

Please keep this guide handy as a quick reference for important information and camp phone numbers.



Parents Camp Survival Guide

Junior Day, Day & Junior Sports Camp - Summer 2010

French copy available upon request. /
Ce guide est aussi disponible en français.

SUMMER CAMP OFFICE PHONE NUMBERS:

Junior Day / Day / Junior Sports
613-736-6214
613-736-6215

Aquatic Camps / Lifesaving Camp /
Super Athletic Camp
613-736-6222

GENERAL INFORMATION

These programs are **conducted primarily in ENGLISH**, however we endeavour to hire as many qualified bilingual staff as possible.

For the safety of our campers, **RA CAMPS ARE NUT FREE**. Your respect of this policy is required and appreciated. Please ensure you send nut free lunches and snacks with your child.

SESSION DATES

Day & Sports Camps

1. June 28 - July 9*
2. July 12 - July 23
3. July 26 - August 6*
4. August 9 - August 20

FUTUREKIDS

1. July 26 - July 30
2. August 3 - August 6

** NO CAMP on July 1st and August 2, 2010.

GROUP LISTS

To accommodate late registrations, Group Lists are NOT posted until 8:15 a.m. on the first day of each session. If you do not see your child's name or need assistance, please ask to speak to a Senior Camp Supervisor.

PRE and POST Camp SUPERVISION

(see page 3 for locations)

DROP OFF & COMPLIMENTARY PRE CAMP HOURS
7:30 a.m. to 9:00 a.m.

PICK UP & COMPLIMENTARY POST CAMP HOURS
4:00 p.m. to **5:00 p.m. (latest pick up time)**

NOTE: A surcharge will apply for late pick ups.

Arrangements can be made in advance with the camp office should you need to drop your child off **later than 9:00 a.m.** or pick them up **prior to 4:00 p.m.**

While these times are well monitored, not all staff are scheduled for pre-camp or post-camp monitoring duties, hence **ratios during these times vary to the ratio norms during program hours**. Counsellors with the Junior Day, Day and Junior Sports Camp meet their groups to take attendance and get organized for their day at 8:15 a.m.

Monitored activity stations for these camps are available for campers to participate in during the pre and post camp time periods. Camp staff supervising during these times vary each week and may not be your child's counsellor.

SURCHARGE / LATE FEE for AFTER 5:00 p.m. pick up

While our COMPLIMENTARY post camp supervision between 4:00 and 5:00 p.m. shall remain unchanged, your respect of our **no later than 5:00 p.m. pick up time** is sincerely requested and appreciated.

The following per day surcharges will apply to LATE PICKUPS (after 5:00 p.m.).

- Pick up between 5:00 p.m. and 5:15 p.m.:
Surcharge of \$10.00 per day late
- Pick up between 5:16 p.m. and 5:30 p.m.:
Surcharge of \$20.00 per day late

Thank you for your anticipated co-operation.



FUTUREKIDS - ARRIVAL TIME

8:10 a.m. - for Morning Session

Campers registered in morning FUTUREKIDS sessions should arrive **NO LATER THAN 8:10 a.m.** so they can be checked in and escorted to the computer room for their 8:30 a.m. start time.

Afternoon FUTUREKIDS sessions operate from 1:15 - 4:15 p.m. Campers will be escorted back to the curling rink for pick up after 4:15 p.m.

For attendance and safety purposes, ALL FUTUREKIDS campers **MUST** be dropped off and picked up at the Day Camp Headquarters / Curling rink.

PICK UP AUTHORIZATION FORM

Parents must sign a pick up form indicating who is authorized to pick up your child daily. **Please ensure you sign this form on the first day of camp.** Any amendments to this information should be made with the Camp Office. For safety and security reasons, campers must be signed out when picked up each day. **Your respect of our no later than 5:00 pm pick up time is required and appreciated.** Please note a surcharge will apply for late pick ups. (See page 1)

POTLUCK COOK OUT

1st Friday of each two week session.

On the first Friday of each two week session, campers will enjoy a lunchtime potluck cookout. A form will be sent home with the first day package identifying a specific contribution for your child.

SPECIAL EVENT (Session 1 and 3)

If the subsidized special event held during our 9 day sessions is "offsite", a permission form will be sent home for a parent's signature.

WHAT TO BRING DAILY

Clearly mark all of your child's belongings with name tags or labels.

- Lunch
- Snacks (morning and afternoon)
- Personal water bottle (with name on it)
- Sunscreen & hat
- Bathing suit & towel
- Extra t-shirt
- Running shoes daily

DO NOT BRING TO CAMP

(similar to school board policies)

- ANY PERSONAL ITEMS such as toys, trading cards, sports equipment, cell phones, electronic games, CD or MP3 players etc.
- MONEY - Vending Machines are OFF LIMITS during and after camp hours.
- **The RA is not responsible for lost or stolen items.**

LOST & FOUND

Lost articles are kept for two weeks only after each session and then are donated to a local charity, such as the Salvation Army. Please check lost and found daily (located in the curling rink).

SICK, ABSENT or LATE ARRIVALS

Please notify camp office by 9:00 a.m.

Junior Day / Day / Junior Sports Camp:
613-736-6214

**Aquatic Camps / Lifesaving Camp /
Super Athletic Camp:**
613-736-6222

Similar to school board policies and practices, we respectfully request that you notify the applicable Camp Office any day that your child will not be in attendance or if they will be arriving late. A voice message can be left on camp phone line at 613-736-6214 prior to 9:00 a.m., or a note can be sent if known in advance. For Aquatic Camps and Super Athletic Camp call 613-736-6222.

Late arrivals should be dropped off at the camp trailer, with the exception of Aquatic Camps and Super Athletic Camp, which should be dropped off at the pool.

Please DO NOT send your child to camp if he/she is sick or not feeling well. We do not have the medical staff or facilities to properly care for them and would therefore require you to come and pick them up.

MEDICAL CONDITIONS, HEALTH OR PHYSICAL IMPAIRMENTS, RESTRICTED ACTIVITIES

If you have not completed or returned a MEDICAL FORM for each registered camper, please be aware it is the parent's responsibility to ensure this form and any pertinent information is received prior to the commencement of your first camp session. Your privacy will be respected and protected under the Protection of Privacy Act.

Please provide written instructions to the Camp Supervisor on the first day of camp if special instructions are required and not included on your Medical Form.

The Medical Form is available at the East Member Services desk or can be downloaded from the camp section of the RA website at www.racentre.com

Forms can be returned as follows:

- 1) **In person:**
At the Member Services Desk, located near the east entrance of the RA Centre.
Monday to Sunday 7:30 a.m. to 9:30 p.m.
Statutory holidays 8:00 a.m. to 8:00 p.m.
- 2) **By mail (if time permits):**
RA Centre
2451 Riverside Drive, Ottawa ON K1H 7X7
- 3) **By Email:**
scan and send to scamps@racentre.com
please note "Form" in the subject title

REFUND POLICY

Refunds will not be granted unless written notification is received at least fourteen days prior to the beginning of the camp period. Please allow two weeks for the processing of refunds and note that a \$20.00 cancellation charge per child will be deducted.

TRANSFER POLICY

Transfers between the independently operated Aquatic, Badminton or Fencing Camps and the regular RA Camp programs can only be considered if requested a minimum of two weeks before the affected camp session(s).

Exceptions will only be considered and authorized, if the vacated spot is refilled.

Transfers within the Junior Day, Day, Junior Sport and Super Athletic Camp programs can be considered up to the commencement of the program, and are subject to space availability and payment of fee differential if applicable.

Transfer requests received a minimum of 2 weeks in advance of the session are eligible for a credit or refund if there is a fee differential. No credit or refund can be issued for authorized transfers that are completed within 2 weeks of the commencement of the program.

Note: All eligible refunds are subject to \$20 admin fee per child.

PRIVACY POLICY

Your privacy is important to the RA Centre. We are dedicated to protecting the privacy and confidentiality of all your personal information. We ask for personal information to be able to serve you better. The RA's Privacy Policy complies with the Personal Information Protection and Electronic Documents Act of Canada. Further information is available by contacting the RA's Privacy Officer at 613-733-5100 or viewing our policy online at www.racentre.com

NUT FREE POLICY

For the safety of our campers, RA CAMPS ARE NUT FREE, however the RA Centre and program staff are not able to guarantee a 100% risk free or allergen free environment. Your respect of this policy is required and appreciated. Please ensure you send nut free lunches and snacks with your child.



RA Centre Access Routes

Camp Drop Off and Pick Up Locations

Aquatic Camps & Lifesaving Camp

POOL - behind West wing.

* Exception: 7:30 to 8:00 a.m. drop off at Main Gymnasium, after 8:00 a.m. drop off at the pool.

Super Athletic Camp

Main Gymnasium - West end - 2nd floor

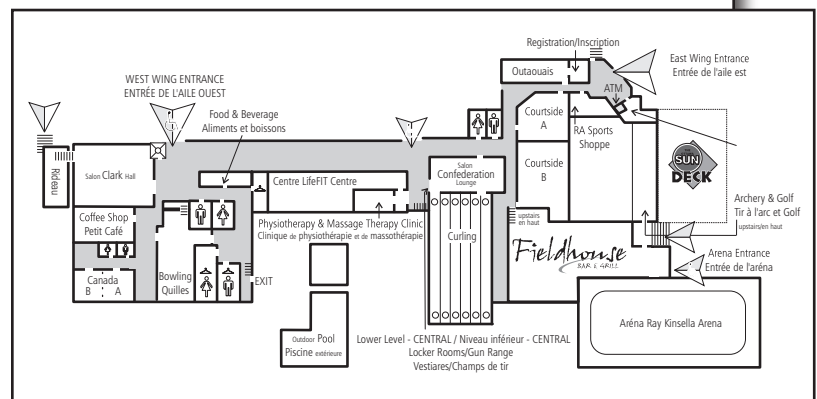
Junior Day / Day / Junior Sports / FUTUREKIDS Camps

CURLING RINK - Center of building.

When Exiting the Property

Parents are strongly encouraged to exit via the "Data Centre Road" as shown by the arrows on the map below. Exiting from the West end of the property, especially for those turning left (westbound) onto Riverside, has proven extremely dangerous due to the volume and speed of the four lanes of traffic and the close proximity of the exit to the Bronson off ramps. Every summer, there are increasing numbers of accidents and injuries at this location. Please help reduce the statistics and the risk to yourself and your family.

For the SAFETY of your children, parents are reminded to adhere to the designated drop off and pick up locations listed here. **STOPPING or PARKING IN FRONT OF THE BUILDING OR BEHIND THE ARENA IS STRICTLY PROHIBITED AS THESE ARE FIRE LANES.** Please use parking lots at either end of the building.



Outdoor Pool

Bring your family and enjoy a warm sunny day at the RA Centre's spacious outdoor aquatic facility, which includes a large heated L-shaped pool with a diving section and a small, heated teaching pool with a depth of approximately 4 feet. Personal floating devices are available.

Swim Schedule

Pool opens June 19, 2010

*Pool will close at 5 pm on July 1st & August 2nd.

Monday to Friday

12:00 - 1:00 pm Adult
1:00 - 5:00 pm Open
5:00 - 6:00 pm Adult/Family*
6:00 - 7:00 pm Open

Saturday & Sunday

12:00 - 1:00 pm Adult/Family*
1:00 - 5:00 pm Open
5:00 - 6:00 pm Adult/Family*
6:00 - 7:00 pm Open

* Family swim in the small pool

Family Swim

The purpose of a family swim is to provide a play time for families. Therefore, children 15 years of age and under must be accompanied in the water by a participating adult 18 years or older. Maximum of 4 children per participating adult.

Adult Swim

The purpose of an adult swim is to provide an opportunity for leisure and lap swimming. Adult swims are open to patrons 16 years of age and older.

Pool Day Passes

Pool Day Passes fees will be available soon, please check our website at www.racentre.com.

Season Pool Passes

	RA Member	Non-RA
Child/Teen	\$ 45.00	\$ 55.00
Seniors	\$ 50.00	\$ 60.00
Seniors Family	\$ 90.00	\$100.00
Adult	\$ 75.00	\$ 85.00
Family	\$149.00	\$159.00

(GST not included)

**BEAT THE HEAT,
COME SWIM WITH US!!**

Swim Lessons

**Register for swim lessons while at camp!
Group, private or semi private lesson
packages available.**



Red Cross Swim Programs Group Lesson Packages

(Package of 9 classes)

**Pre-school Programs (4 and 5 year olds)
Swim Kids (6 years and older)**

Fees

Members	\$68.00
Non-members	\$78.00

* Junior Day, Day & Junior Sports Camp staff will escort campers to and from their lesson daily. The session dates correspond with the 2 week Day and Junior Sports Camp sessions.

Private & Semi Private Lessons

Private & Semi Private lessons are offered in one week packages of 4 or 5 lessons (1/2 hour per lesson), on Weekday mornings.

Register at the East Wing Desk.

Private Lesson Fees

	4 day packages	5 day packages
Member	\$76.00	\$ 95.00
Non-member	\$86.00	\$105.00

Semi Private Lesson Fees (2people)

	4 day packages	5 day packages
Member	\$104.00	\$130.00
Non-member	\$114.00	\$140.00