

# **Frontenac Arch Biosphere**

## *Nature Camp Programs*



# Policies and Procedures

## **A Handbook for Parents and Guardians**

Revised January 2025



## Welcome!

Welcome to the Frontenac Arch Biosphere Family of Nature Camps! We are excited that you will be joining the FAB Family this year. Our programs focus on providing accessible, quality, and diverse programs, with a strong consideration for safety and individual needs. Please take the time to read through this manual, as it will help you and your camper to have a safe, enjoyable, and rewarding experience.

If you have questions or inquiries about our Nature Camps, please contact our Nature Camp Manager: **Kim Chamberlain** at [education@fabn.ca](mailto:education@fabn.ca)

### Our Nature Camp Locations:

|  |   |
|--|---|
| <b>Kendrick's Park</b><br>245 Short Point Road<br>Lyndhurst Ontario<br>K0E 1N0                                   |   |
| <b>Mac Johnson Wildlife Area</b><br>4649 Debruge Road<br>Brockville Ontario<br>K6T 1A5                           | <b>Lyn Valley Conservation Area (summer camp swimming program only)</b><br>90 Lyn Valley Road<br>Lyn Ontario<br>K0E 1M0 |
| <b>Landons Bay</b><br>Thousand Islands National Park<br>302 Thousand Islands Parkway<br>Lansdowne, ON<br>K0E 1L0 |   |
| <b>Sand Lake</b><br>345 DeLong Road<br>Elgin, ON<br>K0G 1E0  |   |



## **Registration**

Participants registered for our Nature Camps must be **5 years old** before the start of the program they are registered for. For FAB Summer Nature Camp, they must be 5 years old by July 1. Some rare exceptions are possible and will be assessed on a camper by camper basis. Please contact the Nature Camp Manager if you'd like to discuss our age policy.

Our goal is to provide an enjoyable, enriching program for your camper, at an appropriate level for their age and maturity. In order to be fair to everyone, the Frontenac Arch Biosphere Network requests families respect age requirements and Camp Policies.

Please note that same day and single day registrations are not permitted. If you have any questions about this policy or you require assistance with late registrations, contact the Camp Manager directly.

Registrations for week long programs will end one week prior to the start of the program. This allows us to schedule staff, purchase materials, and maintain appropriate ratios.

Waitlists are processed in order of sign up. If a registered participant withdraws, and you are next in line on the waitlist, you will receive an email indicating that a spot has become available. This spot is not reserved and a completed registration is required to guarantee your spot.

**REFUND POLICY:** Withdrawals that are 7 days or more prior to the program start date, will be refunded their registration fees, less 25%. Withdrawals less than 7 days before a program start date will not be refunded, unless a medical letter can be provided. Due to the challenge involved with rescheduling and the provision of equipment and supplies for our programs, we maintain a strict refund policy.

## **Program Forms and Waivers**

During your online registration, a medical and health form and waiver were completed. The waiver included a photo release, our refund policy, and a release of liability. If you require a printed version of this form, please contact the Camp Manager.



## **Medications at Camp**

If your camper will be taking any medications while at camp, you must complete the Medications section on the registration form. Our staff are available to assist campers with their medication, however, staff are not permitted to administer medications to campers.

If your camper requires an auto-injector or inhaler, they must be kept with the camper in a portable bag (e.g. Fanny pack), labeled with their name for the entire day.

Prescription medications must be brought in the original container, indicating the participant's name, the dosage, directions for use and medication type. Non-prescription medication must be brought in the original container. Participant medication must not be expired, including Epi-pens and inhalers.

## **Health Policies**

In the best interest of your camper, as well as the other children and staff, please do not send your camper to a FAB Camp Program when he/she/they are ill. If your child should become ill while attending one of our Nature Programs, you will be notified to come pick them up immediately.

If a camper requires emergency medical attention, EMS will be notified immediately. All efforts to notify the parent/guardian will be made.

FAB Camp Programs are designed to be **inclusive** and **safe**, where all children are welcome. In order to better plan our programs and provide the necessary tools for participants, please ensure that the medical and health portion of the registration form was completed to the best of your abilities.

## **Staffing**

All staff and volunteers 18 years or older have completed their Standard First Aid/CPR-C as a minimum requirement for working with the FAB Nature Programs. We require all new staff and volunteers 18 years and older to have their Criminal Record Checks completed no more than 6 months prior to the start of the program. Returning staff can use the same CPR-C for up to 1



calendar year. Lifeguards are required to maintain updated certifications (valid for 24 months).

### Camp Ratios

Summer Camp- (on land activities) 1:10

Forest School- 1:8

In water activities - 1:30

March Break - 1:10

PA Days - 1:10

### **Behavioral Expectations and Grounds for Dismissal**

We strive to create a safe environment for both campers and staff where each camper maintains a positive level of respect for everyone. If a camper is behaving in a way that is limiting other camper's enjoyment of camp, they will be asked to write up a behaviour contract with the Camp Manager. The Camp Manager, the camper and their guardians will be asked to sign this contract. If the contract is broken, the camper may be asked to not participate in certain activities or may be asked not to return to camp.

Camp should be a safe place for all campers and staff. If a camper is behaving in a way that negatively impacts the camp experience or is jeopardizing their own or others safety, that camper may be asked to leave camp without a refund. This behaviour includes but is not limited to: bullying, physical assault, inability or refusal to follow safety guidelines, theft and bringing weapons or other inappropriate items to camp.

FAB Nature Camp tries to guide children in making the right decisions, building self-esteem, and displaying empathy and compassion for others. It is our intention to work with campers and guardians to find solutions to behavioural challenges whenever possible. We appreciate your support and cooperation with our behavioural expectations.

Please go over the below expectations with your camper(s):

#### All participants will:

- Show respect and consideration for staff, instructors, leaders in training, volunteers and other participants in the program



- Be cooperative and willing to participate in programs with the understanding that all participants have varying abilities
- Stay within eyesight of program staff unless they are using the washroom or with special permission from program staff
- Respect camp rules and regulations to ensure the safety and well-being of all participants
- Include others in activities when possible
- Play without bullying or teasing others
- Use appropriate language

Behaviours that will not be tolerated and may lead to a camper being asked to leave the program:

- Bullying staff or other campers
- Engaging in physical conflict with other campers
- Preventing or interfering with another participant's positive experience
- Physical aggression – behavior causing or threatening physical harm towards others
- Damaging property – deliberate behavior aimed at destroying, altering or defacing property and/or public spaces
- Inappropriate language – language that is considered to be discriminatory, rude or offensive

**Camper Personal Items**

Campers will be outdoors throughout the majority of our Nature Camps. Certain items/equipment will be required, to ensure their safety and enjoyment. Program specific packing lists will be sent to you prior to the start of your program.

Our facilitators will assist your camper in applying sunscreen and bug repellent, when requested and as appropriate. Campers will be permitted to use only the products that they have brought from home and are not permitted to share. If a camper has left their sunscreen or bug repellent at home, they can use the products available through the Nature Camp. A reminder will be sent home, whenever items have been forgotten.



The Frontenac Arch Biosphere is a beautiful region to explore - rain, shine, or snow. Through lots of outdoor play, our programs support children in making deep connections with the local environment and natural world. Please send suitable clothing with your camper to participate in outdoor activities, rain or shine. Appropriate clothing for rainy days may include:

- Rain jacket
- Rain pants
- Rain hat
- Umbrella
- Rubber boots
- Layered clothing
- Change of clothes

### **Belongings**

Each child should bring a backpack or bag that is big enough to fit all belongings inside. All belongings **must be labeled**, including water bottles and lunch bags. It takes time out of our awesome adventures and exciting explorations, when we have to stop and label everything while at camp. Please send your camper's belongings, pre-labeled.

Outdoor play often (if not always) involves getting dirty while having fun. We cannot ensure that clothing will not be stained, so please keep this in mind when preparing to attend a FAB Nature Camp. Participants in the Summer Nature Camp program will be provided with one camp lanyard and are requested to wear this lanyard each day while attending camp. These quick release lanyards not only look cool but they help to identify and keep your camper safe in public places.

Lost and found items will be on display during pick up and staff will do their best to match items to campers. If your child has lost something, please notify program staff and they will do their best to locate the missing item(s). When camp finishes for the week, any items not picked up will be donated to a charitable organization. The Frontenac Arch Biosphere Nature Camp Programs does not take responsibility for lost or stolen items.

### **Camper Checklist:**

- Backpack
- Appropriate clothing for outside (weather appropriate)



- Sunscreen/Insect Repellent
- Running shoes/hiking shoes
- Water shoes (summer camp only)
- Layered clothes
- Change of clothes
- Swimsuit and towel (summer camp only)
- Hat with a brim
- A litterless lunch and enough snacks for the day
- Water bottle x2
- Medication for camper - inhaler, epi-pen, prescription medication
- Special Items - as requested by the camp, one week prior to the start date
- Is everything labeled with the camper's name?

### **Items not to bring to camp:**

- Electronics and cell phones
- Money
- Items of value
- Favourite toys
- Animals/pets

### **Snacks and Lunch**

Each camper will require two snacks, one lunch, and a minimum of 2 water bottles for a full day program.

All FAB Nature Camp Programs operate on publicly/privately owned properties. We cannot prohibit foods/snacks in these areas, however, when notified of a food allergy, an email will go out to all participants to discourage the use of that product while attending our programs. This is considered an avoidance strategy, which does not imply a guarantee that our programs are "Allergen-free", but instead that we are creating an environment that is **"Allergen-safe"**.

Our programs use the following safe eating procedures:

- Campers are not allowed to share or sample food with other campers
- Campers will wash their hands before and after eating
- A safe eating area is provided in camps where anaphylactic children have been identified

Participants will not have access to microwaves or refrigerators for their food. The concession stand at Kendrick's Park will be off limits to all campers,





during camp hours. If a camper has forgotten their lunch, parents will be notified, and campers will have access to extra snacks available if needed.

### **Activities**

Campers are invited to participate in all program activities that they feel comfortable with. Wherever possible, children will be provided with different activity ideas to engage in, providing them an opportunity to direct their own learning and experiences.

If special items are required for an activity, participants will be notified a week prior to the start date of the program.

### **Sign In and Out Locations and Policy**

Sign in and out locations for our camp programs are as follows:

**Kendrick's Park:** Front Parking Area

**Mac Johnson:** Parking lot off Debruge Road

**Lyn Valley:** Parking lot off Lyn Valley Road

**Landons Bay:** Through the front gates, beside the green building. *The gates will only be open during pick up and drop off times.*

**Sand Lake:** Main Parking lot

Only those individuals who have been identified on the Registration Form, will be permitted to sign children in/out of FAB Nature Camps. If someone has been sent in your place, the parent/guardian must submit this information in writing or via phone **24 hours prior**, to the Camp Manager. Staff will request a photo ID from anyone who is picking up a child from our camps. If an individual is not listed and if the camp has not been made aware of alternate arrangements, the parent/guardian will be contacted immediately. Children will not be released to any individual, without confirmation from parents/guardians.

Parents/guardians of children who do not drop off or pick up their children on time, may be required to pay additional fees.



## Summer Nature Camp ONLY

### Pre Care/Post Care

*Please be advised that our hours have changed slightly for 2025.*

**Drop off: 8:30-9:00am**

**Summer Camp Programming: 9:00am-4:00pm**

**Pick up: 4:00-4:30pm\***

\*Paid after care will be available after 4:30pm. Details on how to register will be sent to families before the start of the summer camp season.

### Summer Nature Camp Locations, Days and Times:

|   |   |
|---|---|
| <b>Kendrick's Park Camp Location</b><br><b>Monday to Friday: 8:30am-4:30pm</b><br>245 Short Point Road<br>Lyndhurst Ontario<br>KOE 1N0                        |   |
| <b>Mac Johnson Wildlife Area Camp Location</b>  |   |
| <b>Mac Johnson Wildlife Area</b><br><b>Monday, Wednesdays &amp; Fridays</b><br><b>8:30am-4:30pm</b><br>4649 Debruge Road<br>Brockville Ontario<br>K6T 1A5     | <b>Lyn Valley Conservation Area (for swimming program)</b><br><b>Tuesdays &amp; Thursdays</b><br><b>8:30am-4:30pm</b><br>90 Lyn Valley Road<br>Lyn Ontario<br>KOE 1M0 |
| <b>Landons Bay Camp Location</b><br><b>Monday to Friday: 8:30am-4:30pm</b><br>Thousand Islands National Park<br>302 Thousand Islands Parkway<br>Lansdowne, ON |   |



KOE 1LO

### **Sand Lake Camp Location**

**Monday to Friday: 8:30am-4:30pm**

345 DeLong Road

Elgin, ON

KOG 1EO

## **Swimming**

Following the Lifesaving Society's recommendations for day camp participants, we require campers **6 years and under** to wear a lifejacket during all swim activities. Campers 7-13 years are required to wear a lifejacket (or PFD) during all swim activities if they have not successfully completed the swim exercise.

The swim exercise will be held on the first swimming day of camp. The exercise may consist of any or all of the following:

- ★ Treading water for 1 minute
- ★ Swimming 25 meters, without stopping or touching the bottom
- ★ Floating horizontally, face up, then returning to a vertical position
- ★ Floating horizontally, face down, then returning to a vertical position

The swim exercise is meant to be fun and we **highly recommend** giving it a try with your camper, prior to their first day at camp. Public swimming pools, including the YMCA, will provide Swim Test opportunities, so that your camper can become comfortable with swimming exercises. If a camper does not want to participate in the exercise or is not successful with the exercise requirements, their swimming ability will be marked on the Master Swim List as being a "non-swimmer". Non-swimmers are automatically required to wear a lifejacket/PFD.

We request all campers to wear a t-shirt, quick dry is recommended, while participating in swim activities. We have our FAB Nature Camp t-shirts available for purchase during registration, or contact the Camp Manager for purchase after registration. Shirts act as a rash guard, sun protection, and also assist those wearing lifejackets. We reserve the right to require the use of



lifejackets, for anyone, during any swimming activity while under the supervision of our staff. Lifejackets are provided by the camp, however parents/guardians are encouraged to send lifejackets with their campers, to encourage comfort and accessibility. All lifejackets must be approved for use in Canada and are in good condition.

Campers will be required to follow the swimming rules, associated with each camp location. If campers are not following these rules, they will not be allowed to participate in the swimming activity for the day. A letter will be presented at the end of the day and/or a verbal reminder, to the camper's parents/guardians to explain the events that took place and suggestions for moving forward.