

Camp Clover

The Outbound Experience 2011 Camp Parent Handbook



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On behalf of all of the YWCA Camp Clover staff, WELCOME!

Parents are asked to please read through the information contained in this package and call the main office if you have any questions.

POLICIES

GENERAL

The YWCA Camp Clover has been in operation since 1942 and is located near Bamberg on a site owned by the K-W Optimist Club. The site has a natural spring fed pond, a large field, a large wooded area and a cabin. Camp Clover offers a variety of traditional camp activities for campers. Campers are kept busy and will be happy, tired and full of experiences to share with you at the end of each day!

Camp Clover is an old fashioned day camp. We do not have any indoor plumbing. Port-o-lets are used for bathroom facilities and portable hand washing stations with running water are provided.

A great deal of time will be spent outside each day. Counsellors will help with insect repellent and sunscreen upon arrival, after lunch and after swimming.

The Region of Waterloo Public Health recommends that your child wear an insect repellent with 5 to 10% DEET. Providing a long sleeve shirt and long pants will also help minimize exposure to bug bites.

Due to the large number of peanut and/or nut allergies in the community, please do not send nuts or peanut products with your children.

Please do not send your child to camp if he/she is unwell. Sick campers will be sent home.

If your child will be absent for any reason, please call Camp Clover at 519-699-4407 or leave a message for your child's bus monitor: Bus #1 (519) 897-1931 & Bus #2 (519) 897-1478.

Your child will be taken to the YWCA extended supervision site (The Church of the Good Shepherd, 116 Queen Street North) if you have not signed "YES" on the dismissal consent form, and a designated pick up person is not at the bus stop to meet your child. A \$4 charge/child will apply.

Camp Clover runs Monday to Friday and does not operate on Statutory Holidays. **There will be no camp on Monday, August 1st.**

RAIN DAYS

Camp will run a full program on rainy days.

The morning will consist of weather appropriate activities and may include outside activities. Afternoon programming will include a performance of one of Camp Clover's famous Staff Skits – a take-off of a fairy tale, movie or game show.

Please send rainwear and extra clothes.

In the event of thunder and/or lightening NO programming will take place outside and the children will not be permitted outside of the cabin for leisure activities.

2011 FINANCIAL POLICIES

Camp Sessions for 2011

Session 1: July 4 – 8	Cost: \$185/child	Session 5: August 2 – 5	Cost: \$150/child
Session 2: July 11 – 15	Cost: \$185/child	Session 6: August 8 – 12	Cost: \$185/child
Session 3: July 18 – 22	Cost: \$185/child	Session 7: August 15 – 19	Cost: \$185/child
Session 4: July 25 – 29	Cost: \$185/child	Session 8: August 22 – 26	Cost: \$185/child

Prices include a \$12.50 transportation fee. Parents who transport their child to and from camp are not required to pay the \$12.50 transportation fee and must sign a transportation consent form.

Payments may be made in cash or by cheque payable to: YWCA Kitchener-Waterloo.

Your Camp Clover payment (less the transportation fee/child), can be used for the Child Fitness Tax Credit.

Extended supervision is available after camp at the Church of the Good Shepherd until 5:30pm at an additional cost of \$4.00 per day per child. All days must be registered for in advance. Payments are non-refundable. After 5:30pm, a late fee of \$5/child will be charged for every ten minutes until your child is picked up. ie 5:31-5:40pm = \$5/child, 5:41-5:50pm = \$10/child.

NSF payments will be subject to a fee of \$25.00.

Financial Assistance

In cases of need, financial assistance is available through both the Region of Waterloo childcare subsidy office (519-883-2200) and the YWCA (519-744-3199).

Regional Subsidy Clients

For families receiving subsidized childcare who are required to make a partial contribution toward their fees, **payment for all July sessions is due July 1st, and payment for all August sessions is due August 1st.**

Refunds and Credits

Credits/refunds are not issued for missed days due to illness, vacation or other conflicts.

Credits/refunds are not issued for unforeseen camp closures (lasting one day or less per session) due to emergency or natural disaster.

Requests for withdrawal or to change sessions must be received in writing at least two weeks before the start date of the session your child is registered to attend. In the case of withdrawal, the deposit portion of the camp fee is non-refundable - \$25/Child per Session (\$10/Child per Session for families who have applied for financial assistance).

Refunds may also be issued in special circumstances:

1. Upon presentation of a doctor's certificate, indicating that your child cannot attend camp for medical reasons;
 2. If Camp staff have determined that your child is not Camper ready.
- Refunds will be prorated from date of presentation.

The YWCA reserves the right to cancel any session without sufficient registration. In such cases, a full refund will be given.

HEALTH AND SAFETY POLICIES

No child will be admitted to camp without proper medical and emergency information submitted no later than June 10, 2011 or at the time of registration. Previous medical reports are not valid. Please complete the Camper Health Form in full.

ATTENDANCE

If your child will be absent for any reason, please call the On-Site Camp Supervisor at 519-699-4407 or leave a message for your child's Bus Monitor: Bus #1 (519) 897-1931 & Bus #2 (519) 897-1478.

The YWCA assumes responsibility for the children only after they have boarded the bus.

For safety we ask that you arrange for someone to see your child onto the bus in the morning and also that someone be waiting to meet your child in the afternoon.

Attendance is taken as children get on and off the bus by Camp staff. Staff are on the bus for supervision.

When the bus reaches Camp Clover, Staff will call parents or emergency contacts of children whose reason for absence is unknown. So please be sure to call in if your child will be absent on any specific day.

Parents/Guardians are responsible for their children once they leave the bus unless children are registered for extended supervision at Church of the Good Shepherd.

PLEASE NOTE – If the person designated to pick up your child is not at the bus stop when your child gets off the bus, and you have not indicated “YES” for dismissal consent on the Camper Health Form, your child will be taken to the extended supervision site at The Church of the Good Shepherd. Once there, you will be phoned. Extended supervision fees will apply.

AQUATIC SAFETY

Children are not required to swim if they choose not to. They must however, stay with their group at the waterfront area where sun shelter is available.

Every effort is made to ensure camper safety at the waterfront. Qualified aquatics personnel supervise the area at all times. Head counts and the buddy system are routinely applied. Camp leaders are also present at the waterfront to provide additional supervision. Please indicate your child's swimming ability on page 2 of the Camper Health form.

Campers and staff must wear the lifejackets provided when participating in our canoeing program.

The pond at Camp Clover is a natural spring fed pond. The water in the pond is tested regularly to ensure quality for safe swimming.

EMERGENCIES

In case of emergency, please phone the on-site supervisor at the camp at 519-699-4407. The on-site supervisor will contact the child's parents should any emergency occur. In case of severe injury, the staff will call an ambulance to transport the child to the hospital. If your child becomes ill while on the bus, we will call the child's parents/emergency contact and set up a designated pick up point for the child.

BUS ROUTES

Notify the Camp Coordinator or On-Site Camp Supervisor at least ONE FULL DAY IN ADVANCE if your child is changing bus stops.

STOPS on the schedule have been arranged according to past camp requests, needs, and safety in numbers. For safety we ask that you arrange for someone to see your child onto the bus in the morning and also that someone be waiting to meet your child in the afternoon.

EXTENDED SUPERVISION

Supervision is available after camp until 5:30pm at a cost of \$4 per day per child. Extended supervision is offered **only** at The Church of the Good Shepherd, 116 Queen Street North in the downstairs hall. Free parking is available in the parking lot off of Margaret Avenue.

BUS ROUTES

NOTE: Times are estimated and parents should be at the bus stop 10 minutes prior to the estimated time of departure and return.

The Bus Route Locations and Times listed below are tentative and will be confirmed later this Spring. Please review this schedule for any changes prior to your child's start date.

Bus Route #1 Locations (to be confirmed)

LOCATION	AM	PM	DETAILS
Trillium PS, 79 Laurentian Dr.	8:05	5:00	Parking lot on Laurentian
Country Hills PS, 195 Country Hill Dr.	8:10	4:55	Parking lot on Country Hill Drive
Pioneer Park PS, 55 Upper Canada Dr.	8:20	4:45	Driveway in front of school
Howard Robertson PS, 130 Morgan Ave.	8:30	4:35	Driveway in front of school
Crestview PS, 153 Montcalm	8:40	4:25	Parking lot on Montcalm
Sheppard PS, 278 Weber St. E.	8:45	4:20	Parking lot on Weber St.
Mount Zion Lutheran Church, 29 Westmount Rd. S.	9:00	4:05	Side lot on Lourdes
Beechwood Plaza, Fischer-Hallman and Erb	9:05	4:00	In front of Kentucky Fried Chicken

Bus Route #2 Locations (to be confirmed)

LOCATION	AM	PM	DETAILS
Laurelwood PS, 460 Brentcliffe Dr., Waterloo	8:05	5:00	Parking Lot
Laurel Church Centre, 685 Highpoint Ave.	8:10	4:55	Parking lot on Highpoint
Lester B. Pearson PS, 520 Chesapeake Dr.	8:20	4:45	Parking lot
WMB Parking Lot at Lexington Sports Field	8:25	4:40	1 block east of Wloo Menn. Brethren Church
Ecole L'Harmonie, 158 Bridgeport Rd. E.	8:35	4:30	Lot on Ellis Ave.
The Church of the Good Shepherd, 116 Queen St. N.	8:40	4:25	In front of the church off of Margaret Ave.
Queensmount PS, 21 Westmount Rd. W.	8:50	4:15	Parking lot on Queen's Blvd.
W.T. Townshend PS, 245 Activa Ave.	9:00	4:05	Parking lot

PROGRAM OUTLINES

In order to ensure age appropriate programming at Camp Clover, children will be grouped according to their age. Requests to be placed with friends the same age will be accommodated when possible.

STARTING THE DAY

Upon arrival all campers meet in their age groups, put away their bags and put on bug spray and sunscreen.

Each day opens with a different group leading a song, cheer or fun event in which everyone participates. Campers then break into their respective groups and continue the day's activities.

Please send a water bottle, labeled with your child's name for frequent water breaks throughout the day. A water cooler is available at camp to refill bottles.

SEEKERS – Age 5

Ratio 1:10

Seekers are Clover's youngest campers. Children are offered a variety of skill development choices that include: discovering plant and animal life, learning new games and crafts and meeting new friends at a comfortable pace and level. Extra attention is given to self-help skills such as the application of bug spray and sunscreen.

Seekers have forty-five minutes of free time at the waterfront where they can swim, make sand castles or play games. The Navigators are scheduled to be at the waterfront at the same time giving the young campers an opportunity to canoe or swim with someone older.

Time is allotted each day for free play and creative/dramatic time.

Lunch (brought from home) is eaten in the dining hall at 12:00pm followed by a quiet period when the children sing songs, tell stories or play games.

Time is given between activities for campers to have a snack or drink.

EXPLORERS – Ages 6 –9

Ratio 1:12

Children are given an opportunity to have a snack and drink (brought from home) before morning activities, which are devoted to skill development.

The six and seven year olds are offered a daily selection of activities including sports and games, arts and crafts and nature exploration.

The eight and nine year olds are offered a daily selection of activities to increase their skills in the areas of nature, water sports, sports, arts and crafts and outdoor survival skills.

Lunch (brought from home) is eaten in the dining hall at 12:00pm, followed by a quiet period to sing songs, tell stories or play quiet games.

Each group then has an hour of swimming including games organized by the waterfront staff and free swim time followed by creative time for arts and crafts, active games, music or drama.

ADVENTURERS CAMP – Ages 10 – 11

Ratio 1:12

The program for Adventurers Camp is always environmental. Campers make group decisions based on personal interest about whether the weekly camp will focus on survival skills, camping, hiking, orienteering, animals, vegetation, etc.

The morning is dedicated to developing new skills in the chosen area of interest through games, arts and crafts. The afternoon is a loose structure that allows for free swimming, sports, games and other camp fun.

NAVIGATORS – Ages 12 – 13

Ratio 1:12

As Clover's most mature campers, Navigators do not need constant direction and will spend an exciting two weeks involved in planning their own daily activities, games and skill development. The leader working with this group will act as a team member, resource and guide.

The mornings will be spent with camp leaders and their groups where they will participate in the events and have an opportunity to observe leadership and programming skills. Throughout the session, Navigators will participate in hands-on learning experiences given by different staff members.

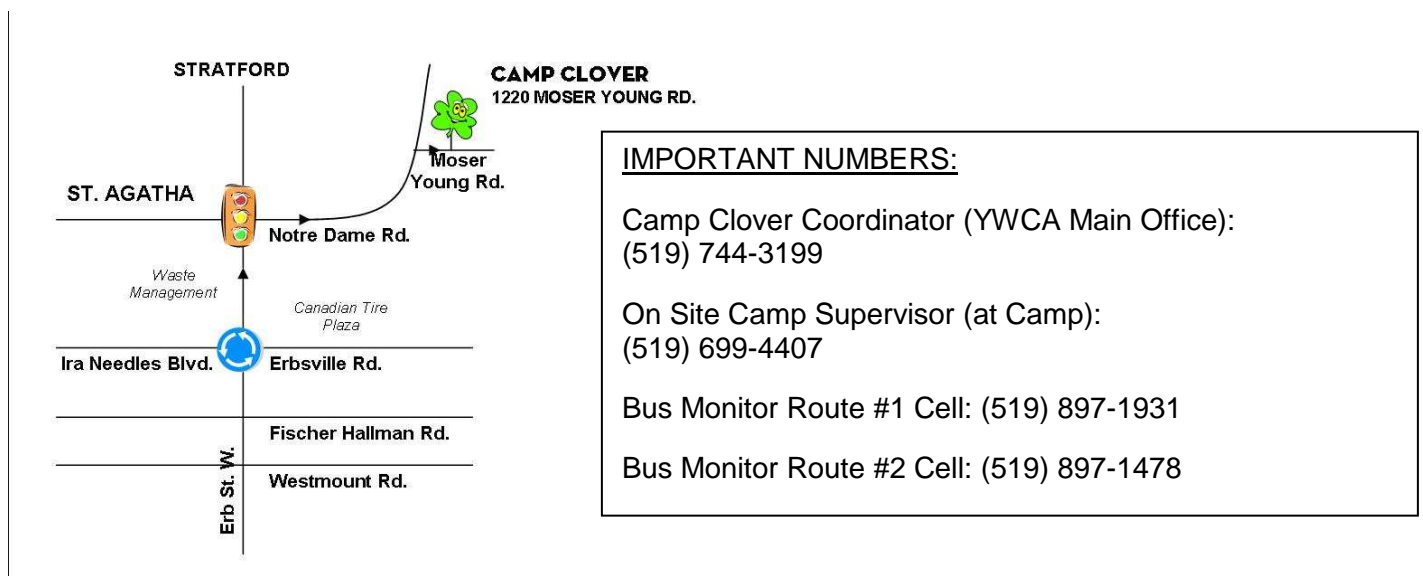
Navigators can choose to spend their free swim time with friends in the group or may buddy-up with one of the five year-old Seekers and act as a big brother or sister.

AT THE END OF THE DAY

At the end of the day, all the campers and staff gather in front of the cabin for closing activities. After the activities, campers are shown lost and found items and divided into bus groups.

[YWCA CAMP CLOVER OPEN HOUSE](#)

We encourage parents to attend our Open House on Wednesday, June 1, 2011, from 4:00 to 7:00pm. Should you wish to see the camp or visit at another time during the summer, please make arrangements with the Camp Coordinator. It is important that staff are familiar with the arrangements of any adult on camp property.



WHAT TO DO/WHAT TO BRING

- Complete the Camper Health Form and consent form and return to the YWCA. Forms are due **June 10, 2011** or at time of registration.
- **Balance of fees must be paid to the YWCA by June 10, 2011 for July Sessions and July 8, 2011 for August Sessions.**
- Please label all clothes and personal belongings that will be going to camp. Hint: Use an indelible marker or pen at neck and waistbands of clothing and surgical tape and marker for plastic containers.
- Make sure your child gets on the bus safely and has someone to meet them when they get off the bus.
- If your child will be absent for any reason, please call Camp Clover at 519-699-4407 or leave a message for your child's bus monitor: Bus #1 (519) 897-1931 & Bus #2 (519) 897-1478.

Things to bring:

- Bag lunch and snacks
(no nuts or nut products)
- Extra clothes
- Sunscreen
- Towel
- Extra drinks if the weather is extreme
- Boots and rain gear for rain days and activities
- Clothes for the forest (long sleeves/pants) to be left at camp
- Water bottle
- Bug repellent
- Running shoes
- Swimming suit
- Medication if needed

IF YOUR CHILD REQUIRES MEDICATION WHILE ATTENDING CAMP

The bus monitors will have forms for parents to complete the first day of camp. Please ensure your child's prescribed medication is in its original packaging from the drug store. The child's name, date, name of the medication and dosage must be clearly visible. The Camp Supervisor will hold all medication unless otherwise advised.

SHOES MUST BE WORN AT ALL TIMES!

Be aware of weather conditions and send appropriate clothing with your child.

Don't bring:

- Jewelry such as earrings, watches, rings, bracelets, etc.
- Money, cell phones, iPods, MP3's, or other toys/electronics

Note: Despite our best efforts, campers will misplace their belongings. When camp is over, lost and found items are brought back to the YWCA. Please call the main office at 519-744-3199 ext. 109. The YWCA assumes no responsibility for loss or damage to personal property or belongings.