / tablets | × Expensive clothing | × Candles |
| × iPods, Mp3 players | × Expensive jewelry | × Lighters or matches |
| × Speakers | × Curling irons | |
| × Walkie Talkies | × Hair dryers | |
| × Electronic Games | × Food | |

***** Please visit Page 8 for more information about personal communication devices at Camp.**

PACKING TIPS

1. **Label all items.** We recommend all equipment be labeled (adhesive tape or waterproof marker is best). Never assume that your child will recognize an item, no matter how unique it is! Please include full name (vs initials).
2. Check our website for information about **Mabel's Labels**.
3. Don't buy new clothes for Camp! Send clothes that are comfortable and well-used.
4. Do not send anything to Camp that you are not willing to risk losing.
5. Keep packing simple and realistic. Don't over pack! Space in cabins is limited.
 - Luggage is stored under bunk beds. There is 12 inches of space under the bunks.
 - Suitcases, duffle bags, and low Rubbermaid containers work well. Trunks do not fit under a bunk bed
6. Include your child in the packing process. This helps to reduce lost and found items because your child may be able to recognize what is theirs. It helps the camper's sense of independence

To keep packing reasonable, consider using our laundry service. However, do not send any clothing that will not stand up to commercial laundering or requires delicate care.

LAUNDRY

We offer laundry service through Centennial Laundry of Bracebridge. Campers will received a personal bag for them to fill with items to be laundered, clean laundry is returned 24hrs after pick-up. A fee of \$16 per bag will be charged for every laundry date selected. Laundry is available for camper attending for 2 weeks or longer – picked up every Sunday and returned on Mondays. Lost or unreturned laundry bags will face a charge of \$20, which will be added to a camper's account.

PROMOTIONAL PICTURES

Many pictures are taken at Camp for promotional purposes. **If, for any reason, your child/children should not appear in these pictures, notify us in writing by the start of Camp.** We share some of our best photos on our website, and on social media.

Please note that campers bring their own cameras and may photograph each other. We have no control over how those pictures are used.

WENONAH GENERAL STORE

Wenonah has a small General Store on-site where campers and families have the option of making purchases. The General Store is open on all Opening and Closing days for families to visit. Families have the option of adding funds to their children's accounts to allow campers to make purchases while at Camp (we recommend \$15-\$20 per week). Please note campers in the WEEnonah programs will not have access to the General Store.

Campers have the option of buying up to two snack items every other day. An evening snack is available on the days in which they don't have access to the store. Fruit is available at all times of the day from the Lodge. To best promote healthy living at Camp we expect that campers will NOT bring any additional food items with them to Camp.

The store will also be open most days for campers to make any non-food purchases (for a list of available items please visit our website.)

Camper families can donate unspent General Store funds to the Wenonah Campership Fund. Please indicate this on the Incidentals Form.

CABINMATE REQUESTS

Many campers attend Camp with a friend they hope to share a cabin with. Wenonah is committed to doing the best we can to accommodate such cabinmate requests. There are however a few parameters which must be met for us to guarantee a cabinmate request:

- Campers must be within 18th months in age.
- Requests must be two-way (i.e. made by both families involved).
- Campers must be attending for the same session.
- We can only accommodate 2 requests per camper.
- We cannot make any changes to cabinmate requests on the first day of any session.

In the rare case that a request is made for two campers *not* to be together, both families must be aware and involved. We will not get into the middle of such dynamics.

For any campers living in the Leadership Village (Polaris, WCIT & Roots participants) we do not accommodate cabinmate requests. The goals of leadership development is best achieved when teens step out of their comfort zones. This process of growth is kept in mind when placing Roots, Polaris, WCITs in accommodations. The groups will spend the majority of their time together, even if they do not sleep in the same place.

BEHAVIOUR POLICY

CODE OF CONDUCT

We believe that every person has the right to feel safe, both physically and emotionally, at Camp Wenonah. When the behavior issues arise and/or challenges present themselves, we resolve them on an individual basis. Camp staff are trained to work with understanding, care and patience.

All campers are asked to agree to a Code of Conduct to show that they understand the rules and the potential consequences.

The Camp Administration reserves the right to withdraw any camper without warning who, in their opinion, compromises the physical or emotional safety of any person at Camp, or who is an immediate hazard to the safety of themselves or others.

THERE ARE NO REFUNDS GIVEN FOR CAMPERS WHO ARE SENT HOME DUE TO VIOLATION OF BEHAVIOUR POLICIES OR THE CODE OF CONDUCT.

Rudy is pleased to discuss this policy if it requires further clarification. Feel free to contact Rudy through our Burlington office (905-631-2849) in advance of Camp, or by e-mail (rudy@campwenonah.com).

CODE OF CONDUCT		clear warning	oral report to Director	written report to Director	phone call to parent(s)	dismissal from camp
Problem Area	Description	Potential Consequence				
Alcohol	Consumption or possession of alcohol on Camp property or while in the Camp's charge				X	X
Bullying	Physical assault or aggression, threat of physical aggression, ongoing and deliberate exclusion, emotional abuse and/or harassment	X	X	X	X	X
Defiance	Refusal to comply with persons in authority	X	X	X	X	
Disorderly Conduct	Persistent opposition to authority, behaviour contrary to the positive moral tone and stance of the Camp	X	X	X	X	X
Drugs - legal	Use of non-prescription or prescription drugs not administered or approved by a Health Care professional (including the Camp Nurse or Administration)	X	X	X	X	X
Drugs - illegal	Use or possession of illegal drugs on Camp property or while in the Camp's charge				X	X
Harassment	Repeated comments or conduct that is known or ought to be known as unwelcome (including racial discrimination and slurs)	X	X	X	X	X
Marijuana	Use or possession of marijuana on Camp property or while in the Camp's charge				X	X
Profanity	Swearing, or the use of obscene or foul language	X	X	X	X	
Sexual Activity	Engaging in sexual activity which compromises the physical or emotional safety of self or others	X	X	X	X	
Smoking	Use of any tobacco products (not limited to cigarettes) on Camp property or while in the Camp's charge				X	X
Theft	Taking or possessing property without the permission of the owner			X	X	X
Vandalism	Acts of vandalism include graffiti and the willful destruction of property	X	X	X	X	X
Weapons	Possession, use of, or threat of use of a weapon (including but not limited to a firearm or knife)				X	X

ARRIVALS & DEPARTURES

Please be sure to double-check and confirm the start date and pick-up and drop-off time for your camper, as well as which mode of transportation you selected. All dates and times can be found on our website.

All Periods start on a Sunday and end on a Saturday, except for:

- **Period 5** (Monday-Friday)
- **WEEnonah #1** (Friday-Sunday)
- **WEEnonah #2** (Monday-Wednesday)

Any changes to transportation plans must be made with at least one week's notice.

BUS TRANSPORTATION

Campers have the option of taking the bus to and from Camp. The bus picks-up and drops-off at:

**JULLIARD PUBLIC SCHOOL
61 Julliard Dr
Maple, Ontario
L6A 3W7**

- Bussing must be selected by April 30 to guarantee a spot. Space on the bus may be available after April 30, as space allows
- Cost for bussing is as follows: **\$45** (One-Way), **\$90** (Round-Trip)
- Bus service is ***not*** available for WEEonah #1, and leaving Camp at the end of WEEonah #2.
- Buses are air conditioned and have washrooms on board.
- Bus transportation is provided by Hammond Transportation of Muskoka:

Additional Notes about Wenonah Bus Service:

- Plan on arriving **at least 30 minutes in advance** of departure time. The full bus schedule can be found on our website.
- Buses depart at their scheduled time. We ***do not*** wait for those who are late.
- Campers may bring a nut-free snack (first meal at Camp is an early lunch).
- Camp staff will be standing at the bus door to take attendance.
- Designated Camp staff will be at a table to take your child's medications.
- We ask for your patience when traffic is slow and buses from camp are delayed.

CAR TRANSPORTATION

Families have the option of dropping off or picking up their children from Camp by car.

- Arrivals and Departures by car for every Period (other than WEEonah #1) happen between **10:30am** and **11:30am**
- **DO NOT ARRIVE EARLIER THAN 10:30 am.**
 - Due to spacing restrictions in Camp and on the Camp road, we ask all families to arrive after the Bus pick-up and drop off.
- For Car Arrivals:
 - Check-in at the Main Office.
 - Camp staff take campers to cabins to get settled in their cabins.
 - Take any & all medications to the Health Centre and give to the nurses.
- For Car Departures:
 - Go to your child's accommodation to pick them up and get their luggage.
 - Check out with your child's Cabin Leader or Leadership Staff
- ***Please Note** – For WEEonah #1 – Arrival is scheduled between 7:00-8:00pm on the Friday and Departure is scheduled between 2:00-3:00pm on the Sunday.

DURING CAMP

COMMUNICATION DURING CAMP

FIRST TIME CAMPERS

- For all first time Wenonah campers, we provide a check-in phone call to let you know how your child is acclimatizing to life at Camp.
- You will receive this phone call sometime after their first 48 hours at Camp.
- If we are unable to reach someone directly, a message will be left. (Feel free to be back in touch with us if you'd like more details).
- Please note: phone calls are not made for campers in the WEEnonah programs

CONTACTING THE WENONAH OFFICE

Burlington Office (905-631-2849)

- Open regular hours during the Summer months.
- Monday - Friday, 9:30 am - 4:30 pm
- Associate Director Caron Brick is available to help you

Muskoka Office (705-645-6163)

- Open seven days a week during Summer Camp
- We do our best to answer all calls; however, based on the Camp schedule we cannot guarantee someone will be in the office at all times.
 - If your call is not answered, please leave a detailed message and we will return your call as quickly as possible.

THE WENONAH OFFICE CONTACTING YOU

Camp may be in touch with you for a number of potential reasons (don't be alarmed, as it is often just an administrative question.) However, other reasons for contact may include:

- Continued struggles adjusting to Camp life
- Ongoing behavioural issues
- To obtain further details from you to help your child with any struggles – we are often in touch to seek some tips and tricks from Parents to best serve their children while at Camp if they are facing some level of struggle or adversity.
- If your child has had to make a trip to the Hospital or Medical Clinic
 - We try to contact you - first at your home or main number, then at work, then at any other numbers you have given (cell phone, cottage, etc.).
 - If we can't reach you, we call the person you listed as the emergency contact.
 - It is important to make your wishes known to any person acting as your emergency contact.
 - In the case where a decision is necessary and direct contact has not been made, the Camp Director or Nurse will make a decision on your behalf, in your child's best interest.
- Please Note: We do not automatically contact you if your child visits the Health Centre during the day or has typical camper problems.

COMMUNICATION DEVICES AT CAMP

First and foremost, we view time at Camp as the ideal opportunity for children to disconnect from technology, especially the internet and social media (and the pressures and expectations that come along with that).

It is for that reason that we strongly discourage campers from bringing any personal communication

devices (phones, tablets, etc...) to Camp.

Campers are best able to live in the moment and enjoy and appreciate their Camp experience when they are free from the expectations and pressure associated with social media and the technological aspects of life.

If families decide that they do want to send their child to Camp with a device of this kind, we have in place strict rules and regulations with regards to their use:

- All devices must be handed in on the first day of Camp – all devices will be locked-up in the Office.
 - If a device is not handed in and found after the first day it will be taken by staff and lock away until the end of that Camper's time at Camp or returned to the family.
- There will be designated Talk & Text times, based upon age groups (roughly once a week per Camper)
- Campers will only be able to use their devices at the given time, in the designated area under supervision of staff. Devices must be signed back in after each use.
- Devices will not be allowed for use for additional purposes (i.e. listening to music, etc...)

Any pertinent or urgent information that needs to be passed along to families will be done so by the Camp Wenonah staff, there is no need for a Camper to have a device to be in touch with their home. We encourage campers to write home as a form of regular communication with their families and/or friends (more information below).

For the same reasons listed above, Campers will not have access to the Camp phone system (International Campers will have the opportunity to make scheduled calls home according to the specified schedule). **Please do not promise your child the opportunity to call home while at Camp.**

EMAIL

Reach your camper quickly by sending an email to campers@campwenonah.com

- ✓ Include your child's name and cabin name in the subject line.
- ✓ Limited to one email per camper per day.
- ✓ Our emails are checked once a day (early in the morning or late at night to allow time during the day for sorting) and are delivered to cabin mailboxes each day. Staff will then deliver to Campers on a daily basis.
- ✓ Limit emails to text only. We do not print animated greeting cards or digital photos.

Please don't

- ✓ Put us on any lists of forwards or mass e-mails.
- ✓ Give the Camp email address to anyone outside of the family.
- ✓ Send inappropriate content. We do not read emails, but they are not private when printed. We do not pass along anything obviously inappropriate.

In the case that any information has changed (updated transportation information, update to emergency contact, etc...) please contact the Camp Office directly versus sending this information to your campers as this information is rarely passed along.

INCOMING MAIL FOR CAMPERS

Please address any letters to:

Your Child's Name / Period(s) Attending / Cabin Name
Camp Wenonah
1324 Bird Lake Road, RR #3
Bracebridge, Ontario
P1L 1X1

- Mail is delivered to Camp each weekday.
- Incoming mail takes a few days to arrive at Camp (about four days from Toronto).
- Mail that arrives after your child has left for Camp is "returned to sender."

OUTGOING MAIL FROM CAMPERS

- Mail is put in an outgoing mailbox each weekday (please note outgoing mail often takes longer to travel than incoming mail).
- We encourage families to include pre-addressed, pre-posted envelopes for their children to simplify the letter writing process.
- Stamps are available for purchase from the General Store

Sometimes, parents may get a letter that is sad or upsetting. Keep in mind that the letter was written a few days before you got it, during a settling-in period or during what your child perceives to be a difficult time. Most often the problem will have been resolved by the time you read the letter. However, if you notice a pattern or receive news that is worrisome, please contact the Camp and speak with one of the Directors.

CARE PACKAGES

- We strongly discourage families from sending care packages to Camp – please plan ahead and pack all necessary items for a Camper’s arrival.
- Care packages can create undue competitiveness, feelings of exclusion or disappointment and can lead to negative cabin dynamics. Time at Camp is best spent away from the pressures of material possessions.
- We do allow families to send packages in the case of a camper’s birthday, in this case:
 - Please ensure the package does not contain food.
 - Try and keep packages as small as possible for ease of transportation and storage.
 - We also encourage any families dropping their children off by car to leave packages in the office to be delivered on a certain date. This avoids involving the postal system, which is easier for all.
- In the case of your child requiring any “emergency” items that were forgotten, please let the Camp administration know and post the package to the Camp vs. the Camper, we will then ensure the items are delivered to your child.

VISITOR’S DAY / DAY IN TOWN

VISITOR’S DAY

For all campers attending for a month long stay (or longer) we provide the option of a Visitor’s Day. These happen during the middle Saturday of each month. Please note: there are no Visitor’s Day for campers attending for two weeks or less.

- This year’s dates are set for: Saturday, July 14th and Saturday, August 11th.
- Campers will be available for pick-up starting at 10:30am on those days.
- For campers just out for the day a return sometime before dinner is best (5:30pm).
- For any campers staying out overnight, we ask they return before Noon on the following Sunday morning.
- For any campers attending Camp over the July/August changeover, there is a day break in between the months with no program available. It is our expectation that families will use this day as a break from Camp, as we use this time for staff changeover and important staff meeting. Please be in touch with us to make a plan regarding time away from Camp, etc...
 - Please Note: we do make exceptions for International or out of Province campers.

DAY IN TOWN

For any campers who will not have a visitor with them on Visitor’s Day (including International and out of Province Campers) we provide a Day in Town Program to give these campers a break from being on-site.

The day will include:

- A trip to Bracebridge, including a meal out and a visit to the local cinema for a movie.
- Campers will also have some time to purchase any personal items necessary.
- We ask families to include some money for their child (deposited into their campers account when completing the Final Forms). We will then provide an envelope with cash for them to use in town.

- \$30 or so is generally enough to cover a meal, movie and any personal items needed.
- Campers whose parents/guardians have indicated they will be attending Day in Town, but have not included a deposit in advance will be charged \$30 to their final statement, this money will then be provided to their child.
- Campers will travel in small groups, supervised by Camp Wenonah staff members.

IN ADVANCE OF VISITOR'S DAY / DAY IN TOWN

- Please ensure you complete the Visitor's Day / Day In Town section on the Camper Information Form.
- Confirm any changes to your Visitor's Day plans with the Camp Wenonah Office at least 48 hours in advance.
- Anyone other than a parent or guardian picking up a child must have written authorization from the parent/guardian 48 hours in advance (signed authorization by mail or fax).
- Check-in at the Camp Office upon departure from Camp and arrival back to Camp.
- In fairness to other campers, we expect that **no food** is brought back to Camp.
- For families with one-month campers and siblings who are two-week campers, it is NOT possible to drop a child off on Saturday for Period 2 or 4.
- Please note: for families visiting their children on Visitor's Day, your child will not be able to return to Camp on the Day In Town bus, or meet up with the Day In Town groups. We expect families to choose one option or another in advance as we have limited space on the buses, and base our staff supervision on the numbers who select the Day In Town option.

INTERNATIONAL CAMPERS

All Campers travelling to Camp from outside Canada must have:

- ✓ **A passport** (and appropriate citizenship documentation, which may include a birth certificate)
- ✓ **A letter of permission** from a parent stating that the child has permission to attend Camp Wenonah, the dates, flight information, and that they will be met by a staff member.
- ✓ A card with the camp's name, address, and phone number to show to customs' officials.
- ✓ **Canadian currency** for the airport (\$25-\$40 Canadian should be enough for souvenirs and snacks).
- ✓ **Medication must be in its original container.** Instructions for dosage and dispensing must be translated into English and included with the medication.

UNACCOMPANIED MINORS

Check with the airline you are using for their policy on unaccompanied minors.

There is often a fee for a child under 13 years old to travel alone, and it requires arriving earlier at the airport. Camp does not assume the cost and if an airline insists that the fee be paid, we will charge your Camp account. Please pay for this service in advance, and make the Camp aware so that we can make the appropriate staff arrangements.

ARRIVING AT CAMP

- ✓ Campers will leave valuables (such as passports, airline tickets, and money) locked in the Office.
- ✓ Camp will email families once their campers have arrived at Camp.

PHONE CALLS

- ✓ International campers may call home **once per week** based upon the International Camper Phone Call Schedule.
 - We have many international campers. We appreciate your understanding of this limit.
- ✓ Phone cards are on sale at the Wenonah General Store. A \$5 card should last for two weeks.
- ✓ If you have a relative, friend, or business associate in Ontario (or Canada), consider using them as your emergency contact.

LANGUAGE

The language used at camp is English, and all program instruction is in English. Campers and staff *may* be able to speak another language (French and Spanish are the most common), but it is not guaranteed. Your child should be comfortable with basic English so that the Camp experience is a positive one.

FOOD SERVICE

Under the direction of Executive Chef, Brad Laidlaw, three meals, plus snacks, are prepared each day. We have many campers and staff who require a special diet while at Camp. We ask for any information or instructions regarding special diets to be included when completing the Final Forms. Any changes made, need to be communicated to the Wenonah Office at least **three weeks in advance** of that Camper's arrival at Camp.

Alternative Menus can be accommodated based upon:

- Allergies and/or medical reasons
- Religious Beliefs
- Well established / long-standing personal lifestyle choices
- Parental preference for their children

Please Note: We do not accommodate based upon:

- Individual taste and/or preferences
- Diets or dieting without advanced written notice.

Once a Special Diet has been selected and an alternative menu has been made, it is the expectation of Wenonah that Campers will remain on that alternative menu for the remainder of their time at Camp.

For those who need special diets or have food allergies, notification in writing is required at the Muskoka Camp Office at least **three weeks in advance** of the first day of the Camp Period attending. Copies of the two-week menu are available on our website.

If your child has a **food allergy**, indicate this on the Medical Form in detail so that the Chef can make accommodations.

- If your child's food allergy is life-threatening and may require the chef to make extensive modifications, please notify the Camp Director directly to make arrangements.
- Some restrictions may require supplementary food to be sent by parents for the kitchen to prepare.

The prevalence of **eating disorders** among adolescent children is increasing dramatically. Campers sometimes decide to "experiment" with disordered eating at Camp (away from parents' supervision). As part of our commitment to keeping children safe, we do not allow dieting or experimentation at camp. That is why we ask for advance notice of (and your consent for) specific dietary requirements.

NUT POLICY

Our entire Summer camping season is designated as "nut aware." We welcome many people to Camp who have life-threatening nut allergies. We will not compromise their safety during their stay at Camp. Our Summer Camp menu is created with this in mind. All food served through the kitchen and on out-trips is carefully screened so that nothing is labelled as containing or "may contain" any nut products.

Any food items sent by families should be cleared in advance of Camp with our Summer Camp Director, and **MUST NOT** contain nuts, nut products or traces of nuts; have come in contact with nuts (like bulk food); or be made in a facility that also processes nuts.

BIRTHDAYS AT CAMP

Our food service staff prepare birthday cakes for all Campers for their special day at Camp. It is not necessary to request or send a cake. If your child has a birthday at Camp, you can leave or send a birthday package, but please do not include any food.

FOOD POLICY

PLEASE **DO NOT** BRING FOOD ITEMS TO CAMP. There are plenty of snacks available, and we ask you NOT to send food with your camper. Between snacks, fruit available in the Lodge, and General Store items, plenty of food is available to campers during their stay at Wenonah.

HEALTH SERVICES

We need all parents to **fully** complete the Health Form by April 30.

Failure to complete the Health Form puts both your child and the Camp in a compromising position. All information is due online, or completed forms returned to the Burlington Camp Office, by April 30.

If you need to update Health information after April 30, you can:

- Send a written note on the first day of Camp.
- Fax the change(s) to the Muskoka Camp Office within three business days of the start of the Camp Period (705-645-5760).
- Email Nancy Vandenberg (Associate Director – Health & Wellness) at nancy@campwenonah.com with the details.
- Call the office at Camp (705-645-6163).

If you have any additional questions or concerns about health and wellness while your child is at Camp, you may contact the nurses (nurses@campwenonah.com). They will do their best to respond in a timely manner; however, please be aware that due to the pace of Camp life nurses may not be able to respond immediately. Any urgent matter should be expressed by phoning the Camp Office (705-645-6163).

Camp Wenonah has a Camp Doctor who is not onsite. If your child needs to visit the clinic or hospital in Bracebridge, this decision is made by the nursing team, in consultation with the Camp Doctor. We will, of course, let you know about any steps being taken to care for your child.

MEDICATION

If your child brings any prescription medication to Camp:

- **Medication MUST be brought to Camp in the original container.** It is not legal for our nurses to dispense medication from any other container, including weekly pill organizers. Your child will not receive their medications if they are not in their original containers.
- **All instructions for dosage and dispensing MUST be translated into English** if they are in another language, and included with the medication. International campers bringing medication to Camp must also ensure that it is in its original container.
- **Medication is dispensed after each meal and before bedtime.** If your child's routine medication time cannot fit in to this schedule, or any breach of the routine could result in serious health consequences, a letter of explanation is required before Camp.
- **Send clear instructions in writing** for the administration of medication, including the reason for taking it and usual timing. Camp staff cannot accept verbal instructions.
- **Send enough medication to last the full Camp Period attending.**
- Camp is not the time to 'trial' your child off medications or take a 'medication vacation'. DO NOT expect camp staff/nurses to manage your child while they are off their normal medications. It is not fair to the child and can negatively affect their camp experience.

Upon arrival at Camp, a staff member will collect your child's medications, or it can be brought to the Health Centre. All medication is stored (and locked) in the Medical Dispensary. Nursing staff (or, during out trips - trip leaders) are responsible for dispensing the medication as per the prescription and your instructions.

Campers should know why they take their medication and when to take it. Understanding helps them remember to take it. Be sure to discuss this with your child.

Camp Wenonah provides most common non-prescription medications.

PLEASE DON'T SEND THE FOLLOWING:

- TYLENOL (acetaminophen)
- ADVIL / MOTRIN (ibuprofen)
- Junior versions of TYLENOL and IBRUPROFEN
- ALEVE (naproxen)
- BENADRYL (diphenhydramine)
- CLARITIN (loratidine)
- REACTINE (cetirizine)
- GRAVOL (dimenhydrinate)
- cold/sinus medication (Tylenol or Advil Cold & Sinus)
- Vitamin C
- throat lozenges
- antacids (TUMS)
- laxatives (Restorolax)

PRESCRIPTIONS

If, at any time, a prescription needs to be filled or medication has been prescribed, Camp pays the up-front costs if the medication is not covered by OHIP+ or you are from out of province. The original prescription receipt is sent to you so that you can be reimbursed by your personal drug plan.

Non-Ontario residents (or anyone without a Health Card) are charged a fee to see a doctor (either in a walk-in clinic or at a hospital). Camp pays this up-front fee and charges the cost to your account.

CHECK YOUR CHILD

Campers should not come to Camp with known communicable diseases or health issues (such as chicken pox, lice, viral infections, rashes, athlete's foot, impetigo, etc.). If your child has been exposed to anything communicable within three weeks of the start of their camp session, you must alert the Camp Office. Together, we will determine whether to consider keeping your child at home for an extra day or so. In the event that a camper arrives at Camp unaware that they have a communicable illness, we will let families of campers in that child's cabin know their child has been exposed.

It is a good idea for campers coming for one month or longer to visit the dentist before Camp, especially if they have braces or retainers. Ensure that orthodontic work is in good shape. In the case of emergency dental work, most dentists in Bracebridge only do temporary work to make the camper comfortable, and require payment up-front, which is charged to your account.

Ensure that young female campers know about and understand menstruation and have appropriate feminine hygiene products. It is not unheard of for the onset of menses to begin at Camp.

HEAD LICE

Please check your child thoroughly for head lice/nits within three days of their first day at Camp.

As part of our "No-Nit Policy" everyone is checked by Camp staff during their first day of Camp. The potential for head lice to spread in a communal setting is very high. We are proactive and try to avoid the kinds of problems that other Camps and schools have experienced. We strictly adhere to this policy.

If your child comes to camp with nits or head lice:

Option 1 – Child goes home for treatment

- We will contact you and you have the choice to come pick up your child, who cannot return to camp until you have clearance (a letter) from a lice removal company stating that your child is free of lice.
- If you choose to pick your child up, we expect that arrangements WILL be made to pick up a child with head lice from Camp as soon as we notify you.

Option 2 – Child is treated at camp

- We will use a professional company to do the lice removal and families will be responsible for the cost of this service. The charge for lice treatment at Camp Wenonah is \$350.

- We adhere to the recommendations outlined by the World Health Organization and the Canadian Society for Pediatrics with regards to our management of lice. If your child is treated while at camp, we will use an approved, effective insecticide. We will **not** use homeopathic or naturopathic methods.

While head lice is not uncommon for children, it can be a very distressing experience for your child to have lice discovered at Camp. Please avoid this by checking for it or treating it at home.

SUN SAFETY

We are a Sun Safe Camp (as certified by the Melanoma Network of Canada) and all staff are trained to promote sun safety for your child.

- Sunscreen is available at the Health Centre and all program areas should campers run out.
- Water taps can be found around camp.
- Campers are encouraged to wear light clothing that covers shoulders and arms, when not doing water activities.

Help us by packing

- a hat with a brim and sunglasses
- sunscreen for your child (minimum SPF 15, but SPF 30 or higher is preferable)
- a water bottle with your child's name on it

EPI-PEN POLICY

If your child is attending a two week or one month period an extra Epi-Pen must be brought to Camp for the out-trips. Please send a fanny pack to Camp with your child to carry his/her Epi-Pen.

Any camper who requires an Epi-Pen for a food, bee, or insect allergy may go on an off-site trip, with written permission from a parent. Some risk of coming into contact with nuts or nut products, although a very remote possibility, could take place on a trip or out-of-Camp activity. We ask families to keep these risks in mind when making decisions about off-site excursions for their camper.

INFLUENZA LIKE ILLNESSES (ILI)

To date we have had no cases of influenza at Camp Wenonah. Each camper, POLARIS, WCIT and staff member is screened for influenza like illnesses by our nurses upon their arrival at Camp. Our ILI protocol is based on the guidelines suggested independently by the Simcoe Muskoka District Health Unit and the Ontario Camps Association.

To practice prevention, campers can:

- Wash hands often with soap and water or hand sanitizer
- Sneeze and cough into their sleeve
- Avoid sharing food, beverages or personal items
- Do not come to Camp if they are ill or have symptoms of this type of illness

LYME DISEASE

Camp Wenonah follows the guidelines and recommendations of the Simcoe Muskoka District Health Unit, the Ontario Camps Association, and the Public Health Agency of Ontario with regards to surveillance, assessment and management of tick bites. At present, Camp Wenonah is NOT located in an area where Lyme Disease is a concern but we are vigilant in our follow up of tick bites or any insect borne concern.

IMMUNIZATIONS

We ask families to provide an immunization history when completing the medical forms, including which immunizations each camper has received and the date administered. Parents and/or guardians must be aware that campers who have not been immunized for any given contagious condition will be sent home immediately if there is a diagnosed case of said condition, in order to prevent transmission and to ensure the safety of all our Campers.

HEAD-TO-TOE CHECKS

Our counsellors are continually keeping an eye on each camper's health while at Camp. To ensure that each Camper is going home healthy, counsellors will perform a visual "head-to-toe" check, overseen by the Camp Nurses, to ensure that there are no ongoing issues and/or irritations which could lead to more serious health issues (scrapes, bumps, bug-bites, etc.).

Recommendations for follow-up with your family physician or a clinic in your home area could be made by the nursing team based on these checks.

STAFFING NOTES

COUNSELLING STAFF DAYS-OFF

All Counselling staff have a 48 hour period of time-off during each two week cycle. During this time, cabins are supervised by other staff on an assigned basis.

FEMALE COUNSELLORS WITH YOUNGER MALE CABINS

We continue our longstanding policy of, on occasion, placing a female counsellor with our younger male camper cabins (10 years and under). We have had great success with this in the past. Many of our younger campers appreciate having an older female figure with their group and, for many, it helps the transition to camp from home. A male junior counsellor lives in the cabin.

STAFF QUALIFICATIONS

We have high expectations of every staff member, which are reflected in our hiring policies.

- Each staff member completes an interview and a background check.
- Many staff members are returning, and have participated in both levels of leadership development programs (POLARIS and WCIT).
- Staff must have a minimum qualification of Bronze Cross, and many have NLS.
- Staff must possess a Standard First Aid & CPR-C certification.
- We also look at qualifications in other program areas which means that counselling and program staff are able to teach in a variety of areas.

PROGRAM NOTES

SWIM CHECKS AND COLOUR CORDS

In accordance with Ontario Camps Association Standards, we check the swimming ability of every camper (and staff member).

- On the first day of Camp, every camper must complete a swim check.
 - We use this as an assessment as opposed to a test (there is no pass or fail), the assessment allows our staff to track the ability and comfort level of all campers in the water.
- Campers then wear colour-coded wrist bands so that staff members can tell at a glance whether a camper is a weak or non-swimmer, or a strong swimmer.
- Some water activities may be restricted for campers who are non-swimmers or weak swimmers.

OVERNIGHT CANOE TRIPS

All campers staying for a minimum of two weeks participate in at least one overnight canoe trip with their cabin group on our back lake – Saw Lake. Canoe trips are supervised by the Cabin Leaders and an additional Wenonah Staff. Costs for these canoe trips are included in camp fees. Campers attending for one month or more will participate in more than one overnight trip.

EXTENDED CANOE TRIPS

We offer a few extended canoe trip options to one month campers during the last two weeks of each month:

Frost Centre Trip

- a 3 day / 2 night canoe trip
- minimum age 10 years
- \$35.00 fee

Algonquin Park Trip

- a 4 day / 3 night canoe trip
- minimum age 13 years
- \$45.00 fee

Any Period 2 or Period 4 two-week campers who are interested in participating in either of these advanced trips may contact Rudy at rudy@campwenonah.com to discuss availability.

Trip dates will be confirmed upon arrival at Camp. If, for any reason, a trip does not run, the Camp Office will be in touch with families.

SWIM LESSONS

Camp Wenonah offers swim lessons (both Red Cross and Life Saving Society programs). Swim lessons are optional unless clearly indicated by parents on the PIC online form.

PADDLEMAKING

Paddlemaking is a popular PIC program available for campers interested in creating their own canoe paddle.

- Campers must be staying for at least two weeks
- Paddle blanks are \$30
- Paddle blanks MUST be purchased in advance through the Incidentals Booking Form

WHITE WATER KAYAKING

A white water kayaking program is available at Wenonah. This program focusses on safety and principles of moving water, as well as paddling skills and techniques. The month long program culminates in a day trip to the nearby Gull River to apply the skills learned in the program.

To participate in the day trip to the Gull River:

- Campers must be 13-15 years old, and be one month campers
- Must have attained Kayaking Level 2 (to meet safety and skill requirements)
- Pay a \$55 fee. This charge covers the outtrip, bussing, and lunch.

WENONAH GAMES

In the last three days of Periods Two and Four we hold the ever-popular Wenonah Games. During Wenonah Games campers choose from a wide variety of activities (at all levels of competition) to earn points for their team.

- All Campers are placed on one of three teams: Aki (Green), Dawaa (Red & Yellow) or Zibbins (Blue)
 - Campers new to Wenonah will be placed on teams before their arrival at Camp.
- Members of the same family are automatically placed on the same house. If you are related to someone at Camp (past or present) who has a different last name, please make us aware so that all relatives can be on the same house team.
- Please note that campers may not request a house and may not switch between houses unless in the case of the Camp's oversight in splitting family members into different houses.
- Once you are on a house team that is your team for life!

If you are interested in purchasing official team shirts and headbands (in team colours), they are available at the Wenonah General Store.

DUKE OF EDINBURGH

Camp Wenonah offers opportunities for youth taking part in The Duke of Edinburgh's Award program to achieve components of their Bronze, Silver and Gold Levels while at Camp. These components include both the Adventurous Journey and Residential Project.

Please contact us if you'd like more information.

LEADERSHIP PROGRAMS

POLARIS

Personal Opportunities for Leadership, Awareness, Recreation, Instruction & Skill Enhancement

Canoe Trip

As a part of the program, Polaris participants will take part in a 7 day trip to Algonquin Park.

- The trip will focus on Canoe Tripping skills (paddling, portaging, navigation, wilderness safety).
- Each POLARIS has a turn as Leader of the Day.
- Camp Wenonah will provide most necessary materials and items for the trip; however, we ask that Polaris Participants bring the following personal items to Camp for their trip:
 - 30L Dry Sack (MEC, Sea Line or Baja are recommended brands)
 - Wool Socks (warmer and dry faster than cotton)
 - Sturdy Rain Gear (ponchos and windbreakers are not sufficient)
 - Sturdy Footwear – Hiking boots, walking shoes or sturdy running shoes
 - Lightweight Synthetic Sleeping Bag (lighter and pack up much smaller than bulky cotton/flannel sleeping bags)
 - Fox 40 Whistle

Please Note: If a POLARIS participant comes to Camp with a pre-existing injury it is at the discretion of the Summer Camp Director and Wenonah Management, in consultation with the Camp Nurses, to determine whether that camper is able to participate in the Algonquin Canoe Trip. We want to ensure the safety of all of our participants and will not jeopardize the safety and/or well-being of anyone under our care.

Instructional Programs

Polaris participants will spend extensive time both in Canoeing & Sailing, working towards ORCKA and CANSail levels respectively.

Participants will also have the option of choosing one of three Focus Skills:

- **Lifesaving** - work towards Bronze Medallion/Bronze Cross and Emergency First Aid Lifesaving Society levels.
- **White Water Kayaking** - work towards a day trip to the Gull River.
 - Parents/guardians will be contacted by a Camp Wenonah staff member with the necessary waiver that must be completed before the participants go on the trip.
- **Climbing & Initiatives** - work towards a climbing-based out-trip.
 - At Haliburton Nature and Wildlife Reserve working with professionally trained climbing instructors.
 - Parents/guardians will be contacted by a Camp Wenonah staff member with the necessary waiver that must be completed before the participants go on the trip.

TRANSITION YEAR

It often happens that children arrive at Camp, excited about finally being in the POLARIS program, only to be shocked at what is expected of them. No longer are they care-free campers who are at Camp just to have fun and to be with their friends. While those aspects are certainly important to the POLARIS program, it is also a

highly structured experience with far less personal choice, and a certain amount of leadership and maturity is expected from each participant. Please discuss these expectations as well as your child's goals for the program, and help them understand their new role and purpose at Summer Camp.

Participation in the POLARIS program does not guarantee a spot in the next year's WCIT program. Registration is on a first-come, first-served basis.

WCIT

Wenonah Counsellor & Instructor Training

PROGRAM COMPONENTS

The focus of the WCIT program is the further development and enhancement of individual leadership skills and abilities through direct interaction with campers in program areas, on trips and during the cabin group experience. The means to this end is through cabin placements, PIC placements, and workshops (active and theory-based).

Leadership Workshops

WCIT participants spend a large portion of the first two weeks of the program in sessions run by the WCIT Directors and other Senior Staff members. Topics include:

- Creating a Welcoming Environment
- Developing Community With Campers
- Group Development & Processing
- Behaviour Management
- Communication Skills
- Active Listening
- Problem Solving
- Special Event Planning
- Health & Safety
- Program Planning for Cabin-Based Activities
- Sensitive Issues
- Age Group Characteristics

Cabin-Based Internship

WCIT participants are paired with a camper cabin for their month at Camp. This provides the unique opportunity for hands-on experience and allows WCITs to develop as program and activity facilitators.

During the third week of the WCIT program, they are fully immersed in cabin life, spending much of their time with the cabin group. The internship provides the opportunity for participants to gain leadership experience by working directly with children.

During their internship, WCIT participants

- Are mentored by the cabin counsellor
- Can take leadership roles in cabin choice programs, evening programs, section-based activities, Camp-wide games, and Daily Options.
- Have the opportunity to go on an overnight trip with their cabin, allowing them to take on a leadership role in the canoe-trip environment.

Upon successful completion of the Wenonah Counselling & Instructor Training program, WCITs are prepared to use their skills in a variety of recreational and camping settings. Some may wish to apply for any open Staff positions for the next season at Wenonah while others may wish to consider other opportunities in camping.

WCITs can be given up to 20 hours towards their Community Hours for school. WCITs can contact Caron regarding their hours at the Burlington office (905-631-2849) or email (caron@campwenonah.com).

FEEDBACK

WCIT Directors provide feedback to all WCIT participants on an ongoing basis throughout the month, including formal mid-month and end of month one-on-one feedback sessions. Counselling staff who had WCITs placed with them also complete feedback forms. Your child should leave Camp knowing exactly how they did in the program.

Areas that are evaluated are:

- Initiative
- Role Modelling
- Enthusiasm
- Participation
- Behaviour Management
- Problem Solving
- Applicable Camp Skill Base
- Communication
- Attitude

WCIT vs. STAFF

WCITs will take on a much higher level of responsibility than other Campers, and enjoy certain perks that they share with the staff (such as having access to the coffee/tea machine and having a later bed time.) However, it is important to remember that WCITs are not staff members. WCIT participants work closely with staff members, where it is easy to blur the lines into believing that they are doing the same job as a staff member. However, our staff have been trained in Pre-Camp and have been given a much higher level of overall responsibility for the campers.

The program is an experience that allows WCITs who may want to apply to be staff in the future to learn and gain a better understanding of what a job at Camp really entails. WCIT is therefore not just a training year, but also a “tryout” year. The WCIT program offers participants a chance to show what they have to offer as a staff member, and also to learn from mistakes in a safe way.

We hope that each WCIT leaves the program with a sense of accomplishment, responsibility, independence, a close bond of friendship, having had the opportunity to make a positive impact on campers’ lives.

LEADERSHIP CLOTHING

Each month, the Polaris & WCIT groups each design a piece of clothing specific to their program and their month at Camp (in most cases a sweater). This is a practice in teamwork, compromise and co-operation, while also providing participants a token of their month in the program.

- The purchase of this item is optional, and can be selected and paid for by families when completing the Final Forms.
- The style, design and colour of the clothing is decided by the groups, with oversight from our Staff.
- Orders are placed within the first week of the month so that participants can receive them before leaving at the end of the month.

POLARIS / WCIT TO STAFF TRANSITION

Completion of the WCIT and/or Polaris Programs does not guarantee anyone a job at Camp Wenonah the following year. Anyone interested in working at Wenonah must complete an application and go through our interview process. Every year we have significantly more applicants than we have available staff positions. Candidates are assessed based upon: performance in the leadership programs, staff applications, resumes, interview, group interview, Camp skills, as well as general attitude and work style. All staff are required to possess a minimum Bronze Cross certifications (possessing an NLS certification will help in our assessment of a candidate) as well as a Standard First Aid & CPR-C certification.

Anyone interested in applying to Camp Wenonah for a staff position in 2019 should contact the Summer Camp Director sometime in September to obtain a Staff Application, which must be submitted by the stated deadline to be considered for a position. Decisions and job offers are made in early January.

AFTER CAMP

We are always striving to make the experience at Wenonah even better and your feedback is greatly appreciate. Our Summer Camp Director, Geoff 'Rudy' Williamson, is always available to discuss any concerns that may arise once your child has returned home from Camp.

LOST AND FOUND

We do our best during the Summer to return any lost items to their rightful owner (properly labelling all items greatly helps this process). However, every year there are a number of items that are left at Camp at the end of every Period. We make an attempt to return any and all labelled items to families.

- Lost and Found is brought to our Burlington Office in mid-September where it may be picked up.
- We will phone you and let you know of any found items.
- If you wish items to be sent by mail, appropriate postage charges are added to camper accounts.
- After two phone calls, we assume that you do not want the item back.
 - After October 31 each year, unclaimed lost and found is donated to a local charity.