

## Summer Camp Information Package

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

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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](http://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 – Fun Centres**, ages 5-7 (offered at RIM Park and AMCC)
  - **City of Waterloo – Day Camps**, ages 7-12 (offered at RIM Park and WMRC)
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Questions or feedback?

**Call:** 519-886-1177 ext. 27280

**Email:** [camp@waterloo.ca](mailto:camp@waterloo.ca)

## **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](mailto: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.

## **Consent Form**

All campers are required to submit a consent form prior to attending camp. Please complete the consent form by June 1, 2026. The camp consent form can be found [here](#). Camp coordinators at each site review the consent form information with their leaders prior to each participant's arrival. If you wish to share any particular information about your camper, please include it on the consent form.

## **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 sign in
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 sign out

### Movie Notice

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.

### 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.

### 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**

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

Campers are asked to bring nut-free lunches. Should peanut or nut products be present, camp staff will do their best to ensure they 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 Child, Youth and Family Services Act, 2017 \(CYFSA\)](#) and must report a child in need of protecting.

## **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 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 parents/guardians listed on the consent form. If camp staff are not able to reach the parents/guardians, they will proceed in calling the emergency contacts listed.

Campers aged 12 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. If you are unsure if you should send your camper to camp, please do not hesitate to reach out to their camp coordinator.

## **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.

## **Program Readiness**

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

- Take directions and instructions 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 assistance from City of Waterloo Inclusion Services or another program, campers can be supported to be program ready.

If a camper is not showing that they are program ready, additional steps and conversations with families will be put in place.

## **Inclusion Support Workers**

Inclusion support workers can be arranged through City of Waterloo Inclusion Services to provide one-on-one support to campers with a special need or disability. If your camper requires accommodation to participate in camp and you would like to arrange the support of an inclusion support worker, please call 519-886-1177 x27249 and complete an inclusion membership application online. Please do so in a timely manner as support requests for camp 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](#).

## Withdrawals, Refunds and Credits

Refunds and credits on accounts 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 2026.

Week	Camp dates	No refund given as of (14 day timeframe)
1	June 29-July 3	Tue June 16
2	July 6-10	Tue June 23
3	July 13-17	Tue June 30
4	July 20-24	Tue July 7
5	July 27-31	Tue July 14
6	Aug 4-7	Wed July 22
7	Aug 10-14	Tue July 28
8	Aug 17-21	Tue Aug 4
9	Aug 24-28	Tue Aug 11

## 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 2027!