

Summer Camp Information Package

RIM Park – 2001 University Avenue East
Albert McCormick Community Centre (AMCC) – 500 Parkside Drive
Waterloo Memorial Recreation Complex (WMRC) – 101 Father David Bauer Drive

We hope this information is helpful as you prepare for camp. We are excited to meet our campers and look forward to a great summer together!

For information about all City of Waterloo camps, visit waterloo.ca/camp

This information package is for the following camps:

- **City of Waterloo – Fun Centres**, ages 4-6 (offered at RIM Park and WMRC)
 - **City of Waterloo – Day Camps**, ages 7-12 (offered at RIM Park and WMRC)
 - **Focus on Nature – Photography Camp**, ages 8-12 (offered at AMCC)
 - **Little Medical School**, ages 5-10 (offered at RIM Park)
 - **Stemotics Camp**, ages 6-8 (offered at RIM Park)
 - **Film Camp in a Box**, ages 8-13 (offered at RIM Park)
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Questions or feedback?

Call: 519-886-1177 ext. 27280

Email: camp@waterloo.ca



Focus on Nature



General Information

The City of Waterloo strives to provide a safe, inclusive, welcoming and fun camp environment for children each summer. Our camp staff are certified in Standard First Aid and CPR as well as HIGH FIVE for Principles of Healthy Child Development and have completed a vulnerable sector police reference check. Thank you for choosing the City of Waterloo summer camps for your camper!

On the Tuesday before your camp begins, you will receive an email from camp@waterloo.ca that includes information to help prepare your camper for program the following week. Please read the email carefully and review the flyer that outlines activities and reminders.

Tips for First Time Campers

Here are a few tips that may help prepare your participant for camp with us:

- Provide as much detail on the camp consent form as possible – this information is reviewed by camp staff prior to each week of camp.
- Camp leaders wear blue shirts/sweaters with their names on them. Let your participant know that they can approach a leader anytime they have questions.
- Review the next day’s activities with your camper each night.
- Label all your camper’s items with their name.
- Provide extra snacks in your camper’s lunch. Campers are extra busy at camp and often need more than their regular school day snacks.

Daily Schedule for Fun Centre, Variety & Summer Adventure Camps

With a variety of programming to choose from, there is something for everyone! City camps offer a schedule and routine that incorporates crafts, outdoor play, songs, active and quiet games, special guests, water days and more! A theme of the week helps guide our activities and infuses fun, creativity and imagination into activities.

Our general program schedule is:

8:00-9:00 a.m.	Unstructured free play during arrival
9:00-10:00 a.m.	First morning program block
10:00-10:30 a.m.	Morning snack time
10:30-12:00 p.m.	Second morning program block
12:00-1:00 p.m.	Lunch break and free play time after lunch
1:00-2:00 p.m.	First afternoon program block
2:00-2:30 p.m.	Afternoon snack time
2:30-4:00 p.m.	Second afternoon program block
4:00-5:00 p.m.	Unstructured free play during departure

Near the end of the week, campers will watch a 'G' rated movie during the lunch hour while camp staff have a meeting to receive feedback and important updates. Camp staff remain in the room during the movie and campers who do not wish to watch the movie will have alternative activity options in the same room during the movie.

For more information on Contract camps and their schedule, please see below.

Special Note for Variety & Summer Adventure Campers

Variety Day Camp & Summer Adventure Camps may go swimming at Moses Springer and/or the Waterloo Memorial Recreation Complex. These camps may also go on a field trip during the week. Information about these activities will be provided in a Welcome to Camp email sent on the Tuesday prior to your week of camp. Alternative land programming is available for individuals who choose not to swim.

NEW in 2024 – An orange camper t-shirt is included in your camp fees. Each week on a trip/swimming day, a t-shirt will be distributed to each camper. Campers are asked to wear their orange t-shirt on trip days to assist staff in easily identifying our campers.

Daily Schedule for Contract Camps (Film Camp in a Box, Focus on Nature, Little Medical School and Stemotics camps)

Contract camps are offered in partnership between the City of Waterloo and the contracted agency to provide speciality programming in their area of expertise. They may choose to offer other activities throughout the week such as crafts or games for example.

These camps are staffed by the contracted agency (not City of Waterloo staff) and are provided training on City of Waterloo processes and procedures and supported by City of Waterloo staff. All contract camps are eligible for inclusion support.

Little Medical School (Little Medical and Little Vet) and Stemotics camps are offered as hybrid camps in conjunction with the City of Waterloo. The contracted agency provides a half day of specialized programming and the City of Waterloo camp staff provide a half day of traditional camp programming such as crafts, active games, outdoor activities and more.

Please note that campers attending Film Camp in a Box or Stemotics camps will spend significant portions of each day using technology and viewing computer screens.

Consent Form

All campers are required to submit a consent form prior to attending camp. Please complete the consent form by June 1, 2024. The camp consent form can be found [here](#). Camp coordinators at each site review the consent form information with their leaders prior to each participants arrival. If you wish to share any particular information about your camper, please include it on the consent form.

Things to Bring

All campers will need:

- Indoor running shoes
- Lunch and two snacks (nut-free)
- Reusable water bottle
- Sunscreen (spray sunscreen is easiest for application)
- Hat
- Extra change of clothes in a plastic bag (for accidents or spills)
- Comfortable clothing appropriate for active play inside and out that could get a little messy
- Notice will be given in advance if a bathing suit/towel are required
- Please leave all toys, money and electronic devices at home

Lunch Orders

Lunch orders are available for campers registered at RIM Park or WMRC sites. Camp lunches are not available at the AMCC location. You can order lunch packages when you register or by filling out [this form](#).

Nut Allergies

Our facilities are not nut-free. Concessions and vending machines may contain peanut or nut products and patrons of our facilities may bring in peanut and nut products. Campers are not able to purchase food from vending machines or concessions during the camp day. To order a lunch, please use the link above.

Campers are encouraged to bring nut-free lunches. Camp staff will do their best to ensure nut and peanut products are kept away from campers with nut allergies and that everyone thoroughly washes their hands and disposes of garbage in a separate bag.

Child in Need of Protection

City of Waterloo staff and volunteers are legally obligated to observe the terms listed in Section 125 of the [The Child, Youth and Family Services Act, 2017 \(CYFSA\)](#) and must report a child in need of protecting.

Extreme Weather

In the case of extreme heat and severe weather, campers will be kept in air-conditioned areas whenever possible. On moderate heat days, camp staff will modify programming when possible to allow for safe outdoor play. Modifications may include extra water breaks, playing near the facility in the shade instead of walking to a playground and changing the time of programming to avoid mid-day peak temperatures. In the event of poor air quality, camp staff will modify programming to ensure campers remain indoors.

Camp Rules

Each day at camp, campers will review the following camp expectations:

- Keep your hands and feet to yourself
- Speak nicely and positively to each other
- Touch only what belongs to you
- Stay within the activity area
- Listen to your leaders

Supporting Positive Behaviours at Camp

Camp staff will use a variety of strategies/tools to support positive behaviours at camp such as reviewing camp rules each day, role modelling appropriate behaviour, providing choice in programming when possible and engaging with parents/guardians to brainstorm additional strategies to try.

Camp staff may use a program readiness log to facilitate strategy conversations with you. Program readiness logs allow camp staff and parents/guardians to identify patterns in behaviour and brainstorm strategies to help campers experience success at camp.

Program Readiness

All campers must be program ready. To be program ready, a camper must be able to:

- take direction and instruction from a staff person
- be successful doing daily activities (such as using bathroom) without a known guardian around and not have regular accidents
- interact and participate within the camp environment (based on the campers abilities)
- interact and participate in a way that is safe for themselves and others

Some campers may need more support to help them be successful at camp. With support from City of Kitchener Inclusion Services or another program, campers must be able to show that they are program ready.

If a camper is not showing that they are program ready, they may be removed from the program.

Inclusion Support Workers

Inclusion support workers can be engaged through City of Kitchener Inclusion Services to provide one-on-one support to campers with a disability. If your camper requires accommodation to participate in camp and you would like to engage the support of an inclusion worker, please call 519-741-2200, ext. 7229/TTY: 866-969-9994 or complete an inclusion membership application [online](#). Please do so in a timely manner as support requests fill up quickly.

Fee Assistance

The City of Waterloo has fee assistance programs available. For more information on these programs and eligibility, please visit our summer camps [website](#).

Safe Arrival, Departure and Late Fees

Upon arrival at the camp facilities, parents/guardians must report to the sign in desk. Camp staff will be present at the desk during arrival times (8-9 a.m.) and departure times (4-5 p.m.). If you are dropping off or picking up during structured camp programming time, please follow the instructions on the sign left on the sign in/out table for contacting camp staff. Please notify camp staff in advance if your camper will be absent, arriving late or picked up early, so we can prepare accordingly.

Campers can be picked up from camp anytime between 4-5 p.m. All campers must be picked up by 5:00 p.m. Valid photo identification that matches a name listed on the authorized pick up section of the consent form must be shown at pickup.

A late fee of \$15 for every 15 minutes or less past 5:00 p.m. applies when campers are not picked up by 5:00 p.m. Campers who are consistently picked up after 5:00 p.m. may be removed from camp at the discretion of supervisory staff. Please make alternative pickup arrangements if you cannot pick up your camper by 5:00 p.m. If a camper is not picked up by 5:10 p.m., camp staff will begin calling the parent/guardian(s) listed on the consent form. If camp staff are not able to reach the parent/guardians(s) they will proceed in calling the emergency contacts listed.

Campers aged 10 years of age or older may arrive/depart camp independently if permission is provided on the consent form. Parents/guardians must indicate the time a camper is to arrive by and the time a camper is allowed to leave camp at each day.

Illness

When a camper is not feeling well, please keep them at home and notify the camp coordinator that they will be absent. To minimize the risk to campers and staff, parents will not be allowed beyond the sign in table without staff permission. Masking is optional for campers and staff. Practices and protocols are subject to change based on the direction of the provincial and federal governments and the Region of Waterloo Public Health Unit.

Withdrawals, Refunds and Credits

Refunds and credits on account are pro-rated and subject to an administrative fee of 10%. Refunds of \$25 or less will only be available as a credit on account. To receive a refund or credit on account, withdrawal requests must be made 14 days prior to the first program date. Please see the chart below for a summary of those dates in 2024.

Week	Camp dates	No refund given as of (14 day timeframe)
1	July 2-5	Wed June 19
2	July 8-12	Tue June 25
3	July 15-19	Tue July 2
4	July 22-26	Tue July 9
5	July 29-Aug 2	Tue July 16
6	Aug 6-9	Wed July 24
7	Aug 12-16	Tue July 30
8	Aug 19-23	Tue Aug 6
9	Aug 26-30	Tue Aug 13

Feedback

We hope your camper has a great time at camp and we welcome your feedback. For any immediate feedback you wish to share please connect with the site coordinator listed on the Welcome to Camp email.

Once camp is over we would appreciate your time to fill out the evaluation form so we can continue to provide you with the best programs and experience possible. You will also be entered for a chance to win 50% off a week of camp in 2025!