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# ***DATES YOU NEED TO KNOW***

May 1	Camper Medical Form and Camper Information Form (4 page booklet) <b>DUE!</b>
Tuesday, June 19 – Thursday June 21	<b>Senior Staff</b> and <b>Canoe Trippers</b> arrive for pre-camp training.
Saturday, June 23	Full <b>Staff</b> arrives for pre-camp training.
Monday, June 25 (3 p.m.-7 p.m.)	<b>Early baggage pick-up</b> at Carnegie North York Centennial Arena for all Toronto area campers.
Thursday, June 28	Session begins for <b>CITs, Full Season, 1<sup>st</sup> Session</b> and <b>1<sup>st</sup> 2-week Session</b> campers.
Thursday, July 12	Session ends for <b>1<sup>st</sup> 2-week Session</b> .
Saturday, July 21 (11:30 a.m. -3:30 p.m.)	<b>VISITORS DAY!</b>
Tuesday, July 24	Session ends for <b>1<sup>st</sup> Session</b> campers.
Tuesday, July 24	Session begins for <b>2<sup>nd</sup> Session</b> and <b>2<sup>nd</sup> 2-week Session</b> campers.
Tuesday, August 7	Session ends for <b>2<sup>nd</sup> 2-week Session</b> .
Thursday, August 16	Session ends for <b>CITs, Full Season</b> and <b>2<sup>nd</sup> Session</b> campers.

## CHAPTER 1

# TRAVEL ARRANGEMENTS

## TORONTO AREA CAMPERS

### BUSES

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Again this year, all our camp buses will be departing and arriving at the 'CARNEGIE NORTH YORK CENTENNIAL ARENA—580 FINCH AVE WEST (JUST WEST OF BATHURST) Please be at the buses at least 30 minutes before the scheduled time of departure. The time stated below is the actual bus departure time. The sooner we get to camp, the sooner the fun can begin! Please note that for first/full session campers we are now bringing all bags to camp in advance of the departure day.



**A reminder not to send any foods containing nuts on the bus!**

#### SEATING REQUESTS:

Buses will be boarded, from Toronto by age group. We can however arrange for a sibling to sit with another sibling if you prefer. If you would like to make a sibling seating request for the bus, you must **CALL US WELL IN ADVANCE** to make the arrangements.

#### TORONTO TO CAMP: Departure times

June 28	2:00 p.m. (sharp)
July 24	2:00 p.m. (sharp)

#### CAMP TO TORONTO: Arrival times

July 12	11:30 a.m.
July 24	10:30 a.m.
August 7	11:30 a.m.
August 16	10:30 a.m.

### DRIVING DROP-OFFS AND PICK-UPS

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We do not encourage parents to drop-off their kids as we feel part of the camp experience is taking the bus to and from camp. We do realize that there are times when people may decide to drop-off and pick-up their child(ren). The timing of drop-offs and pick-ups can be challenging since campers are coming and going at all times. **It is critical that for drop-offs you arrive at 3:00 p.m. If you arrive before 3:00 pm you must wait until a staff person gives you permission to enter camp!** For pick-ups you should arrive between 9:00 a.m. and 10:00 a.m. Please call the office when you reach McKellar so that we can have staff at the gate to greet you!

### BUDDY UP

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We not only encourage the buddy system down at the swim docks but also on the plane or bus. Our staff takes special care to ensure that campers are fine and are introduced to other campers right away. However, if you want us to contact a family in your area, perhaps with an older boy or girl to meet your camper at the airport or bus, contact Jen or Mark at the office and tell them you want a buddy or big brother/sister for your child. We will do our best to arrange it.

## OUT-OF-TOWN CAMPERS

### BOOKING FLIGHTS (DO IT NOW!)

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Out-of-towners fly directly to Lester B. Pearson International Airport - Toronto (with baggage) on regularly scheduled flights. Our staff will be waiting to greet them, and to help with their bags. Chartered buses will whisk them to camp from there. Our buses will depart with supervisory staff approximately every 2 hours beginning around 11:00 a.m. through 2:00 p.m. from the arrivals level at Terminals 1 and 3. Parents are responsible for their own child's flight plans, and should therefore book their tickets at once in order to get the lowest airfare available and ensure a space is available on the flight of your choice. Please refer to our suggested flight guide before contacting your travel agent to find the right flight for your child. **NOTE: We recommend in some cases it is nice to take advantage of having relatives or friends in Toronto to fly in the night before and have your child stay with them in Toronto and then take the bus up to camp the next day. For most of you this may not be an option but if this would work you should consider it.**



**PLEASE FAX US YOUR FLIGHT DETAILS USING THE TRAVEL REPORT FORM AS SOON AS POSSIBLE!!**

**ARRIVAL AND DEPARTURE WINDOW:** Make sure that the arrival time at Toronto is between 11:00 a.m. and 2:00 p.m. and that departure time from Toronto is no earlier than 1:00 p.m. and no later than 5:00 p.m. (between 1:30 p.m. and 3:30 p.m. would be ideal).

**A reminder not to send any foods containing nuts for the trip!**

**Remember your Manitou travel pouch given to each new camper should include:**

Your child's passport, ticket / e-ticket, emergency money (to be kept in office and not in camper cabin), the Manitou contact phone number list and a permission letter from parent authorizing your child to travel on their own (a copy of which is available on our web site under parent resources).

**Optional Private Limousine Service:** If you wish to have your child driven from the airport by a private Limousine to limit wait time at the airport, please contact Jen at the office at 416-322-5888 to arrange. The cost of this service is approximately \$400.00.

### UNACCOMPANIED MINORS

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We suggest you check with your airline about boarding your child as an "Unaccompanied Minor". Most airlines now require you to register as an unaccompanied minor if the child is under 16 years old. In any event, we will be making this mandatory for children less than 14 years of age on the return portion of the trip and will be charging you the fee applied by the airlines. You will be required to supply the child's Passport and flight itinerary. This means the airline will take responsibility for your child from the time you check them in until we meet them upon their arrival (and the same upon their return). Leaving Toronto, your child once checked in, must pass through customs. **OUR STAFF ARE NOT ALLOWED TO ENTER THE CUSTOMS/WAITING AREA.**

The Unaccompanied Minor service gives them special attention and supervision every step of the way, and also gives them special seating arrangements. Keep in mind that when booking an unaccompanied minor, the airline expects you to wait at the airport until your child's plane has taken off. Our staff will, of course, do the same in Toronto as a safety measure.

## IMPORTANT FLIGHT REMINDERS

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- **All campers traveling from outside of Canada remember to bring your PASSPORT.** Do not worry, as we will collect the passport and keep it for safe keeping as soon as our staff at the airport meets your child.
- Bring your Manitou Travel Pouch and make sure it includes a letter of authorization from each parent that has custody of your child, allowing your child to travel.
- We feed campers at the airport but often campers still like to eat something prepared from home, so packing snacks are a good idea! REMEMBER: NO NUTS PLEASE!!
- Make sure that the airline clerk checking through your child's baggage staples one baggage tag per bag to your child's air ticket envelope. These are essential if a lost bag must be traced and will be kept safely in the camp office.
- Give your campers some emergency travel money. Campers are fed on the way in to camp and before they leave on their plane for home but often because of delays it is a good idea for each camper to carry \$20 as emergency food money. We suggest you pack two \$20 dollar bills, one for each way, with your child's identification and mark it as emergency money. **THIS SHOULD BE KEPT WITH THE PLANE TICKET AND TRAVEL DOCUMENTS IN THE OFFICE, AS NO MONEY SHOULD EVER BE IN THE CABINS.**
- Customs clearance is handled in Toronto upon arrival and departure.
- Make sure that your child's carry-on complies with your airline's restrictions.
- If your child carries an EpiPen the airline will not allow him/her to board the plane without a note from a doctor, for security reasons.
- Make sure your children do not have any knives, scissors or other sharp objects carried with them.
- **MOST IMPORTANTLY:** All travel documents, tickets, identification, cell phone, travel money etc. will be collected by our staff upon arrival. **EVERYTHING MUST BE GIVEN TO THE STAFF UPON ARRIVAL.** Campers have no need for money at camp.



## CHAPTER 2

# CAMP POLICIES

### Please read very carefully

We are firmly committed to maintaining Manitou as a safe, secure, wholesome environment for children. To ensure that this is so, we have attempted to make an explicit code of conduct that all are expected to adhere to while at camp. Please read the policies listed below carefully so that there is a shared understanding about what behaviors are deemed unacceptable in our setting. Familiarize yourselves as well with the consequences of violating these rules. We all benefit from knowing in advance what is expected of us and what the consequences of infractions to Manitou's policies are.

The following policies are only a list of some of the most serious violations. **Any camper who violates these policies, as listed below, or violates any other serious rule or policy or any camper who jeopardizes the safety or contentment of others or themselves can be dismissed from camp.** Please note that such dismissal is in the sole discretion of the camp director or directors, and such camper will not be entitled to a refund. Inappropriate behaviour, damaging property, raiding cabins or sneaking out of cabins to spend time with a girl/boy are examples of such behaviour.

**Your child's attendance at camp constitutes acceptance of all camp policies here set out or from time to time established as the need may arise. These policies must be read by you and reviewed with your child. Of course, for younger campers, certain issues that you feel are not age appropriate may be avoided, but as parents you should know that these policies are enforced equally for all campers of all ages.**

	<b>POLICY</b>	<b>DISCIPLINARY ACTION</b>
1.	Campers are not permitted to possess and/or consume in any manner, or be in the presence of someone using or possessing, illegal drugs of the hallucinatory variety and/or prescriptive medicines or drugs unless prescribed by a physician and registered immediately upon arrival.	<b>First Offense:</b> Immediate dismissal from camp.
2.	Campers are not permitted to possess or consume or be in the presence of someone possessing or consuming, alcoholic beverages of any type.	<b>First Offense:</b> Immediate dismissal from camp.
3.	Smoking by campers is strictly prohibited (cigarettes, cigars, pipes)	<b>First Offense:</b> Loss of privileges and parental involvement and/or may be dismissed from camp. <b>Second Offense:</b> Dismissal from camp.
4.	No camper shall act in a violent or aggressive manner, or cause physical assault, or cause to threaten such behavior. No camper shall tease, bully, or pick on another camper. No camper shall discriminate or say a racist remark or be perceived to do so. Passive indirect support of bullying and inappropriate behaviour is also considered an offence. Campers must be pro-active and take a stand to stop inappropriate behaviour.	<b>First offense:</b> Parents may be informed and child may be sent home. Loss of privileges, restitution and/or probationary action may also be appropriate.

5.	Campers are not permitted to leave camp property without official camp staff supervision, unless the camp has a) written consent from his/her parents and b) permission from the Director obtained by following the prescribed checkout procedures available only through the camp's central administration office.	<b>First Offense:</b> Loss of privileges and parental involvement. <b>Second Offense:</b> Dismissal from camp.
6.	All campers must abide by established curfews. Campers that are found sneaking out of the cabin, especially for the purpose to engage in conduct inappropriate, such as raiding cabins, or to engage in inappropriate conduct, or to do anything offensive may be dismissed from camp.	<b>First Offense:</b> Loss of privileges and may be dismissed from camp depending on severity of action. <b>Second Offense:</b> Probationary action and depending on severity parents informed. May be dismissed from camp <b>Third Offense:</b> Dismissal from camp.
7.	Male campers are not permitted in Girls camp or female camper cabins, and female campers are not permitted in Boys camp or male camper cabins, unless to attend an activity or with permission. NOTE: If campers are found in cabins of the opposite sex and is/are acting inappropriately (in the director's sole discretion), such campers may be immediately dismissed from camp. <b>If any camper is found out of their cabins after curfew the night before changeover or the last night of camp a zero tolerance policy shall apply and such camper will not be invited back to camp next summer.</b>	<b>First Offense:</b> Loss of privileges or dismissal in specific circumstances outlined <b>Second Offense:</b> Probationary action and depending on severity, time of offence, parents may be informed. <b>Third Offense:</b> Parents informed and/or dismissal from camp. (Note campers out of camp on the last night of a session, or campers in cabins of the opposite sex, at any time may be considered a third offense offender immediately.)
8.	Campers are required to attend all activities they have registered for except when a) excused by a Director or b) excused for reasons of health by the camp medical staff.	<b>First Offense:</b> Discussion with camper and guidance. <b>Second Offense:</b> Mandatory transfer to another activity, discipline and loss of privileges. <b>Third Offense:</b> Parental involvement.
9.	Willful damage to camp property and equipment is a serious offense. All campers are expected to treat all property and equipment with the care and the respect accorded to their own personal property. This includes writing in camper cabins or buildings!	<b>First Offense:</b> Loss of privileges and parents held responsible for cost of repair or camp replacement or may be dismissed from camp. Maintenance work this summer or the following summer. <b>Second Offense:</b> Dismissal from camp.
10	Defacing camp property in any way will not be tolerated. Any graffiti including writing, drawing, carving or painting names/pictures etc. on furniture, cabins or building walls are all examples of this and will be considered a serious offense.	<b>First Offense:</b> Loss of privileges and parents held responsible for cost of repair or camp replacement or may be dismissed from camp. Maintenance work this summer or the following summer. <b>Second Offense:</b> Dismissal from camp.
11.	Theft or conversion of the camp's or other person's property to their own use, however small is a serious offense. Gambling is a criminal offence and no gambling, i.e. poker, for money or merchandise will be permitted. All camper money must be in office.	<b>First Offense:</b> Loss of privileges and parents advised, restitution to be made. Camper may be dismissed from camp. <b>Second Offense:</b> Dismissal from camp.
12.	No camper is permitted to possess or use fire, candles, mosquito coils or fireworks of any kind anywhere.	<b>First Offense:</b> Confiscation, parental involvement, and possible dismissal from camp.
13.	No camper is permitted to possess a knife or any kind of other sharp or dangerous tool or weapon, real or fake.	<b>First Offense:</b> Confiscation of item, parental involvement and possible dismissal from camp.

14.	No camper is permitted to tamper with any safety devices including fire alarms, fire extinguishers and/or fire buckets.	<b>First Offense:</b> Loss of privileges and parental involvement. <b>Second Offense:</b> Probationary action, parents informed and possible dismissal from camp.
15.	No camper shall bring to camp a cellular phone or use the camp phone without permission of the Camp Director. No camper shall bring a DVD player, electrical appliance, or laptop without permission of the Camp Director. I	<b>First Offense:</b> Confiscation of phone, or appliance, laptop, DVD player, etc and - donated to charity. <b>Will be held against camper for future acceptance and for CIT acceptance</b> <b>Second Offense:</b> Possible dismissal from camp.
16.	Electrical appliances are a safety hazard. <b>No hot-pots</b> , hair straighteners, microwaves, extension cords, fans, and the like.	<b>First offense:</b> Confiscation of appliance or item and donated to charity. <b>Second offense:</b> Disciplinary action. <b>Third offense:</b> Parental involvement and/or dismissal from camp.
17.	No camper shall take any photo, or video for the sole purpose of posting it on the web. All campers shall comply with the Technological policy as indicated below.	<b>First offense:</b> Cause for immediate dismissal or if occurs during the off season such camper shall not be permitted back at camp at the discretion of the director.

#### **A NEW CAMPER POLICY AS A RESULT OF OUR TECHNOLOGICAL WORLD - OUR TECHNOLOGICAL POLICY:**

We share the concerns of many institutions and families regarding the dangers associated with the Internet, from cyber bullying, to inappropriate photos and communications to just being plain disrespectful. Please make it clear to your child that we will not tolerate or permit any reference to any camper, or staff or to Camp Manitou on the web that is in any way negative or could be construed as negative, whether it be a photo or written word. We are committed to the emotional safety of all of our Manitou family. Accordingly all campers must be respectful in all communications on the Internet, campers must not use profanity or inappropriate language on the web, campers must not use any web site, or blog or other Internet medium to disparage the camp or its campers, or humiliate, be disrespectful or demeaning. Campers shall not place any videos on any web site without the camp's consent and if a camper places any photos on the web they must be clearly construed as being positive images that are respectful to the campers and the camp. Any reference on the web to drugs, sexual matters, alcohol, harassment or any forms of disrespect or bullying is not permitted.

#### **WHAT YOU CAN DO**

Although we have never had any serious problems in the past, safety is always our top priority at Manitou. During pre-camp, our staff will go through extensive training on reacting to emergencies (such as fire or campers missing either in the water or on land), first aid, general camper health as well as emotional safety. We go to great lengths to ensure that our staff are fully trained, and stress that safety is a team responsibility. We have family physicians and/or a pediatrician on site at all times and two administrative health staff or nurses so we can handle every situation! For the safety of all campers and staff, we will not allow electrical appliances, extension cords, electric blankets, blow dryers, hair straighteners, hot pots, cardboard shelving, electric fans, candles, mosquito coils etc. in cabins. Cabins can operate on one radio or stereo if necessary. Smoking is not allowed in cabins or in camp, except for staff at a designated time and location. Note: one blow dryer per cabin is allowed but we prefer to supply the hair blower so we do not end up with cabins having many hair blowers, and therefore creating a safety hazard.

We will not tolerate any exceptions to this rule. **We ask that you not pack any of these items with your camper to avoid confiscation. Also, make sure that the camp policies section has been understood by your camper to help minimize risky situations.**

## CHAPTER 3

# KEEPING IN TOUCH WITH YOUR CHILD

## MAIL

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Kids love mail. Adults love mail. So send lots of letters and **send them even before your kids are at camp**, so that when they arrive a letter is waiting for them. **The mail will take at least one week from Toronto and 10 days from elsewhere.** Please talk to your children about how long mail will take to reach them. Please remember to use their full name and cabin number on each letter. Your child will let you know their cabin number in their first letter or post card. Just as postal codes speed the daily mail in the real world, at Manitou cabin numbers help speed up our sorting process. **Please do not phone us for a cabin number prior to camp. We will not know your camper's cabin.** All mail without camper cabin numbers is sorted anyway.

### OUR MAILING ADDRESS IS:

**Happy Camper, Cabin #**

(Don't worry if you don't know your camper's cabin # for the first week or so!)

**Camp Manitou**

**10 Camp Road, R.R. #1**

**Parry Sound, ON P2A 2W7**

Mail from your child is just as important. We encourage them to write often and hope that they will impart to you some interesting information other than "I'm fine. How are you? Love Joe". However, if you don't receive mail, don't be alarmed and assume something awful has happened to your child - they're probably too busy having a good time, or have just written three letters that you'll receive all at once. **Letter Writing Days are mandatory** for campers at least once each week.

If you want to receive mail from your children, make it easy for them. Send them, no matter what age, with pre-addressed stamped envelopes. Often mail does not get to you because campers are too busy to write a letter home or the address is unreadable or wrong so please do the work for them by pre-addressing their envelopes and putting the appropriate stamps on their envelopes.

**Do not be concerned if you receive a negative letter.** Often campers will use their letter writing to express a frustration arising from a specific incident that has been handled 10 days prior to you receiving the letter. Rest assured that if there is really an issue and it has not been resolved we would contact you if we feel the safety or ultimate contentment of your child is of concern. If you do receive a concerning letter feel free to contact Jen and she will let you know first hand how your child is doing.

## FAXES/E-MAIL and communication for campers outside of Canada

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There is nothing better than good old-fashioned mail even if you live outside of Canada. However mail outside of the country does get tied up at the border for a few days so we now allow campers to communicate to you via fax or email twice a week on letter writing day. Your child will write a normal letter and we will then send it to you. We prefer fax, as our email is satellite and often will not work in storms. Please give us a fax number or alternatively an email for us to send you their mail to.

Also you can fax to your campers as well to 705-389-2348. DO NOT FAX IT TO OUR MAIN FAX LINE. The best time to send a fax is at night, when the machine is less busy. As with letters, please include your child's full name and cabin number on the fax. If you do not have access to a fax we can arrange email but delivery is dependent on the weather.

U.S. AND INTERNATIONAL STAMPS ARE NOT REQUIRED.

DON'T FORGET TO CHECK OUT OUR ON-LINE WEEKLY NEWSLETTERS AT [WWW.MANITOUCAMP.COM](http://WWW.MANITOUCAMP.COM)

## **FAXES and communication for campers in CANADA.**

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### **Incoming communication from home to camp:**

We are delighted to receive faxes but we cannot accept more than two faxes per week per child, otherwise we will have to stop the faxing of letters for our Toronto campers. We cannot sort up to 700 faxes a day! This service was created initially for our American and European campers and should not be over-used, especially by camper parents who reside in Ontario. Furthermore sending too many messages creates a reliance on mail and fax and can make children homesick. If you do decide to fax a letter we will only give it to your child if it is sent to our camper fax line: **705-389-2348. DO NOT FAX IT TO OUR MAIN FAX LINE.** The best time to send a fax is at night, when the machine is less busy. As with letters, please include your child's full name and cabin number on the fax.



### **Outgoing communication from camp:**

Generally campers cannot fax home although campers from outside Ontario may have permission to do so. Additionally if parents in Ontario have not received a letter in a week just give Jen a call and we will arrange to have your child fax a letter home.

## **COURIERS AND PACKAGES**

### **MANITOU'S PACKAGE POLICY- IF WE FIND IT WE DONATE IT TO CHARITY!**

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THIS WILL BE STRICTLY ENFORCED - DO NOT STUFF games, stuffed animals, or candy in these envelopes. PLEASE REMEMBER YOUR CHILD DOES NOT NEED A PACKAGE BUT IF YOU FEEL YOU MUST SEND ONE IT MUST BE READING MATERIAL. The arrival of packages, unless for an urgent matter, creates undue competition and commotion. We can appreciate the good intent of a package but there can be a negative effect when the volume of packages gets out of control. It leads to disappointment, competitiveness, and campers feeling neglected or left out. It also puts pressure on parents. Please ensure the following:

- **NO PACKAGES other than reading material - any package must be approved by Jen.**
- No Boxes! Use envelopes only. They must be flat and no larger than 9X12 inches.
- Send only books, magazines, unless for a birthday (please notify us in this event, in advance.)
- **All boxes and non-flat envelopes will be donated to charity.** If more than one package is received it will be donated to charity. Tell aunts, uncles and grandparents please.
- **NO FOOD, NO CANDY OR GUM to be sent up!**
- If you use courier, **DO NOT USE UPS.** As their packages are held up at the border and duty is charged, we cannot accept them. We do not keep cash in the office and will not accept a package where duty must be paid or where the package is COD. Please use Purolator or Federal Express only **BUT YOU MUST LET JEN KNOW otherwise the package will be returned.**
- We cannot be responsible for lost packages. Hang on to your "way bill" to track a missing package and contact your courier company.

- The only exceptions to the package policy are birthdays and necessities. If you are sending a birthday package or items that your child needs (i.e. glasses, clothing, bedding), please call ahead and let the office (Jen) know.

**To send by courier (i.e. Purolator)**

Camp Manitou  
110 Camp Road  
McKellar, ON P0G 1C0

**To send by Canada Post/USPS:**

Camp Manitou  
10 Camp Road R.R. #1  
Parry Sound, ON P2A 2W7

We will not be able to “track” mail from camp. Please do not call to confirm we have received a package, letter or fax. Our staff need to focus on campers concerns and do not have the time to track mail. It is not recommended to send any items that need tracking by our staff unless arranged in advance for a specific item needed for a camper.

Note: As guardian for your child, we have the authority to open up any mail if we believe it could include something that could jeopardize the contentment and safety of campers. For example, any food since it could contain nut or nut traces.

## **FOOD PACKAGES- DO NOT SEND! THAT INCLUDES CANDY**

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Firstly, kids will be kids, some like to share their things and others don't. When inequities exist it can lead to temptations that are hard to resist, often leading to cabin problems, jealousy and unhappy campers. Secondly, stock piling all these goodies in camper cabins encourages the natural inhabitants of the forest to enter cabins in search of the source of all the delicious smells! Raccoons, chipmunks and squirrels, although very timid little animals, are curious enough by nature, we really don't want to encourage them anymore, not to mention ants and mice. Finally, food packages can lead to problems with other children in the cabin that may be sensitive to certain foods, especially peanuts. We outline our concerns more fully in Chapter 6, but not being aware of products that may contain traces of peanuts can be life threatening!

So, **FOOD IS NOT ALLOWED TO BE SENT TO CAMPERS OR BROUGHT INTO CAMP.** As you are aware, we do have a wonderfully stocked TUCK SHOP where goodies are available frequently so there is no need to “stock up” in the cabin. We will continue to enforce this policy very strictly and any food sent will go directly to a local shelter. **Please do not embarrass your child by sending food into camp, and please have respect for the rules. Thank you!**

## **E-MAIL**

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**WE TAKE A HOLIDAY FROM E-MAIL DURING THE SUMMER.**

Please communicate to us by mail, fax or phone, as all office e-mail will not be answered. We cannot rely on it up in McKellar.

## **PHONE CALL POLICY**

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We do not permit campers to call home except in emergencies and on a camper's birthday. In our experience it is very disruptive for a child who is learning to get the most of the summer if he or she knows a phone call is available. For any child prone to homesickness- with whom we work harder than anyone to help overcome- phone contact in 95% of cases is regressive. If you wish more detailed information on this policy please request our COMMUNICATION POLICY PRINTOUT or read the article on our web site [www.manitoucamp.com/campcommunication.htm](http://www.manitoucamp.com/campcommunication.htm).

Feel free to give Jen a call if you have evidence of an issue (a concerning letter) and she can let you know how your child is doing. If there is an issue that is not resolved, we can also arrange a call

between you and a unit head. Jen will often be able to answer your questions or give you immediate feedback on a particular issue.

If you do not hear from us right away, please understand we may have to arrange to call you back. Often the Camp Directors and other staff will be busy and assuming your child is doing well, you may not get a return call until the end of the day, or the following morning, when we can catch up from the day's events. So please be patient if we do not call you right back. Remember no news is good news.

**CAMPER BIRTHDAYS:** Campers (not their siblings) can phone parents on their birthday only (not on their parent's birthday). All camper calls to parents on their birthday are made **AFTER Lunch between 1:30 and 2:00**. Campers also receive a birthday cake, special all camp "Happy Birthday" sing along, special cabin get together, along with a spin of the famous birthday wheel (where they can win a movie night, special snack and other great prizes).

**CELL PHONES: NO CELL PHONES, SMARTPHONES, OR IPHONES ARE PERMITTED IN CAMP.** If your child is coming by plane and therefore has a cell phone please instruct him/her to hand in their phone as soon as they are greeted by our staff at the airport by giving the staff their cell phone along with their passport, and ticket and valuables.

## **EMERGENCY NUMBER:**

If it is a life and death situation, you can call Jeff and Janice's cabin at **705-389-2792**. This number should never be used unless it is an **ABSOLUTE EMERGENCY** and you need to get a hold of us right away (after 8:00 p.m. at night). If there is any abuse of this emergency number it will leave us no choice but to resort to the regular camp numbers. We sincerely hope this number will never be used.

## **“WHEN WILL I HEAR FROM YOU? IT WOULD BE NICE TO GET SOME FEEDBACK AFTER THE SUMMER”**

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**CHECK OUT OUR WEEKLY PARENT NEWSLETTER EACH WEEK AT [WWW.MANITOUCAMP.COM](http://WWW.MANITOUCAMP.COM)**

If there is a problem, whether of a behavioral, social or medical nature, we will call you to discuss the matter, in the event a counselor, unit head, director or physician feels that it is in the best interest of the camper or parent. As indicated in our medical section, we will call you if your child is in the health center for any significant length of time, or put on antibiotics, and so on. For our Freshkids and 1<sup>st</sup> time campers, the unit heads will call within the first 3-4 days of camp.

We do not provide "camper letters" from counsellors because in the long run this does more harm to the camp and your child than the goodwill and PR we get out of it. For (senior) counsellors to write campers letters once per session it means realistically (without the use of a computer) they have to spend on average about 6 -10 hours minimum to provide a proper letter. This means that our counsellors for a few days have to find 3 hours during the day that would otherwise be used to supervise and manage their campers. When counsellors provide camper letters the end result is poor supervision and unhappy campers. We already demand so much from our staff that we feel it is imprudent to provide these letters. **All counsellors do complete detailed camper profile forms and if you wish to inquire about these forms feel free to contact us after the summer.** We are more than happy to review these forms with you. If we have serious concerns we always contact the parents in any event but if you wish to review your son or daughter's form we can give you the counsellor and unit heads view on many matters. For example, leadership abilities, respect for campers, staff and camp, adherence to camp rules, hygiene, ability to connect with kids in cabin, favourite activities, medical issues and much more!

*WE WANT TO HEAR FROM YOU IF IT'S A GOOD REASON BUT.....*

*Every moment we take to spend time on the phone with parents to report- whether directors or unitheads means the supervisors can't be out monitoring the safety and contentment of your kids. So please use discretion- don't contact us to ask, "I heard the weather is bad- how bad is it?" Please keep our unitheads free to look after substantive issues. At the same time if you have reason to believe your child has an issue of course call us at any time! We are one of few camps that give new camper parents a phone call but after that call we need to be out there with the kids!*

## **"WHO WILL I HEAR FROM?"**

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**We pride ourselves on having one of the most dynamic and experienced leadership teams that you will find at a summer camp. In addition to hearing from Mark or Jeff you may also hear from your child's unit-head or one of these other camp leaders.**

**JEN MURDOCK:** Our Administrative Director and full time member of the Manitou family. A former Activity and Unit head we are delighted to have such an experienced person involved with camp full time. Never flustered and always willing to give the benefit of the doubt, Jen is there to answer questions of any and all types. This will be Jen's 11<sup>th</sup> summer at Manitou.

**CHRIS McKIBBIN:** Our "Head Counsellor" is the point person for all camper concerns. Working closely with our Unit Heads, he reports directly to Jeff and Mark. Chris has been a key member of our leadership team for many years. A former Manitou counsellor, Unit Head and Activity Director, he has become an expert in conflict resolution, and offers advice and support to counsellors and campers in all aspects including self-esteem, cabin bonding, and inclusion. Campers may know him best as the guy up at the "mic". This will be Chris' 12<sup>th</sup> summer at Manitou.

**DAVID (LUGI) SHEFFE:** "Luigi" is our Associate Director, he likely knows more about the "in-and-outs" of camp life than anyone else on staff. A former Unit Head and Program Director, Luigi plays a multi-purpose role, as the Director of our off-season groups, managing our facility and playing a large role in monitoring campers, often working on camper issues. This will be Luigi's 13<sup>th</sup> summer at Manitou.

**MARKUS FEHR:** Our Assistant Director, focuses on staff hiring, training and supervision, but assists Jeff and Mark with all aspects of the camp program. Markus coordinates all areas of staff development both in the city and at camp. Markus works full time in our winter office, speaking with parents throughout the year and is front and centre in all aspects of staffing matters, as well as promotional publications. This will be Markus' 15<sup>th</sup> summer at Manitou.

**DENISE (MAMA D) GREENWOOD-GEORGE:** Our Activity Director manages over 30 activities and is busy with the director team also managing camper and staff issues. With experience at Manitou as a counsellor, Unit Head, Activity Head and Administrative Director, Mama D brings a wealth of knowledge to camp. This will be Mama D's 14<sup>th</sup> summer at Manitou.

**JAY WENGLE:** Our Program Director who spearheads all of the camp wide programs and also helps out with programming for unit evening programs, cabin activities and is the creative source of much of Manitou's programming magic. Jay may also assist on specific camper or staff issues as he has been at Manitou for years now in many different roles specifically as our renowned Freshkid Unit Head and most recently started our new Greenhouse Program. This will be Jay's 14<sup>th</sup> summer at Manitou.

**LEIGH BRYANT:** Our Associate Director who leads our Senior Leadership program, coordinates with Jay on many camp-wide events, manages Intercamps, develops staff rec programs and keeps us all in the loop at Flagpole. Leigh has also been a Manitou counsellor and Activity Head and is always a great resource for camper and counsellor issues. This will be Leigh's 5<sup>th</sup> summer at Manitou.

We pride ourselves on having such a large team of Directors, allowing Jeff and Mark to be able to continually monitor what is going on in camp, every single minute of the day and night!

## CHAPTER 4

# VISITORS DAY

At Manitou we have one Visitors Day, a few days prior to the end of the first session.

### **Visitors Day is SATURDAY, JULY 21st - 11:30 A.M. to 3:30 P.M.**

**WE WELCOME ALL VISITORS, INCLUDING PARENTS, GRANDPARENTS, AUNTS, UNCLES, FRIENDS AND CAMPERS OF SECOND SESSION!**

**Please remember no food into camp and nothing in camp can contain nut/ nut traces!**

OK- so we know you will bring a little food into camp and you want to do the right thing- respect camp rules but you know some other parents will not comply, so what to do! SO HERE IS THE TRUTH: Bring in a little bit of food that can be consumed for sure in one day- no cases of pop or packages of cookies- WE WILL TAKE AWAY THE CASES OF POP AND LARGE FOOD QUANTITIES-IT IS UNFAIR TO THE PARENTS AND KIDS WHO OBEY THE RULES!

**PLEASE NOTE CAMPERS CANNOT LEAVE CAMP ON VISITING DAY. NO exceptions unless by special arrangement. Thank you! An alternative visiting day on the Friday can be made available with specific situations if approved by the Directors.**

### **“WHAT TO DO ONCE ITS ALMOST TIME TO GO”**

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**3:15pm: As the day ends, go to Camphouse Field and listen to Mark and Jeff for the official goodbye and instructions of where campers will go from there to ensure each camper is reunited with their counsellors. There will be a specific meeting spot for each Unit. For FRESH KIDS AND SOPHOMORES EACH COUNSELLOR will then take the entire cabin from the meeting spot to a special activity just for that age group - “usually the famous slip-n-slide”.**

### **“WHEN ELSE CAN WE VISIT?”**

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This is our one and only visiting time. Over the years we have tried a number of methods to show camp to families and although we love to show off our camp, you have to understand that having parents walk through camp on a daily basis can cause issues for campers. The most obvious example is when a homesick camper has to witness a parent walking with their child in camp, each day. This is why camps created Visitors Day. They limit to only one day the issues of:

- Homesickness
- Issues of parents being unable to visit
- Dealing with trips out of camp
- Disruption of a cabin group or activity

Visitors Day is a day that we look forward to. It is an opportunity for us to talk to you, and an opportunity for you to see camp in action. That is why we have tried to make it a more special day, with activities going on and with parent involvement. We also serve a wonderful buffet lunch that we have to admit is a tad more sophisticated than our typical lunch.

## “WHAT IF I CAN’T MAKE IT ON VISITORS DAY?”

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Do not worry! Because many of our campers come from long distances, not all of our campers have visitors and we make sure campers without visitors are given a special trip out of camp or are assigned to a camper with a visitor if they choose.

## TIPPING

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Our staff agrees with the camp administration that "tipping" at Manitou is inappropriate and unnecessary. Please avoid an embarrassing moment by refraining from the practice. If you feel it is necessary, some other form of expression of your gratitude may be employed such as a small token or better yet, a letter of thanks is still the nicest way to show your appreciation.

## PLACES TO STAY

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In and around Parry Sound (about 20 miles from camp) there are a number of spots. We recommend making reservations as early as possible as they will fill up:

### **Motels:**

<b>Log Cabin Inn</b>	(705) 746-7122 (great for dinner!)
<b>Comfort Inn</b>	(705) 746-6221
<b>Quiet Bay Log Motel</b>	(705) 387-0115
<b>(Jolly Roger) Quality Inn</b>	(705) 378-2461
<b>Microtel</b>	(705) 746-7200

### **Bed & Breakfasts:**

<b>Seguin Country Inn</b>	(705) 746-5911
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### **Resorts:**

**Rocky Crest**, Mactier, Ontario (705) 375-2240 / 1-800 461 4454  
[www.deltahotels.com](http://www.deltahotels.com)

45 minutes from camp and 20 minutes south of Parry Sound. A great resort if you are bringing the kids.

**Resort Tapatoo** (705) 378-2208

**Whitestone Lake Resort** (877) 430-0034

### **If you need any other assistance contact:**

The Parry Sound Chamber of Commerce Information Bureau  
2 Louisa Street, Parry Sound (705) 746-4213.



**IF YOU KNOW OF A GREAT SPOT TO STAY FOR VISITORS DAY LET US KNOW SO WE CAN PASS ON THE INFORMATION TO OTHER PARENTS!**

## CHAPTER 5

# MEDICAL CARE INFORMATION

## MEDICAL FORMS

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**PLEASE HAVE YOUR MEDICAL FORMS IN BY MAY 1<sup>ST</sup>!!**

**CAMPERS WILL NOT BE ACCEPTED IF FORMS ARE NOT IN THE OFFICE BY JUNE 1<sup>ST</sup>!**

**ANY MEDICAL INFORMATION OR MEDICATION UPDATES AFTER THE MEDICAL FORM IS DELIVERED AND IN ANY EVENT AFTER JUNE 1, MUST BE COMMUNICATED TO US IN WRITING AND FOLLOWED UP WITH A PHONE CALL TO A CAMP DIRECTOR TO CONFIRM RECEIPT.**

### DISCLOSURE

It is the absolute responsibility of a parent to let us know everything emotionally, physically, psychologically and medically important or relevant regarding your child, to allow for a positive camping experience. If we see certain behaviors, for example that are negatively impacting your child, or your child's peers and/or staff and we have no information provided to us, we can not deal with such issues appropriately and effectively. In the end it is your child that will be most negatively affected. Please be pro-active on any clear issues or past conduct from the previous years at camp or school. PLEASE BE ADVISED THAT IF YOUR CHILD TAKES REGULAR MEDICATION DURING THE SCHOOL YEAR AND YOU ARE CONSIDERING A DRUG FREE HOLIDAY DURING THE SUMMER THIS MUST BE DISCUSSED AND APPROVED BY THE CAMP.

### MEDICINE AT CAMP

If your child requires critical medication, such that if he/she does not receive such meds immediately and it is not readily available at a Shoppers Drug Mart in Parry Sound, that it could place his/her life in jeopardy, you must send up a second (back-up) order of medication to the Toronto office by June 10<sup>th</sup>. This way in the unusual case that medication goes missing, we can still give the back-up medication to your child while reordering the supply for the summer.

A staff member at the bus will pick up all medicine your child brings up to camp. If you end up at camp driving in, or visiting to return an ill camper, and are delivering medicine please let a camp director know about this medication so we can ensure the meds make it to the health center and to ensure the medication is inputted into our medical dispensing tracking system. ALL MEDICATION MUST HAVE THE WRITTEN INSTRUCTIONS ON THE MEDICATION ITSELF AND ALSO ON THE MEDICAL FORM. PLEASE REMEMBER THAT ANY CHANGES TO MEDICATION INSTRUCTIONS FROM WHAT IS INDICATED ON THE PRESCRIBING "BOTTLE" AND/OR PROVIDED TO THE CAMP IN WRITTEN FORM MUST BE COMMUNICATED **IN WRITTEN FORM AT ALL TIMES**, EVEN FOR CHANGES MADE WHILE YOUR CHILD IS AT CAMP. **If you send up medication do not attach a note to it that has different instructions than the bottle.**

**All new information or up to date medical dispensing information that is received while at camp that is different or missing from what is on the medical form must be received at the office.** It is your responsibility to confirm with the office that we have received this information. A copy of this information must go to the office so we can input any new information into the health check system and be able to advise appropriate staff, directors, doctors and nurses. So please double check with the office to make sure we have received this information.

**If your child has a life threatening allergy or other medical condition please contact us to discuss our medical protocol, as we do not automatically make campers wear epipens.** Every situation is different and often kids can leave their epipens at activities like sail or swim (and they are left out in the sun) leaving them in even a more precarious position so we must discuss with you about our epipen locations around camp and how we train our staff and advise campers to make them aware of how best to protect themselves. Our nut allergy protocol is similar to all allergy protocols. **Check out [www.manitoucamp.com/nutsafe.htm](http://www.manitoucamp.com/nutsafe.htm)**

## **OUR PHYSICIANS AND WHEN WE PHONE HOME**

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Once again this year, we are most fortunate to be providing medical care from a family or pediatric physician. We believe that having doctors who are experienced in dealing with children is an obvious asset to any camp.

We also believe that you, as a parent should be called if your child stays in the Health Centre for more than 24 hours for a specific health reason (not for lack of sleep), or if your child is in need of antibiotics. Accordingly, **IF YOU RECEIVE A CALL REGARDING A MEDICAL ISSUE DO NOT BE ALARMED.** It is likely just a courtesy call. If in fact there is an emergency, we will leave a message indicating it is an emergency. It is quite time consuming for the doctor to call parents on such matters but we believe it is something that is necessary. Of course, in many cases we may just leave a message for you to advise you of the situation and no call back will be necessary.

If we contact you but do not hear back from you, we will of course proceed in the normal course in the best interest of your child, as determined by that physician. All medical issues are governed by the terms of our application and you can be assured that our health care staff will work hard to make Manitou a safe and healthy place for all concerned.

## **LICE**

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Your child will be checked for lice at the health center medical check on the second day at camp. Fortunately our camp has had very few lice cases in the past. Lice are not a health threat, nor is it anything but a mere nuisance.

As a courtesy to other campers and to our staff, **PLEASE ENSURE YOU OR YOUR PHYSICIAN CHECKS YOUR CHILD FOR LICE ONE-WEEK PRIOR TO LEAVING FOR CAMP.** As you may know, it can take up to, 15- 20 hours of a staff member or nurse's time to pick nits and deal with lice for a child. Add to that the common treatments, which cost over \$150 per child and before you know it, lice can become a time consuming, expensive nuisance. Accordingly if a child **COMES TO CAMP** with lice, we will contact you and request that you either pick up your child or bring them back to camp when they are lice free or we will hire a company to de-lice your child at a cost (usually \$150 per child). Please check your child to ensure that the Manitou campers can avoid a nuisance that takes them away from activities and can make them the focus of the cabin for the wrong reasons.

## **SUN HATS AND SUN TAN LOTION**

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### **BRING 3 HATS TO CAMP – IN CASE THEY LOSE 1 OR 2!**

The skin 'remembers' each time it is tanned and burned. Sun poisoning is a cumulative effect so we must make sure all campers and staff understands that wearing a hat is not just a request but also a RULE! At Manitou we make every effort to ensure campers are wearing sun hats and putting on sun tan lotion each and every day. Find out from your child what type of hat he or she likes to wear. Get them a couple of hats so they can switch around – try to make it fun! Also, please send sun tan lotion (sun block). We do supply lotion at all of the waterfront and land sport areas and it is available at the

Tuck Shop, but please send your child with sun tan lotion and tell your children you want them to come home with an EMPTY BOTTLE!

## **USE OF INSECT REPELLANT**

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Please note that it is harmful to combine sun tan lotion with insect repellent. Accordingly, since most mosquitoes are out at dusk, we recommend the use of insect repellent starting after dinner. Our motto is sun tan lotion after breakfast and lunch and insect repellent after dinner. Always read the entire label before purchasing a product. Products commercially available in Canada vary in their DEET concentrations. If your child is under 12 it is recommended the Deet percentage is 10% or lower. For children 12 years of age and older, you can use a percentage of Deet up to 30%. Although sprays are easier to apply, they are also more likely to be inadvertently sprayed in the eye and also can be breathed in more readily. Therefore, lotions are always a better choice.

## **PEANUTS AND ALL NUT RELATED PRODUCTS AND ALLERGY PROTOCOLS**

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As you are well aware, peanuts are a life threatening food for many children, and as a result many schools have eliminated them from their list of acceptable foods. At Manitou we would like to think that our respect for each individual camper makes it important to do what we can to remove peanut products from camp.

While we are not a "peanut-free" camp, we do strive to remove peanut products from camp. Our objective is to therefore be a peanut "aware" camp. That of course does not guarantee a peanut free camp as staff and campers can accidentally bring nut products into camp and often traces of a product can surprise the best of us at any time. Accordingly parents must make a personal decision as to whether they wish to send their child with a peanut allergy to camp. So this is what we do at Manitou to make our camp a safer environment for peanut allergic children:

- We do not serve peanut butter! Instead we will be serving jam, cream cheese, and other spreads so children have variety of alternatives. We also make the vegetarian meal available for any children who prefer it to the standard meal. Our kitchen and tuck shop is nut aware, though sometimes the tuck shop will contain products with nut traces. Please contact us for the status of the tuck shop for this summer and for a list of products that are safe.
- All staff in pre-camp and all campers will be given a clear message that nut products cannot be in camp. Staff will be trained on the location of our six to seven epipen locations, and given a demonstration of how to use them. This discussion will involve not only food allergies but also examples of many other triggers of anaphylactic shock.
- We allow no food into camp. Furthermore peanuts, or chocolate bars or peanut butter or traces of such products especially should not be brought into camp. **If you give food to your child ON THE BUS, please ensure the food contains NO NUTS or nut products.**
- **Discuss with us if you wish your child to wear an epipen at all times as different parents have different views on such matters. Also discuss with us if your child should be allowed on a canoe trip. Bottom line is speak to us so we can work out the best protocol for your child and their situation. Check out <http://www.manitoucamp.com/nutsafe.htm>**

## **DENTAL ISSUES-BRACES**

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There is no local orthodontist in Parry Sound that we trust for fixing braces. Often the closest dentist is one hour away and requires a week's notice to make an appointment. We would prefer to just make your child comfortable at camp and then have the braces fixed when camp is over. If your child has braces please confirm if you wish us to handle this manner any differently. Thank you.

## CHAPTER 6

# CLOTHING LIST & RELATED INFO

## PACKING

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The basic list suggests the maximum requirements. **ONE OR TWO LARGE DUFFEL BAGS** must be used in packing your belongings. THEY SHOULD NOT WEIGH MORE THAN 40 lbs. It is impossible for us to carry your child's duffel if it weighs more than this. **IF YOU BRING THREE DUFFEL BAGS WE WILL RETURN ONE TO YOU AS THERE IS NOT ENOUGH ROOM IN CABINS FOR THIS MUCH CLOTHING – IT'S JUST CAMP! NO TRUNKS OR SUITCASES ARE PERMITTED!** Any article of clothing "too good" to be packed in a duffel bag should not be at camp in the first place. One bag should hold all bedding, shoes and miscellaneous equipment. The other should hold all folded clothing. You may also want to pack a small "backpack" with odds & ends that can be carried on the bus. **NO VALUABLES SHOULD BE IN THESE BAGS AS THEY WILL BE TRANSPORTED INTO A LARGE LUGGAGE TRUNK AND YOUR BAGS COULD BE STEPPED ON IN THE PROCESS.**



(Should I bring a duffel bag with wheels? For people traveling by plane it's a nice luxury but it takes up lots of space at camp so if you are from Toronto please use simple duffel bags.)

**SOME GREAT TIPS FOR LABELING:** Get a stamp- **Sterling Marketing- 416-425-4140** - for clothing you do not care about, it's far easier to just stamp them and for shoes and other items it can be extremely helpful. Also we find stick on nametags great for many sundry items and also for school, etc- check out <http://www.stuckonyou.biz/>

### WHY DO I NOT NEED A LAUNDRY BAG?

We supply a laundry bag for each camper (sometimes our youngest campers share bags) for our laundry service. The laundry is returned the next day so if you do wish to supply a laundry bag for the one day when they will be without their bag, that is up to you.

## SPECIAL CLOTHING & EQUIPMENT

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The following are special clothing and equipment requirements for campers participating in these activities. Remember that we are still a camp, so neither clothing nor equipment needs to be "top of the line". Also keep in mind that clothing items listed here should replace items in the basic list rather than be packed in addition.

- **Baseball:** Baseball glove
- **Canoe Tripping:** Sleeping bag, water shoes (not CROCS), dry sack and life jacket (especially for long trips).
- **Dance:** Dance shoes (ballet or jazz slippers, or tap shoes). Dance pants optional.
- **In-Line Hockey:** Roller blades and helmet with full-face shield (cage). We supply pads and sticks.
- **Photography:** An old-style 35 mm adjustable setting camera is optional, but nice to have.
- **Rock/Guitar:** Your favorite acoustic or electric (or bass) is optional. We supply instruments and amps.
- **Tennis:** Tennis shoes (could be second pair of shoes in clothing list) and racquet.
- **Water sports:** Life jackets are optional to bring (but mandatory to wear, so your own may be more comfortable if wearing one regularly).

## THE BASICS:

IF there is anything you should remember it is your sleeping bag!

GENERAL CLOTHING			TOILETRY ARTICLES		
	12	t-shirts (short sleeved)		6	towels (for showers and swimming)
	4	long sleeved t-shirts		2	small hand towels
	3	warmer long sleeved sweat shirt		1	toothbrush
	6	pairs of shorts		1	tube of toothpaste
	4	pairs long pants (jeans or sweatpants)		2	bars of soap (biodegradable)
	12	pairs underwear		1	bottle of shampoo
	12	pairs of socks		1	hairbrush (or comb)
	4	Swimsuits		1	soap container
	3/4	pairs pajamas (warm and /light)		1	toiletry case
	3	sun hats		1	large box of tissue
	2	Sneakers/running/cross trainer shoes (if your child for example plays tennis a lot make sure one is specifically for tennis/cross trainer)		1	bottle of sun tan lotion
				1	stick of deodorant
	1	pair rubber boots or hiking boots/water shoes for canoe trips			
	1	Pair of sandals			
	1	lightweight jacket			
	1	warm jacket (or light ski jacket)			
	1	rain coat			
	2	Plain white t-shirts for silk-screening for all camp programs			
				1	letter writing materials (and stamps!)
				1	water bottle
BEDDING					
	4	sheets (2 flat, 2 fitted single bed)		1	fun costume (Halloween for second session)
	2	warm blankets, and/or comforter		1	old t-shirt(s) for messy programs, tie-dye etc.
	2	pillowcases		1	musical instrument
	1	sleeping bag (for canoe trips and sleep outs) and thermarest thin (optional)		1	shoe bag (to hold sundry items, not shoes)
	1	pillow		1	Blue, yellow, green and red shirt – first month tribal games
			MISCELLANEOUS		
				1	Small Radio to listen to Camp FM station
				1	Flashlight and or lantern (if power goes out)
				1	mosquito repellent

## DO NOT BRING- IF YOU BRING – WE WILL DONATE IT TO CHARITY

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**PLEASE NOTE ANY ITEMS THAT ARE NOT ALLOWED IN CAMP WILL BE CONFISCATED, NOT RETURNED AND DONATED TO CHARITY.**

- **CELL PHONES, SMARTPHONES and IPHONES- we spend more unnecessary time reacting to calls- DO NOT EVEN THINK ABOUT IT PLEASE!**
- **MONEY, Poker chips** ALL MONEY MUST BE KEPT IN OFFICE - no money in camper cabins
- **GAMEBOYS, or other computer games.** They take away from the positive interaction among campers and often get lost and do not return home.
- **WALKIE-TALKIES,** they interfere with our emergency health center walkie-talkie system.
- **PORTABLE SHELVING**
- **WATER**
- **Expensive items** (i.e. Golf Clubs, sunglasses, etc.) We cannot be responsible if they go missing.
- **Furniture, folding chairs** or anything of the like.
- **Electrical appliances** of any type (i.e. hair straighteners, hair dryers, hot pots, etc.)
- **Laptops, Notebook computers, iPads, DVD players, video recorders** or other electronic devices or any device that takes away from the camp experience.
- **Anything that may be a fun trick (smoke bombs, etc)** that will backfire and lead to destruction of property or bring harm to others!
- **Skateboards or other equipment unless specified or you ask first.**
- **DUCT TAPE**
- **WATER GUNS, ETC.**

Any device that can be used to watch video, text, browse or phone will be confiscated and not returned and camper will be put on final warning! If your child would like to have music to listen to in the cabin at camp, we suggest you send your child with a basic MP3 player or 8-track ☺.

## DOES MY CHILD NEED ANY MONEY?

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Campers do not need money at camp, other than for campers with emergency money at the airport. **If your child brings cash to camp we are not responsible for it being lost or stolen.** This is why we encourage as little money as possible being brought to camp. In the event your child has money at camp, we encourage them to place it in the camp safe. **If your child requires such money, 24 hours notice must be given** for your child to receive such funds and such funds must be used for appropriate camp purposes.

**REMEMBER YOUR BASIC FEE COVERS:** All sundry items at the tuck shop, (If we do not have it we will drive to get it!) and all prescriptions, laundry, tuck, world games t- shirt, etc.

## CHAPTER 7

# THE FRESHKIDS

## and other first time campers

Manitou is a big family and our program includes everybody, but we add a few extra elements for our supervision of campers in this age group of 7 – 9 year olds because of their unique needs. (Remind them about their moose beanie baby they will get the 1<sup>st</sup> night!)

### BY DAY SEVEN OF CAMP

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If your camper is a Freshkid or a new camper to Manitou, you will be hearing from us around day 4-6 about how your child is fairing at camp. Please remember no news is always good news!

### TWO-WEEK CAMPERS/FOUR-WEEK

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We sit down with all Freshkids after their 10 days of camp to see how they feel about staying for the remainder of the session. Please note that the two-week option is really a four-week session and most campers do want to stay the full four weeks. We will advise you by phone if your camper wants to stay and is 100% committed, as we want to ensure they leave on a high note. YOU will get a call 36-48 hours in advance of the two-week mark to let you know if they are staying. **If you do not want us to ask them about staying on for the remainder of the session please let us know in advance.**



### PREPARING YOUR FRESHKID OR ANY NEW CAMPER FOR CAMP

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Having parents speak to their children in almost all cases makes kids more homesick. Teaching children that they can deal with every day life, and the challenges or issues that affect them, without communicating with parents is essential to a healthy camp experience and in fact is one of the greatest benefits of sending your child to camp. Trust us that your children have the most nurturing counselors and head staff to take care of them. To become self confident, independent children it is critical that they rely upon their friends and staff to help them. To better understand these issues please review on our web site our communication policy based described in "camp communication issues" ([www.manitoucamp.com/information.htm#articles](http://www.manitoucamp.com/information.htm#articles)).

Here are some other tips to prepare your child. Talk to them about:

- Writing good old-fashioned letters home and that you will be writing to them as well and the excitement of receiving a letter at camp.
- Doing some things by their own choice, but also having to go along with the group doing things like waking up and going to bed at certain times, going to scheduled activities (some that they like and some that are new to them), swimming everyday, cleaning the cabin and generally doing things in a group.
- Letting them know there are always adults to turn to. Everyone is accessible and approachable. Please be sure that they know if a problem develops or if they are unhappy... they should always let someone know.
- See our articles online at [www.manitoucamp.com/information.htm#articles](http://www.manitoucamp.com/information.htm#articles) regarding homesickness, to read up on how to combat homesickness before your child gets to camp.

## CHAPTER 8

# MAXIMIZE YOUR CHILD'S ENJOYMENT

(and yours)

### WRITE LOTS OF LETTERS- but not too much!

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Getting a letter means a lot to your child(ren). Even before they get to camp, write in advance so letters are there in the first few days. Mail service is slow both to and from camp. Letters can take 10 days to arrive.

Don't get carried away! Parents who fax every day can sometimes, although well intentioned, make a child homesick. We have had some campers that have received a letter every day, some even three letters a day and often those kids tend to be more homesick from so much mail. Although campers need to hear from their parents, please understand that many campers do better with mail 2-3 times a week rather than short faxes or letters each day.

Note: if you live out of the country and you find mail is taking a long time feel free to phone the office and we will arrange to get a letter to you via another means of communication.

### UNDERSTANDING LETTERS HOME

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If your child sounds distressed in a letter, do not be overly concerned. Remember that the letter was written about a week beforehand. Campers' letters home are usually a "snapshot" of their feelings at that particular moment. We know that when kids feel upset, they'll use a letter to express their frustration. These moments are most common in their first few days of camp. It is probable that an hour after writing it, they're up, onto something new and back to being themselves. We are aware of the kids' emotional swings, but we can use any information we get. If upsetting letters become a trend, let us know. EACH YEAR WE RECEIVE PARENTS PHONING IN A PANIC ABOUT A BAD LETTER AND IN ALMOST ALL CASES 99 out of 100, the child is having a great time but used the letter to get out his frustrations at that moment. Also many times it takes awhile for a camper to adjust. There is much truth to the famous song "Hello Muddah":

Hello Muddah, Hello Fadduh  
(A Letter From Camp)  
Hello Muddah, hello Fadduh,  
Here I am at Camp Granada.  
Camp is very entertaining,  
And they say we'll have some fun if it stops raining.  
I went hiking with Joe Spivey.  
He developed poison ivy.  
You remember Leonard Skinner.  
He got ptomaine poisoning last night after dinner.  
All the counselors hate the waiters,  
And the lake has alligators.  
And the head coach wants no sissies,  
So he reads to us from something called Ulysses.  
Now I don't want this should scare ya,  
But my bunk mate has malaria.  
You remember Jeffrey Hardy.

They're about to organize a searching party.  
Take me home, oh Muddah, Fadduh,  
Take me home, I hate Granada,  
Don't leave me out here in the forest, where  
I might get eaten by a bear.  
Take me home, I promise I will not make noise,  
Or mess the house with other boys.  
Oh please don't make me stay,  
I've been here one whole day.  
Dearest Fadduh, darling Muddah,  
How's my precious little Bruddah?  
Let me come home if you miss me.  
I would even let Aunt Bertha hug and kiss me.  
Wait a minute, it stopped hailing.  
Guys are swimming, guys are sailing.  
Playing baseball, gee that's better.

**Muddah, Fadduh, kindly disregard this letter!** 

## UNDERSTANDING HOMESICKNESS

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Homesickness is normal. In fact, it is developmentally appropriate. This is basically the first thing we tell a child who is missing home. They need to know that what they may be feeling is not abnormal or unusual. And it does not strike exclusively around any particular age, although it is more prevalent among the youngest campers for whom this is the first time away from home. We do know that in the vast majority of cases, any homesickness is over quickly.

When dealing with homesickness, we give one-on-one attention, and the staff involved may be anyone from the counsellors to the camp directors. Our goal is to keep the children busy – at first doing the things most familiar and enjoyable to them. We are also wary of the point when too much personalized attention by a staff becomes used as a crutch instead of help. At that point, the emphasis will turn to getting them to be fully attentive and involved in their activity of the moment. Another tactic is to give the child a role in a game, project, show, or even a harmless prank (like throwing a director in the water), which enhances their self-esteem, and importance in the cabin group. Usually homesickness subsides after a day or two, because the pace of camp life is so busy and distracting from thoughts about home. The good news is... like all things, time heals homesickness too.

Usually the letters sound worse than the reality at camp. Nevertheless, we encourage you to call us if you sense discouraging trends in your child's letters home. We welcome you sharing signs of unhappiness with us. It helps us get to the bottom of any real problems. But rest assured that attentive caring adults are caring for your child. More information on how we handle homesickness is available at [www.manitoucamp.com/homesickness.htm](http://www.manitoucamp.com/homesickness.htm)

## CAMPER INFORMATION FORMS, WATERSKIING/WAKEBOARDING/SWIM

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At Manitou we take pride in encouraging all of our campers to expose themselves to as many activities as possible and try new programs every year. Manitou is about having a well-rounded experience while also allowing campers (as they get older) an opportunity to focus on a list of activities. Regardless of what type of program your child prefers, there is nothing better than hearing about campers who do activities for the first time. In fact, many of our oldest campers have greatly benefited from learning new skills and trying activities for the very first time!

**PLEASE UNDERSTAND IT IS OUR PHILOSOPHY THAT KIDS SHOULD BE EXPOSED TO AS MANY NEW ACTIVITIES AND THEREFORE IT IS ASSUMED THAT OUR FRESHKIDS AND SOPHOMORES TAKE THEIR ACTIVITIES EVERY OTHER DAY (unless swim or theatre require it).** They can choose from over 30 activities and they get to make those decisions with your input (as indicated below). These are the years when they should be exposed to all facets of the camp program. When they are juniors and seniors they can start to specialize and ski or wakeboard every day if they wish but **due to numbers not twice a day. In addition to once a day, however, many campers ski early morning if they wish.**

We will provide a form in the spring, allowing you as parents to indicate any specific instructions with respect to your child's activity program and anything else we need to know. Please be realistic and if you indicate a specific request, please discuss it with your child ahead of time so that it allows us to follow through without any negative feedback from your child.

SWIM: Please note that due to the different swim levels in a pool versus a camp, the fact that some campers are participating in Red Cross swimming levels and others in LifeSaving, it impossible for us give your child a particular level, but we can instruct and test them so that you know what they are at once they commence classes in the city. We do test for Bronze Med and Bronze Cross at camp.

## CAMPER INFORMATION AND ANYTHING ELSE YOU WANT TO TELL US!

On this same form you have one final opportunity to let us know about anything that will help make your child's summer a happy and safe one and also assist the camp in being prepared for any possible issues that could arise.

### PARENTS HAVE AN OBLIGATION TO ADVISE US OF ISSUES IN ADVANCE AND TO GET THEIR FORMS IN BY MAY 1st

If you do not provide proper information as required on the application, activity and information form, medical form, or on the parent information page, regarding any physical, social, emotional, psychological or other relevant issue regarding your child, (including any prior school discipline, suspension, etc) and/or do not provide information on historical visits to psychologists/psychiatrists you are being unfair to your child and placing your child and Camp Manitou at a huge disadvantage. If we have proper information we can be prepared to deal with any concerns with regard to your child and will make every effort to do so. We must be informed of any experience or issue that could affect not only your child **but also other children at the camp**. Also, please make sure we are kept up to date on all such matters once you complete the personal information page, by contacting us right up until camper arrival. If something has occurred just before camp that could affect your child or others we need to know.



If you did not provide proper disclosure and your child has acted inappropriately or against camp policy, we will have no choice but to act on a zero tolerance policy. **If we are informed we can do our job.** By informing us well in advance of camp we can better advise our staff on how best to deal with your child, encourage your child in the right direction while at the same time allowing our staff to be extra aware of signals or clues relating to the success of your child's stay at Manitou. We are always better off knowing more than less, for the benefit of the entire Manitou family!

**IF YOUR FORMS ARRIVE ON TIME (by May 1<sup>st</sup> received), THE CAMP DIRECTOR WILL personally double check each and every form, review them, and make sure they are fully understood.** If the forms come late, but by June 1<sup>st</sup> the information will be inputted and the counselors and appropriate medical staff, unithead or otherwise will be given such information **but it will not be reviewed by the CAMP DIRECTOR as we are already busy preparing for camp, often at camp with groups and preparing for pre-camp.**

**PLEASE TRY TO GET YOUR INFORMATION IN ON TIME!**

## CHAPTER 9

# OTHER IMPORTANT INFO

## CONTACTING US- ESPECIALLY IN AN EMERGENCY

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The camp office will be based in Toronto until mid June. In mid June we will move and you can reach us up at camp. Please be patient during our moving period, as soon as we are set up, we will return all messages. Also a reminder, that all information will be available on-line at [www.manitoucamp.com](http://www.manitoucamp.com), however we will only be able to respond to e-mail before we move to camp. NOTE: Our **emergency number** is listed on page 12.

**Summer:**

10 Camp Road, RR #1  
Parry Sound, Ontario  
P2A 2W7 CANADA  
Phone: 705-389-2410  
Fax: 705-389-3079  
Camper Fax: 705-389-2348

**Winter:**

2478 Yonge Street  
Toronto, Ontario  
M4P 2H5 CANADA  
Phone: 416-322-5888  
Fax: 416-322-3635  
E-mail: [camp@manitoucamp.com](mailto:camp@manitoucamp.com)

## NAME TAGS

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### NAME TAGS MUST BE SECURELY SEWN/AFFIXED ON EACH AND EVERY ARTICLE OF CLOTHING.

Nametags specially made to resist fading should be ordered well in advance to avoid last minute rushing. You may use the "iron-on" variety or attempt using special Laundry markers - but you do so at your own risk. Please use indelible ink to mark the inside of shoes, boots, etc. and make sure **all** racquets, cameras and other equipment are labeled clearly!!! Even shoes should be marked and there are special tags for shoes you can purchase. Clothing Tip: If you do not care how it looks- try a clothing stamp - as that is acceptable: [www.sterling.ca](http://www.sterling.ca) or [www.torstamp.com](http://www.torstamp.com)

## LAUNDRY

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Laundry will be picked up once each week and returned the next day and is included in your fee. Although we hire an excellent laundry service, it is still camp laundry. Please do not send any clothes you would be concerned about if it were to get damaged in the laundry. Remind your children to empty their pockets.

## INSURANCE/LOST CLOTHING

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Costly equipment brought to camp such as cameras, tennis racquets, radios, ipods etc. including musical instruments **are brought to camp strictly at your own risk. Try to arrange insurance coverage on these items under your own household policy.** The camp, although taking all precautions **cannot be held responsible for loss, damage, or theft of any item of your child's.** Although much care is taken by all to keep track of your camper's clothing, by virtue of the nature of group living at camp and the rough and tumble of young spirited campers, **clothing will be lost or damaged.** Therefore, parents should expect this and guide themselves accordingly by sending "**disposable clothing**" items whenever possible since the camp WILL NOT be held responsible for the loss, disappearance, or damage of camper's clothing and belongings - no matter how caused! Due to the impossible task of sorting through socks, t-shirts, etc. all clothing/equipment, we can't guarantee that items left behind at camp will make it to you, but we will do our best.

## HOW TO GET TO CAMP (from Toronto)

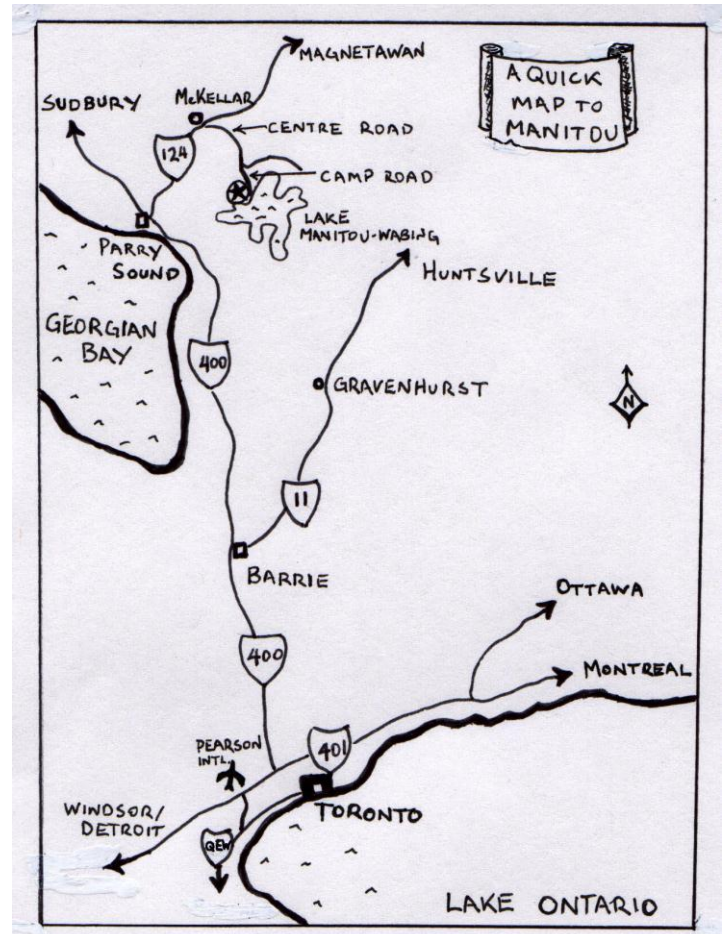
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Drive North on Highway 400 following signs to Parry Sound (about 2 hours from Toronto)

Continue on HWY 400, 5 km past the first Parry Sound exit, which is called Bowes Road (note: the highway bypasses the town). Exit right (east) onto Highway 124, also known as Parry Sound Drive. Do not turn **right** onto the first Parry Sound Drive exit. (Note: Hwy 124 is the last exit at the outskirts of Parry Sound.)

Travel on Hwy 124 for 19 km until you reach the town of McKellar. About half way you will reach the town of Waubamik and you will see on the right hand side the RED DOOR BAKERY that has amazing fresh baked breads, cookies and ice cream. As you approach the Town of McKellar, you will first pass Lake Manitouwabing on your right, and then you will see the Middle River Farms store and beside it the local corner store "Quikway" on your right. Turn right just past this store onto McKellar Center Road (you are now 5 minutes away) and continue for 6.2 km. Stay to your right where the road splits. Along this 6.2km stretch, you will eventually cross over a one-lane bridge. Just after Brownley & McKenna Rd, you will go up a small hill. At the top of this hill will be Camp Road.

Turn right onto Camp Road (you will see signs for The Inn at Manitou which is beside the camp). Drive 0.8 km into camp. Please park your car in the parking area and walk to the dining hall to register. Your bags will be delivered to your cabin! Please leave your car in the parking area!!



## POLICY REMINDERS (The Fine Print Again)

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On the application form you filled out to register your camper(s) there were several points of procedure and camp policy that you agreed to. We felt that it was important to list some of the "small print" again here, in case you need to refer back to it at any point: **(If you have any concerns about any of these terms or agreements, you should contact us about the status of your registration immediately. Please note if there is any conflict between the wording below and the wording from the camper application/contract the wording in the application shall govern. )**

## TERMS AND CONDITIONS

(Note: The term "we" herein refers to "I" in the event there is only one parent as guardian and the term "camp" refers to "Camp Manitou Inc").

An application form must be completed in full and signed by parent(s) or guardian, for Camp Manitou (hereinafter referred to as "camp"). Verbal applications are not permitted. Applications will be accepted in the order in which they are received. **APPLICATIONS CAN NOT BE CONSIDERED UNLESS ACCOMPANIED BY A DEPOSIT OF \$1000.00 FOR EACH CAMPER.** Applications for CIT's are considered firm as of Dec 1<sup>st</sup> such that all deposits are non refundable and balance is owed unless the CIT applicant cancels for medical reasons or summer school. All other camper applications may be cancelled with refund of deposit (less \$250.00 Cdn per camper for administrative costs) up to April 1, 2012. **Cancellations after April 1, 2012** will result in complete forfeiture of deposit. All cancellations must be communicated in writing.

**Balance of all camp fees are payable on or before May 1, 2012.** Camp reserves the right to cancel enrollment if fees are not paid in full by May 1, 2012.

All fees shall be considered due and owing and no refunds shall be given after May 1, 2012. The financial obligations of the camp are fixed for the season and the withdrawal of a camper does not lessen operating expenses. No refund or reduction will be made for dismissal or withdrawal, late arrival or early departure for any reason after May 1, 2012. Interest at 2 ½% per month shall accrue on all overdue accounts. Any additional transportation provided by the camp shall be an additional charge.

Camp reserves the right to dismiss a camper and send her/ him home at any time without notice when it is deemed to be in the best interest of either the child or camp, or for violation of any camp rule/policy, all as determined by the camp in its sole and absolute discretion. No refunds shall be given under any circumstance for dismissal or withdrawal of a camper. Camp reserves the right, at any time up to the date camps starts to not allow attendance of the camper if it is deemed in the camp's sole discretion in the best interests of the other campers. Refusing to allow a camper to come to camp could be as a result of health concerns from, for example an infectious disease, or for other medical/psychological medical reasons. **Items not permitted in camp; i.e. (dvd players, psp/gameboys, hair straighteners, cell phones, ipods with internet, laptops) shall be confiscated, not returned to campers and donated to charity.**

Camp can not be held responsible for lost, damaged or stolen belongings including clothing collected for laundry. Campers should not bring valuables to camp. The parent/guardian hereby consent to the use by the Camp of my child(ren)'s photo, birthday listing and name both at camp and during the year for Manitou or ManitouCares related activities for publicity or other purposes.

We consent to the camp sharing our child(ren)'s contact information with other Manitou families. We have read, understood, agree with and accept Camp Manitou's Privacy Policy. No camper or parent shall use any Manitou name, or photo/video on any web site or the internet without our permission and if so such camper will not be permitted to attend camp.

If the camper's medical form, fully filled out, is not received by June 1, 2012, the camp may cancel the enrolment of your child without any refund. If the camper is accepted into camp with an incomplete medical form, the camp is not liable in any way for any medical treatment given to the camper. Your child(ren)'s attendance at camp Manitou and your relationship with Camp Manitou, its Directors, officers, employees, medical staff and agents shall be governed by the laws of the Province of Ontario and you (the parent and guardian, and/or your heirs, executors, successors and/or assigns) shall irrevocably submit to the exclusive jurisdiction of the courts of the Province of Ontario in that regard. The parent/guardian give permission for our child's health information/treatment to be shared with appropriate camp staff and outside personnel as deemed necessary.

The Camp shall not be held responsible and is hereby released from any liability for any sickness, accident or injury to our child(ren) and the parent/guardian is aware that there are risks inherent with activities that take place at any camp. These risks include, but are not be limited to, bodily injury, personal injury, emotional injury and death.

The camp is authorized to secure medical treatment for our child(ren) when appropriate, including medication, x-ray, hospitalization, anaesthesia or surgery. If for any reason our child(ren) require(s) such medical attention or special medication beyond that furnished by camp, the parent/guardian agree to be responsible for any expenses incurred. We permit the camp to open up any mail or packages in the capacity as guardian for our child. The parent/guardian confirm that the camp complies with Canadian /Ontario law with regard to the rules of safety, and supervision for any waterfront activities such that a minimum of bronze medallion or equivalent is provided in each swim, tripping or waterfront related activity. We confirm that on a canoe trip cellular service may not be available and medical assistance is a minimum of two hours away.

The parent(s) signing this contract has/have the legal guardianship of the camper(s) named and act as custodial parent(s), and are in agreement and are aware their child(ren) is/are attending camp such that whomever executes this contract has the legal authority to be able to make the decision to send their child(ren) to camp on behalf of both the mother and father. Both parents agree to read the terms of this contract and agree that unless they contact us in writing they both agree to the terms herein. The parent/guardian agree to read the Camp Manual (distributed in spring) so that we are aware of all the rules, and policies of the camp and that we understand that all of the camp rules, as outlined in the manual or otherwise apply to our child(ren) and we agree to review this manual with our child(ren) and the applicable rules/policies. The parent/guardian agrees that we will contact the camp in writing if any "accommodation" is required for our child to participate fully in the program.

The parent/guardian agree to update the camp of any camp/school issues, (suspension, discipline) or social, emotional, or psychological issue that could affect our child or any other child, prior to camp. The parent/guardian further acknowledge that attendance and/or participation at Camp involves risk and hazards incidental thereto including but not limited to, bodily injury, personal injury, emotional injury and death, all of which are assumed by us and the Camp shall not be held responsible and is hereby released from any liability for any sickness, accident or injury to our child(ren). The parent/guardian hereby waive, release, absolve and agree to indemnify and save harmless Camp Manitou Inc. and their respective officers, directors, employees and agents of any and all liability arising from our child(ren)'s attendance and/or participation of the Camp program (unless solely as a result of the Camp's wilful neglect or wilful default). The parent/guardian desire our child(ren) to participate in the full camp program including the zip line and challenge course and all trips (including canoe trips) unless we advise the camp of a restriction (medical or otherwise), in writing such that the Camp confirms in writing receipt of such restriction. In the event of an outbreak of a contagious or infectious disease that results in camp being closed by order of civil authority refunds will be made on a pro-rata basis if covered by valid and collectible insurance based on the amount of insurance receive apportioned over all refunds to be issued for the days the camper is not at camp.

### **Camp Manitou Privacy Policy**

*In order to meet the needs of our campers and have the ability to care for them we must collect personal information about them and their families and distribute some information to people who must care for your child, as staff or as a service provider. All of the information gathered is stored in our files, which are secured in our locked offices and processed in a secure database with appropriate access controls.*

*We do not sell or rent your family information to any company, organization or individual. Your contract allows us to distribute camper name and contact information only for mailing and communication purposes for other campers and staff. We do retain your information to enable us to communicate with you in the future, provide your camper with recognition for time spent at camp, provide you with information about our programs, do statistical analysis and inform you of new and exciting information that may be of interest to you.*

Should you have any questions or concerns about our Privacy Policy we urge you to contact Mark Diamond, our Senior Director who is also our Privacy Officer at our offices. We will assume that you understand that we can collect, use, disclose as necessary and store information as set out in our Privacy Policy above. If you do not accept our Privacy Policy and decline to allow us to use your personal information or that of your camper, we may be unable to provide the care and services to make your child safe in our setting and we will need to discuss the status of your application for your camper this summer.

## CHAPTER 10

# THINKING AHEAD

### CABIN ASSIGNMENTS

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Cabin assignments are done just before the kids arrive. As you know, campers get to request two cabin mates. We always try (and are usually able) to oblige most of their requests. We value the importance to children of being with their friends. We also value the importance of making NEW friends and the importance of avoiding cliques and the feeling of exclusion from a group. All of this is the essence of the camp experience. The thoughts that go into making cabin assignments are diverse, including age, grade, requests, interests, cabin dynamics, city of residence, and much more and of course the camper's well being and happiness. Trust us to provide that, and please convey that assurance to your children before they come to camp. Please note that because we have been filling up so quickly in recent years, first priority is given to cabin placement in order of date applications are received. If your child does not get his/her choice of cabin mate trust us that there is a good reason for this.

### APPLICATIONS FOR NEXT SEASON

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We were fortunate this year to have applications pile in during the months of September and October. The truth is that most Toronto parents are very timely in getting in their applications for the next summer. Our American, European and other Canadian families tend to wait awhile and this puts them at a clear disadvantage. **Please get in your application for next year as soon as we send it to you in the mail.** There is little harm in sending it in since your deposit is refundable up to April 1 of that year, except for a minor administrative fee. It guarantees your child's space at camp and their cabin placement is given priority. NOTE: If you wish to change sessions the next season often the cabin request cannot be met, since we must first give priority to those campers from last summer in that session.

### WHICH SESSION DO I CHOOSE?

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Many campers choose to stay the entire summer at Manitou. Each session, of course, has its own special traditions. Whether it is tribal games, carnivals, colour wars, midnight specials, extended canoe trips, inter-camp trips, ski shows, both sessions are purposely programmed to be as challenging and exciting as the other.

**We think the last three days of camp are truly memorable.** UNTIL YOU HAVE EXPERIENCED WORLD GAMES YOU CANNOT UNDERSTAND THE AMOUNT OF SPIRIT AND TRADITION THAT CULMINATES IN THOSE LAST FEW DAYS OF CAMP. When you combine that with the final plays and dance shows, the final slide show and of course the final Camper Banquet, there is no doubt that any camper will tell you that **Manitou's last 72 hours is bar none- the most jam-packed, unique and rewarding experience of a life time.** Whatever you choose we offer the same nurturing, top quality staff and programming for your child in both sessions. Please note in the event of a wait list we give priority to full summer campers over one-session campers. Note: For whatever reason many more campers wish to ski/wakeboard first month so if your child wishes to ski once or twice every day, this is much easier to accommodate second session.

Is the water warmer second session? Yes, although the lake is quite warm both sessions since it is a shallow lake, second session the water is warmer. The average lake temperature in a typical summer is 76-84 degrees F.

# JUNIOR CAMPERS

## ACTIVITY INVOLVEMENT, SKILL LEVELS, AND SWIMMING

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Just a quick heads up as you read ahead. This is the age when some kids start to come late to activities and although we do our very best to ensure they attend activities (and have succeeded quite well in this regard) now is the time to start discussing with your child the importance of being at and participating in all their activities. By the time they are seniors and CIT's they need to gain skills that can be used to help teach younger campers. **It is always a tremendous asset for a camper to get as many swimming qualifications as possible so even though swimming is not mandatory we encourage you to have your child sign up for bronze medallion, bronze cross** as junior or senior campers! **Same things goes for canoe trips, this is something to be encouraged.** You should also encourage your child at camp to get as many awards as possible and to also follow up in the city in a specific skill set that can be used to teach other campers at camp when they are CIT's and on staff. Often we cannot accommodate a wonderful camper on staff because he/she does not have a specific skill that can be used at camp as a staff member. Please remember at Manitou almost all counselors work at an activity and therefore campers need to start thinking about skill areas they wish to pursue as they get older. As Junior campers they are not there yet but it is time to at least plant the seed.

### **SENIOR CAMPERS and FUTURE CIT'S** **IF YOUR CAMPER IS 13 -16 please discuss this with your child.**

## THE SENIOR CAMPER YEARS

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Just about every camper that comes up our ranks is a desirable C.I.T. but the actions of your child, as a senior camper is often critical in determining if they will be asked back as a C.I.T. In recent years the number of spaces in the CIT program, is smaller than the number of eligible candidates, making the selection process somewhat competitive. Often difficult choices have to be made and therefore the evaluation of your child as a senior camper is what distinguishes one camper from another. Such criteria is vast but would include, for example, the general respect shown by your child to other campers and staff, their positive attitude and their leadership potential, the degree to which policies are followed, the respect for the camp's rules and the support of the camp philosophy.

Additionally, the importance of activity involvement and their participation in the award program (and leadership program for second year seniors) is another important factor in maximizing a child's chances of being accepted back as a C.I.T. and on staff! The reality is when all things are equal, a 16 year old with awards, **swimming qualifications, canoe trip experience** or other certifications/skill levels either obtained at camp or from the "city", has a distinct advantage. Motivate your child to work hard to achieve their Manitou award levels so that by the CIT year they can achieve their 5<sup>th</sup> level (Leader's) and encourage them to go on **canoe trips** and complete their bronze cross. Make sure by this time they have some activities that they are focusing on that they can teach as CITs and/or as staff. Please have them follow up in the school year to advance in such skills.

### **SECOND YEAR SENIORS – SENIOR LEADERSHIP PROGRAM:**

We have also found that some second year senior campers want more of a challenge and want to step up into more of a leadership role. We have therefore created a **SENIOR leadership program**. This program gives an opportunity for second year seniors to take on a leadership role within camp. These campers have the opportunity to get involved with programming as well as in counseling. Whether it

be working on the first month or final banquet, or leading an evening program for the Freshkid unit, your child will be given a wonderful opportunity to lead younger children. Many children in this program will be teamed up with Freshkids as a buddy or mentor. Additionally some campers may teach or just "help out" at specific activities giving added support to the youngest campers.

When we accept back our future CIT's we will be looking at the general character traits of your child, as displayed by them as a senior camper and not just the fact that they participated in this leadership program. By getting involved with this program, however, it does give those campers an advantage if they wish to apply as a CIT the following year. It will demonstrate your child's commitment to the camp community and be a stepping-stone to becoming a CIT.

We also understand that some campers may not wish to participate in this program and that is fine. Most importantly for those campers that want more of a challenge in their last year of camping, before entering their CIT year, this program is an excellent opportunity. We guarantee it will be fun, challenging and give your child a taste of what it would be like to be a C.I.T or for that matter on staff one day!

## **THE C.I.T. PROGRAM:**

Our Counsellor-in-Training program is for our oldest campers interested in applying for a staff position down the road. If your camper is considering this program, please note that space is extremely limited. We expect C.I.T.s to be eligible to apply back as staff the following year (regardless of intentions) based on the standards required by the Ontario Camping Association. Therefore to be a C.I.T., campers must be turning 16 within the calendar year. Campers who have accelerated or are a year younger have to return for an extra year as a senior camper. C.I.T.s will also be expected to apply early, as they will be interviewed in advance for a place in the program. C.I.T.s successfully completing the program are given preference applying for positions as Junior Counsellors. This training program is one of the most critical components of camp. Our Staff who have grown up at Manitou tend to understand the Camp's goals, philosophy and value system, and therefore are important to the success of camp.

We will always look favourably upon campers who are good role models, kind, spirited, caring, energetic, loyal and interact well with children. Nevertheless at Manitou a camper's activity skill levels or teaching skills play an important part in his/her overall profile as a CIT candidate or for that matter when hired back on staff. It is in a camper's best interest to therefore work at an activity that can take advantage of their skill set and to not fall into the trap of working at the most competitive activity where there will be numerous job applications the following year. Feel free to discuss with us in advance which activities may be most appropriate for your child to work at, and remember some activities like waterskiing are often requested by many CIT's making the hiring process more competitive in such areas.

Space is extremely limited. With a limited number of cabins and/or activities to do placements in, for the overall good of the program, we keep the program small to ensure the best training possible of those selected. **Ultimately this number is far lower then the number of our senior campers.**

When we choose the C.I.T.s each year, we have to make a subjective decision, but we also have specific criteria that such decisions are based upon. **Accordingly if you have a senior camper in both senior years, we would encourage you to let them know that their performance as a camper can have a large impact on future acceptance into the C.I.T program.** Please also discuss with them the importance of having swimming qualifications and canoe trip experience, even if they are not planning on working at a waterfront activity. N.L.S. (or if not, Bronze Cross) is the best way to differentiate yourself.

Examples of criteria for evaluation into the C.I.T program include, but are not limited to:

- General respect of campers and staff and the degree to which policies and rules are followed.
- Ability for camper to work within a cooperative environment at camp and in the cabin.
- Leadership potential (in general and through the senior year leadership program).
- Support of camp, and its philosophy. (Did the camper participate in canoe trips, inter-camp teams, camp performances, and respect the environment etc.?)
- **Swimming certifications** (Bronze medallion, Bronze Cross, Instructors and N.L.S)- Note: N.L.S, all things being equal in terms of comparable staff, is the best way to differentiate your skills. Having staff with NLS work at any activity and having counselors with N.L.S. is a huge asset for camp.
- Activity and skill involvement, attendance at activities, achievement in awards, learning substantive skills at a few activities.
- Recognition by camp activity heads, unit heads and directors of involvement in all aspects of the camp program. Team captain recognition at colour war, and recognition at Friday Night Fireside.
- Canoe trips – length and number of trips and profile report from staff on trip.
- Length of time the camper has been to Manitou in years, and sessions.
- A letter of application indicating why the camper wishes to become a C.I.T.
- A discussion with the camper about the CIT program and the expectations of the program.

## STAFF YEARS

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Age 17 is a crossroad for many young adults because they arrive at that phase of their life where the rules have changed a bit. No longer can they assume a place will be theirs, even though their hearts are clearly part of that place. The decision of who is hired back is now up to camp and the camp has a mandate to hire the very best staff possible for the good of the future children who like your child attended Manitou with the expectation that their counselor would be the very best.

As you know there is a formal evaluation of every staff applicant, which includes his or her performance as a CIT and camper. There are also skill sets that are required or that will give an applicant an edge in the hiring process; one example would be lifeguard certification. As stated, we must look at subjective criteria such as enthusiasm, teamwork, attitude, initiative, responsibility, role modeling, as well as objective criteria around skill levels. The fact is many wonderful campers will not be able to be on staff if they do not have a specific activity in which they have some skills.

Parents will often ask us, is it not enough that our child has been a loyal dedicated camper? There is no doubt that being a camper at Manitou for many years usually gives you a large advantage in being hired back on staff because those applicants understand the culture and values we wish to inculcate to our campers. But it is not a guarantee by any means. We must also look at if the applicant made their best use of their time at camp, their role modeling, maturity, initiative, attitude and general character. There must also be a match such that there is a junior position available with that skill set, whether a skill at an activity or as a general counselor. **Of course having earned the appropriate Manitou level 5 instructors award at some activities, and/or having swimming certifications such as Bronze Cross and NLS, canoe trip experience and/or having other certifications and proof of skills further developed during the school year is also a clear advantage to being on staff.**

Finally, our years of experience tell us that not everyone arrives at this readiness for staff at the same time. In fact in the United States, some camps do not allow 17 year olds to be hired and ask that these young adults skip a year. In fact, it is not uncommon to find that our best staff are people that have returned to us in later years, at age 18, 19 or often in their 20's.

Manitou is always your child's home and as they grow up through to staff age, we do everything we can to try to objectively place them in a staff position but please remember the process is complicated and we have an obligation to all parents to provide not only good staff each year but the very best possible.