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CHAPTER 1

TRAVEL ARRANGEMENTS

TORONTO AREA CAMPERS

BUSES

Please be at the buses 30 minutes before the scheduled time of departure. The sooner we get to camp, the sooner the fun can begin!

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 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.

DRIVING DROP-OFFS AND PICK-UPS

We do not encourage parents to drop-off their children at camp, as we feel part of the camp experience is taking the bus to and from camp. However, we realize that there are times when people may decide to drop-off and pick-up their child(ren).

If you are driving your child(ren) to camp, it is critical that for First Session drop-offs you arrive between 10:00 a.m. and 10:20 a.m. If you arrive before 10:00am you must wait until a staff member gives you permission to enter camp! For Second Session, this drop-off time is 4:00pm. For camper pick-ups at the end of the summer 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!

OUT-OF-TOWN CAMPERS

BOOKING FLIGHTS

Out-of-towners fly directly to Lester B. Pearson International Airport - Toronto (with baggage) on regularly scheduled flights. Customs clearance is handled in Toronto upon arrival and departure. Our staff will be waiting just outside the baggage area 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 early in order to get the lowest airfare available and ensure a space is available on the flight of your choice.

NOTE: If you have friends or family in the Greater Toronto Area**,** we highly recommend your child(ren) flying in the night before and staying with them in Toronto. This way they can take the bus up to camp the next day. Your child's bags can be brought to the bus. For many of you this may not be an option but if this works, we highly recommend it!

Arrival and Departure Window: Make sure that the arrival time at Toronto is before 2:00PM 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).

Send your child with their travel pouch which should include: Your child's passport, ticket/e-ticket, $40 emergency money for the airport (to be kept in office and not in camper cabin), and a permission letter from parent authorizing your child to travel on their own (see sample on site in parent resources/forms section). If sending a cellphone for air travel, it must be clearly labelled with your child's name. **A reminder not to send any foods containing nuts for the trip!** 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.

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 Jenny at the office at 416-322-5888 to arrange. The cost of this service is approximately $800.00.

Bedding, towels etc. will be provided for campers who are travelling from outside North America as baggage restrictions when flying internationally will not allow for extra bags.

Please fill out the TRANSPORTATION FORM with flight details on our portal
https://manitoucamp.campbrainregistration.com

UNACCOMPANIED MINOR SERVICE

We recommend sending your child as an "Unaccompanied Minor". Most airlines require you to register as an unaccompanied minor if the child is under 16 years old on a direct flight. This is 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. 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 if leaving Canada. **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. This service is only available on direct flights now with most airlines.

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 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 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.

	POLICY	**DISCIPLINARY ACTION**
1.	Campers are not permitted to possess, consume or be in the presence of someone using drugs of the hallucinatory variety or used to give you a "high" and/or prescriptive medicines or drugs unless prescribed by a physician and registered immediately upon arrival.	Immediate dismissal from camp with no refund.
2.	Campers are not permitted to bring, possess, or be in the presence of someone consuming alcoholic beverages, and/or using drugs including medical cannabis, hashish, This includes: (vaporizers, pipes, bongs, Juuls, edibles, e-cigarettes, etc,)	Immediate dismissal from camp with no refund.
3.	Smoking by campers is strictly prohibited including smoking with cigarettes, cigars, Juuls, e-cigarettes, vaporizers. pipes, vapes, etc. If a camper uses a mechanical means to smoke a substance it is assumed it is a drug and the camper will be dismissed. We are not in a position to distinguish between what is in a mechanical device to smoke. Furthermore, electronic means of smoking are a health hazard and could cause damage to other campers' lungs or medical issues.	Immediate dismissal from camp with no refund.
4.	No camper shall act in a violent or aggressive manner, or cause physical assault, or cause to threaten such behavior.	***First offense:*** 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.	***First Offense***: Loss of privileges and parental involvement. ***Second Offense***: 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 inappropriate, conduct such as raiding cabins, or to do anything offensive may be dismissed from camp. **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.**	***First Offense***: Loss of privileges and may be dismissed from camp depending on severity of action. ***Second Offense:*** Probationary action and depending on severity parents informed. May be dismissed from camp ***Third Offense***: Dismissal from camp. (Note campers out of camp on the last night of a session, or campers in cabins of the opposite gender, at any time may be considered a third offense offender immediately.)

7.	Campers who live in Boys camp are not permitted in Girls camp or Girls camp camper cabins, and campers who live in Girls camp are not permitted in Boys camp or Boys camp camper cabins, unless to attend an activity or with permission. **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.**	***First Offense***: Loss of privileges or dismissal in specific circumstances outlined ***Second Offense***: Probationary action and depending on severity, time of offence, parents may be informed. ***Third Offense***: 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 gender, 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 or c) on an Intercamp Competition or Canoe Trip.	***First Offense***: Discussion with camper and guidance. ***Second Offense***: Mandatory transfer to another activity, discipline and loss of privileges. ***Third Offense:*** 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.	***First Offense***: 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. ***Second Offense***: 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.	***First Offense***: 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. ***Second Offense***: 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.	***First Offense***: Loss of privileges and parents advised restitution to be made. Camper may be dismissed from camp. ***Second Offense***: Dismissal from camp.
12.	No camper is permitted to possess or use fire, candles, mosquito coils or fireworks of any kind anywhere.	***First Offense***: 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.	***First Offense***: 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.	***First Offense:*** Loss of privileges and parental involvement. ***Second Offense:*** Probationary action, parents informed and possible dismissal from camp.
15.	No camper shall bring to camp a cellular phone, or screen of any type to camp (i.e. iPod touch) or use the camp phone without permission of the Camp Director. No camper shall bring an electrical appliance, iPad or laptop without permission of the Camp Director. No camper shall use any electronic device to watch videos, download, play electronic games, use the internet or for communication purposes of any type.	***First Offense*:** Parents informed and/or dismissal from camp.
16.	Electrical appliances are a safety hazard. No hot-pots, hair straighteners, microwaves, extension cords, fans, and the like.	***First offense:*** Camper will be sent home as this is a safety hazard and risk to other campers.
17.	No camper shall take any photo, or video for the sole purpose of posting it online. All campers shall comply with the Technological policy as indicated below. VIDEOS SHALL NOT BE TAKEN AT CAMP.	***First offense:*** Cause for immediate dismissal or if this occurs during the off season such camper shall not be permitted back at camp at the discretion of the director.

18.	No camper shall discriminate based on ethnicity, race, gender or sexual orientation. We have zero tolerance for racial slurs or racism of any kind.	***First offense:*** Camper will be sent home.
19.	No camper shall tease, bully, or pick on another camper. Passive indirect support of bullying and inappropriate behaviour is also considered an offence. We try to teach campers to be pro-active and take a stand to stop inappropriate behaviour.	***First offense:*** Parents may be informed and child may be sent home. Loss of privileges, restitution and/or probationary action may also be appropriate.
20.	Campers and staff should not bring any food to camp with the exception of the first night on the bus or receive any in packages and on Visitor's Day. There should never be any products containing nuts of any kind, as well as sesame and soy.	***First Offense:*** All food will be taken away and parents will be notified. ***Second offense:*** Parents will be warned and future summers of camper can be impacted.
21.	Campers and staff should never pull the fire alarms located around camp if there is not a fire or emergency. Pulling alarms will call the fire department unnecessarily to camp.	***First Offense:*** Camper will be sent home.

OUR TECHNOLOGY POLICY: We believe camp is about unplugging from the world around us and teaching children the value of play and direct communication. Please note our policy: if your child watches a video on an iPod, or plays electronic games or uses a phone, to text or communicate in any way, or use an ipod or screen or any type to get on internet or connect on data, it is a serious offence and the camper is sent home for the summer.

WHILE NOT AT CAMP: We will not tolerate or permit any online reference to a camper, staff member or to Camp Manitou that is in any way negative or could be construed as negative, whether it be a photo, video or in writing**. Cyber bullying or face to face bullying outside of camp will cause a camper to not be invited back to camp.**

PHYSICAL SAFETY: 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. 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, mp3 speaker 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 dryer so we do not end up with cabins having many hair dryers, and therefore creating a safety hazard.

We will not tolerate any exceptions to these rules. **We ask that you not pack any of these items with your camper to avoid confiscation or your child being sent home. We ask that you 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

Kids love mail and adults love mail, so send your children mail! You could write them even before your kids are at camp, so that when they arrive a letter is waiting for them. **The mail generally takes at least one week from Toronto through Canada Post and 10 days from elsewhere.** Please talk to your children about how long mail will take to reach them so they aren't disappointed. Please remember to use their full name on each letter. Your child will let you know their cabin number in their first letter or post card and you can include that with their name on the envelope. Just as postal codes speed the daily mail in the real world, Manitou cabin numbers help speed up our sorting process. **Please do not phone us for a cabin number <u>prior</u> to camp.** All mail without camper cabin numbers is sorted anyway, so don't worry if you don't include it!

OUR MAILING ADDRESS FOR CANADA POST 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
Parry Sound, ON P2A 2W7

Mail from your child is just as important. Make it easy for your child to write letters. Send them with pre-addressed envelopes for any loved ones. And no need to include stamps, we have a postage machine at camp. We encourage them to write often and hope that they will impart to you some interesting information. 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 twice each week. One of these will be done through Bunk1 (see below.)

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 Jenny or Jude and they or the Unit Head can let you know firsthand how your child is doing.

OUTGOING MAIL POLICY

We still strongly believe that there is nothing better than good old-fashioned mail, regardless of where you are from. But times are changing and our Canadian postal mail system seems to remain in the past! Because of this, we use Bunk1 to assist with a quicker service.

Twice a week, we will give your child(ren) a Bunk1 template where they can write their letter. This letter will be pre-addressed to the e-mail addresses we have on file for both parents. Once we receive this letter from your child in our "mailbox," we will send the letter as a pdf to the e-mail addresses on file. However, the onus is still on your child(ren) to write a letter and deliver it to us to send out to you. Don't be fooled into believing that just because the letter has been e-mailed to you it was written that day. It still could be a couple days or even a week old, depending on when it was delivered and when it was scanned in our office. This system is not intended to be an instant form of communication, rather a quicker method of getting mail home to you. In addition, we are

unable to offer this service to grandparents, relatives or friends. The letters are strictly for the parents we have listed on file.

INCOMING MAIL

You can now use Bunk1 mail to send letters to your child while they are at camp. Information on this system will be emailed to you before camp starts. There is a cost to this service as there is for traditional mail.
U.S. AND INTERNATIONAL STAMPS ARE NOT REQUIRED FOR CAMPERS COMING FROM OUTSIDE CANADA.
DON'T FORGET TO CHECK OUT OUR UPDATES AT WWW.MANITOUCAMP.COM/BLOG

COURIERS AND PACKAGES

MANITOU'S PACKAGE POLICY

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.
Please ensure the following:

- **NO PACKAGES other than reading material - any package must be approved by Jenny or Jude.**
- **No Boxes! Use envelopes only. They must be flat and no larger than 9x12 inches. All boxes and non-flat envelopes 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 fees are charged. 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 JENNY 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 know.

To send by courier (i.e. Purolator)
Camp Manitou
110 Camp Road
McKellar, ON P2A 0B4

To send by Canada Post/USPS:
Camp Manitou
10 Camp Road
Parry Sound, ON P2A 2W7

We will not be able to "track" mail from camp. Please do not call to confirm we have received mail. 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 guardians 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 ARE NOT ALLOWED

Some kids 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. 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, like raccoons, chipmunks and squirrels! Finally, food packages can lead to problems with other children in the cabin that may be sensitive to certain foods, especially peanuts.

FOOD IS NOT ALLOWED TO BE SENT TO CAMPERS OR BROUGHT INTO CAMP DURING THE SESSION. 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 to camp; please have respect for the rules.**

E-MAIL

We try to limit all e-mail contact during the summer as our time is best spent with your children. Please refrain from emailing directors and in the event of an emergency or major concern, please call us at 705-389-2410 to address the issue.

PHONE CALL POLICY

We do not permit campers to call home except in emergencies and on a camper's birthday. It is very disruptive for a child if they know a phone call is available. For any child prone to homesickness, phone contact in 95% of cases is regressive. We also work extremely hard and are very well-trained in dealing with homesickness at camp.

Please understand that we are very busy at camp making your child's experience incredible! If you have evidence of a major and concerning issue, our number is 705-389-2410. If you do not hear back 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 for 24-48 hours, when we can catch up from the day's events. Please be patient if we do not call you right back, as camp is a very busy place! ☺ 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** and calls are limited to 5 minutes in length. Campers also receive a birthday cookie cake, a 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 PHONE POLICY: 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 them 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. These will be given to the office and held in a secure location.

EMERGENCY NUMBER: If it is a life and death situation, you can call **416-525-6177.** 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.

COMMUNICATION DURING AND AFTER THE SUMMER

FOLLOW US ON INSTAGRAM @CAMPMANITOU OR CHECK OUT OUR BLOG FOR UPDATES DURING CAMP AT WWW.MANITOUCAMP.COM/BLOG

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 counsellor, 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 (usually if they are there for more than 24 hours), or put on antibiotics, and so on. For our 1st time campers, the unit heads will call within the first 4-5 days of camp.

We do not provide "camper letters" from counsellors. For counsellors to write camper 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, which means that our counsellors wouldn't be able to properly supervise and manage their 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.** These forms include 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!

WHO YOU WILL HEAR FROM

We are lucky to have a large Director team during the summer, below are who you may hear from!

CHRIS MCKIBBIN: As the Owner, Chris manages all Head Staff at camp including Unit Heads and Activity Heads. A former Manitou counsellor, Unit Head, Activity Director, and Head Counsellor, he has become an expert in conflict resolution, and offers advice and support to counsellors and campers. Prior to taking ownership of Manitou, Chris was a dedicated teacher with the Toronto District School Board for over 15 years.

JENNY PLUME: Our Administrative Director and full-time member of the Manitou family. Jenny brings her calm demeanour and knowledge of working with kids to camp. She has worked as a Music and Arts therapist and has years of experience at the Edmonton children's hospital, and her love of kids and the arts fit right into our Manitou community.

T.J. KINGSTON: T.J. is our Assistant Director joining us full time in the office. This summer, he will be taking on the role of Head Counsellor, overseeing our Unit Heads, counsellors, and campers, as well as speaking to parents. He will offer support and advice to campers and councilors in all aspects of camp.

CHRISTINA TURNER: A kindergarten teacher during the year, Christina will be joining us as a Director of Camper Life. She brings a warm, nurturing approach and is dedicated to ensuring every camper feels supported, included, and right at home.

MARK ARBUS: Mark is a third-grade teacher during the school year and will also be joining us as a Director of Camper Life. With his positive energy, Mark helps create a fun environment where campers can grow, build friendships, and thrive.

UNIT HEAD TEAM: Our amazing Unit Head team consists of Madi Capobianco (Freshkid Girls), Cormac Horan (Freshkid Boys), Maren Lawee (Sophomore Girls), Theo Monteith (Sophomore Boys), Sam Ross (Junior Girls), Charlie Reid (Junior Boys), Emily Gertin (Senior Girls), Zach Howells (Senior Boys), and Maia Simmons (CIT Coordinator).

CHAPTER 4

VISITORS DAY

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

WE RECOMMEND ONLY IMMEDIATE FAMILY AS VISITORS: PARENTS AND SIBLINGS!

Please limit food brought into camp and make sure nothing brought into camp contains nut/nut traces! We serve an incredible lunch at camp so no food is needed. If you do decide to bring a favourite food of your child's, please bring only an amount that can be consumed in one day. WE WILL TAKE AWAY CASES OF DRINKS AND LARGE FOOD QUANTITIES! IT IS NOT NEEDED AND UNFAIR TO THE PARENTS AND KIDS WHO OBEY THE RULES! **Please leave your child's cellphone at home for the day.**

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

END OF VISITORS DAY

As the day ends, go to Camphouse Field 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".**

OTHER VISITING TIMES

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, having parents walk through camp on a daily basis can cause issues for campers. We have only one day to limit 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.

Do not worry if you cannot make it to camp for Visitors Day! 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

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.

CHAPTER 5

MEDICAL CARE INFORMATION

MEDICAL FORMS

MEDICAL FORMS ARE DUE BY MAY 1st!

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, and medically 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 cannot deal with such issues appropriately and effectively. In the end it is your child that will be most negatively affected if you are not pro-active giving us school/camp historical relevant issues. 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 approved by the camp.

MEDICINE AT CAMP

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 in writing. It is your responsibility to confirm with the office that we have received this information before your child arrives at camp. 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. Please double check with the office to make sure we have received this information.

TIMES MEDICATION IS GIVEN:

Morning medication is given out after breakfast (approx. 9:00 AM) and Evening Medication is given out after Flagpole (approx. 7:30 PM). If there is a specific medication that must be given outside of these times, we will need to speak to your child's doctor to discuss the situation.

URGENT CARE MEDS NOT AVAILABLE LOCALLY: If your child requires critical medication, such that if they do not receive such meds immediately and it is not readily available at a Shoppers Drug Mart in Parry Sound, that it could place their life in jeopardy, you must send up a second (back-up) order of medication to the Toronto office by June 10th

MEDICATION DELIVERY TO CAMP

COMING LOCALLY: If you child is taking the Toronto bus, all meds are brought before camp to the baggage drop off and given to the designated staff person. If your child is placed on a prescription after the baggage drop off day, such meds will be brought to the bus. For campers with life threatening allergies, please send 1 EpiPen with medications to keep in the health centre and 1 EpiPen on bus with your child to keep in cabin.

DRIVE INS: If you are driving your child up to camp, or are returning a sick camper and are delivering medicine, please let a camp director know so we have this information and can ensure the meds make it to the health center.

COMING BY PLANE: Meds should be delivered immediately to the staff at the airport.

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.**

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. We can discuss with you 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.

OUR PHYSICIANS, OTC MEDS & WHEN WE PHONE HOME

Once again this year, we are most fortunate to be providing medical care from a family or pediatric physician. Our doctors are incredible and experienced in dealing with children. They are a huge asset to Manitou.

Parents will be called for a significant medical event. If your child stays in the Health Centre for more than 24 hours for a specific health reason (not for lack of sleep), if your child is in need of antibiotics, if we confirm your child has broken a bone, you will received a call from our camp doctor. 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. In many cases we may just leave a message for you to advise you of the situation and no call back will be necessary. OTC meds, attending to scrapes, skin infections with prescription creams will are examples of non-significant medical events.
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 medical form 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

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 AN EXPERIENCED LICE PROFESSIONAL OR YOUR PHYSICIAN CHECKS YOUR CHILD FOR LICE ONE-WEEK PRIOR TO LEAVING FOR CAMP.** As you may know, it can take up to 20 hours of a staff member or nurse's time to pick nits and deal with lice for a child.

SUN HATS AND SUNSCREEN

SEND 3 HATS TO CAMP JUST IN CASE! 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 sunscreen all day. Find out from your child what type of hat they like to wear. Also, please send sunscreen. We do supply sunscreen at certain activity areas and it is available at the Tuck Shop, but please send your child with sunscreen and tell your child you want them to come home with an EMPTY BOTTLE!

USE OF INSECT REPELLANT

Please note that it is harmful to combine sun tan lotion with insect repellant. Accordingly, since most mosquitoes are out at dusk, we recommend the use of insect repellant starting after dinner. Our motto is sun tan lotion after breakfast and lunch and insect repellant 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 years, 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

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! We do serve jam, cream cheese, and other spreads so children have a variety of alternatives. 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 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 our Nut Safe Policy on our website www.manitoucamp.com in the Health and Safety section.**

DENTAL ISSUES - BRACES

There is no local orthodontist in Parry Sound that we trust for fixing braces. We would prefer to just make your child comfortable at camp and then have the braces fixed when camp is over. The Health Centre will contact you if there are any orthodontic issues that can't be fixed on site, so you can contact your child's orthodontist to determine next steps.

CHAPTER 6

CLOTHING LIST & RELATED INFO

PACKING

The basic list suggests the maximum requirements for the 1st/2nd/full session. **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! SUITCASES WILL ONLY BE PERMITTED FOR INTERNATIONAL CAMPERS.** 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 IN A LARGE LUGGAGE TRUCK.

If you are from Toronto please use simple duffel bags, not a bag with wheels.

SOME GREAT TIPS FOR LABELING: Get a stamp 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. TST Rubber Stamp www.tstrubberstamp.com makes stamps for clothing. Also we find stick on nametags great for many sundry items and also for school, etc. Check out **www.mabelslabels.com** and **www.oliverslabels.com**

WHY DO I NOT NEED A LAUNDRY BAG?
We supply a laundry bag for each camper for our laundry service. 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.

SPECIAL CLOTHING & EQUIPMENT

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 then be packed in addition.

- **Baseball:** Baseball glove
- **Canoe Tripping:** Sleeping bag, water shoes optional (not CROCS), and life jacket (especially for long trips).

- **Dance:** Dance shoes (ballet or jazz slippers or tap shoes). Dance pants optional.
- **Photography:** A digital camera can be brought to camp, but expensive items are discouraged, as items can be lost.
- **In-Line Hockey:** Roller blades and helmet with full-face shield (cage). We supply sticks.
- **Rock/Guitar:** 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!

This list is based on a 3, 4, 7 week session. Short sessions can bring less if there is no chance your child is staying on longer.

	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 sunscreen
				1	stick of deodorant
				1	bottle of hand sanitizer (only if wanted, the camp has in the office and dining hall)
	1	pair rubber boots or hiking boots. water shoes are optional for canoe trips			
	1	Pair of sandals			
	1	lightweight jacket	**MISCELLANEOUS**		
	1	warm jacket (or light ski jacket)			
	1	rain coat			Mesh laundry bags to hold socks & underwear
	2	Plain white t-shirts for silk-screening for camp programs		1	Flashlight and or lantern (if power goes out)
				1	letter writing materials, dark blue/black pens for outgoing mail, and stamps
				1	mosquito repellent
BEDDING				1	water bottle
	4	sheets (2 flat, 2 fitted single bed)		1	fun costume (Halloween for 2nd 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 last night)		1	shoe bag (to hold sundry items, not shoes)

	1	pillow		1	Blue, yellow, green and red shirt (1st session camp wide program – include these in short sleeve t-shirt total)

DO NOT BRING

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

- **CELL PHONES, SMARTPHONES, IPHONES, SMARTWATCHES**- we spend more unnecessary time reacting to calls- DO NOT EVEN THINK ABOUT IT PLEASE! You cannot take out the SIM card and bring your phone.
- **MP3 PLAYERS WITH SCREENS** - exception is basic mp3, iPod shuffle, iPod nano
- Money (or poker chips etc.), Any valuables should go directly to the camp office
- Laptops, iPads, DVD players, E-Readers, video recorders, Gameboys, PSPs or other video game devices
- Hot pots, kettles, hair straighteners, hair dryers, electric fans or any small plug-in appliances
- Walkie-talkies or other portable communication devices
- Bottled Water, snacks, candy, or other food for the cabin (and absolutely no food with nuts)
- Portable shelving, Furniture (including folding chairs), large equipment (skateboards, bikes)
- Knives, duct tape or similar maintenance supplies
- Lighters, slow burning items (incense, mosquito coils), fireworks, smoke bombs (or any similar "fun tricks")

What electronic devices are permitted at Camp Manitou?
We **ONLY** allow personal music devices and digital cameras. Personal music devices must not have a screen and may only be used to listen to music ***in the cabin***. There are four types of personal music devices allowed at Manitou: a **standard mp3 player, an iPod Shuffle, an iPod Nano, or a FyrFly Player.** We understand an iPod Nano has a small screen – and unlike most camps we will not prohibit their use because know music is very important to our campers. Unfortunately, if you have any other type of iPod we do not allow these devices at camp. If they are brought to camp, they will be confiscated. In addition, if you choose to send/bring an iPod Nano to camp and we find you watching a video (even on that SMALL screen), we will confiscate your device for the duration of the camp season.
EBAY and **AMAZON** have basic MP3 players and **BEST BUY** has good options too! We also highly recommend the **FyrFly Player** as a camp-friendly, music-only device.

What electronic devices are NOT ALLOWED at Camp Manitou?
Please assume that items not found on the list above are NOT ALLOWED at camp. This includes the use of e-readers. Of course, items that are capable of uploading or downloading data of any kind or being used as telephones are prohibited at camp and use of these items will cause for confiscation and campers may be sent home for the duration of the season.

INTERNATIONAL CAMPERS: Bedding, towels etc. will be provided for campers who are travelling from outside North America because of baggage restrictions when flying internationally.

DOES MY CHILD NEED ANY MONEY?

Campers do not need money at camp. The only exception is 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.** In the event your child has money at camp, it should be placed 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 YOUNGEST CAMPERS

and other first time campers

FRESHKIDS

Manitou is a big family and our program includes everybody, but we add a few extra elements for our supervision of campers in the age group of 6 – 9 year olds because of their unique needs. Our Head Counsellor, Unit Heads and Counseling team ensure all of our Freshkids are well taken care of and comfortable at camp. Remind them about their personal Manny the Moose beanie baby they will receive in the first week of camp!

BY DAY SIX OF CAMP

If your camper is new to Manitou, you will be hearing from us around day 4 or 5 about how your child is fairing at camp. Please remember no news is always good news!

TWO-WEEK & FOUR-WEEK CAMPERS

We sit down with all 2-week campers after their 11th day of camp to see how they feel about staying for the remainder of the session. We will advise you by phone if your camper wants to stay and is 100% committed. YOU will get a call 48 hours in advance of the two-week mark to let you know if they are staying. **Please let us know in advance if you do NOT want us to ask your child about staying on for the remainder of the session.**

PREPARING YOUR FRESHKID OR ANY NEW CAMPER FOR CAMP

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

- Writing letters home and that you will be writing to them as well
- 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.
- Reinforcing that they although it is a new experience, it will make them stronger and a more well-rounded person
- Lean on friends and staff when they are having any challenges at camp

CHAPTER 8

MAXIMIZE YOUR CHILD'S ENJOYMENT

(and yours)

WRITING LETTERS

Getting a letter means a lot to your child(ren) but don't get carried away! Parents who send letters every day can sometimes, although well intentioned, make a child homesick. Although campers need to hear from their parents, please understand that many campers do better with mail 2-3 times a week rather than letters each day.

UNDERSTANDING LETTERS HOME

If your child sounds distressed in a letter, do not be overly concerned. Camper 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. If upsetting letters become a trend, let us know. EACH YEAR WE RECEIVE PARENTS PHONING US IN A PANIC ABOUT A BAD LETTER AND IN ALMOST ALL CASES, the child is having a great time but used the letter to get out his frustrations at that moment. There is much truth to the famous song "Hello Muddah":

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

Homesickness is normal. This is 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, homesickness can happen to anyone. 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, or show, 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.

CHAPTER 9

OTHER IMPORTANT INFO

CONTACTING US

The camp office will be based in Toronto until mid June. Starting in mid June 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. A reminder that all information will be available on-line at **www.manitoucamp.com**.

Summer:
10 Camp Road
Parry Sound, Ontario
P2A 2W7 CANADA
Phone: 705-389-2410
Fax: 705-389-3079
E-mail : check our website for specific directors

Winter:
2478 Yonge Street
Toronto, Ontario
M4P 2H5 CANADA
Phone: 416-322-5888
Fax: 416-322-3635
Email : camp@manitoucamp.com

INSURANCE/LOST CLOTHING

Costly equipment brought to camp such as cameras, tennis racquets, radios, iPods musical instruments, etc. **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)

Please always put into your GPS our road address which is **110 Camp Road, McKellar**

- Drive north on **Highway 400** from Toronto past Barrie (approximately 200 km)
- Take exit **231** for **Ontario 124** toward Sundridge/Parry Sound/Parry Sound Drive (2nd Parry Sound Drive exit)

- Keep right at the fork, follow signs for **Highway 124 East/Sundridge** and merge onto **Highway 124 East** and continue for 19km
- Turn right onto **Centre Road** at McKellar and continue for 5km
- Turn right onto **Camp Road** and continue on Camp Road to the end of the road

POLICY REMINDERS (The Fine Print Again)

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").

1. 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 reviewed in the order in which they are received. Acceptance into the program is dependent on space and meeting eligibility criteria. APPLICATIONS CANNOT BE CONSIDERED UNLESS ACCOMPANIED BY A DEPOSIT WITH $1000 being received by Nov 1st, 2024. Between April 1st and April 30th, if you cancel, you lose your $1000 deposit, After May 1, 2025, the remaining balance of fee is to be paid and is non-refundable for session changes. Camp reserves the right to cancel enrollment if fees are not paid in full by this date. All cancellations must be communicated in writing.

2. 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, 2025. Interest at 2 ½% per month shall accrue on all overdue accounts. Any additional transportation provided by the camp shall be an additional charge.

3. Camp reserves the right to dismiss a camper and send her/him/they 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 for any reason whatsoever, including being sent home for medical reasons unless as a result of the clear negligence of the camp. If a camper must be sent home for behavioural issues and the parent cannot pick up the camper that day, the parent shall pay transportation charges of $300 (half of our cost). 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 reasons.

4. Items not permitted in camp, (i.e.PSP/portable gaming device, hair straighteners, cell phones, iPods, iPads, tablets, any electronics with internet, laptops) shall be confiscated, not returned to campers and may be donated to charity. The child may be sent home for the entire session. Any camper with a cell phone or any device that is used for data or WIFI such as text messaging, social media, internet access or the like, shall result in the dismissal of the camper for the entire session. Camp cannot be held responsible for lost, damaged or stolen belongings including clothing collected for laundry. Campers should not bring valuables to camp. We permit the camp to open any mail or packages in the capacity as guardian for our child.

5. 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 Camp Manitou or Manitou Cares related activities for publicity or other purposes.

6. 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 including the right of the camp to retain any of your child's camper information for use at camp to allow for the physical and emotional safety of every camper. 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.

7. If the camper's medical form, fully filled out, is not received by June 1, 2025, 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/or 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.

8. 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 unless arising from wilful neglect. These risks include, but are not be limited to, bodily injury, personal injury, emotional injury and death. If your child has not been fully immunized, pursuant to Canadian and or Provincial recommendations, the Camp has the right to not accept such camper. As camp directors, our effort to ensure a safe and healthy environment at camp includes health promotion, of which immunization is a key component. By doing so, we align ourselves with school boards and Health Canada. As such we request that all campers and staff at camp have received all of the following immunizations : Measles, Mumps, Rubella, Pertussis, Tetanus, Diphtheria, Polio, Haemophilus influenzae type b, Meningococcal, Pneumococcal, Chicken Pox, and Hepatitis B vaccines as approved by age group. (If, for whatever reason, you have elected NOT to have your child(ren) vaccinated, we ask that you indicate this to us by May 1st 2025 on

the camp health form and we will decide if your child is permitted to attend camp. Entry to camp is only permitted if such vaccines have been given to your child(ren) allowing for full vaccination effectiveness to be achieved . If your child is not permitted to attend camp, we will return your deposit if notified of this by no later than May 1, 2025 and after such date the deposit shall not be returned unless the camper spot can be filled by another camper. In the unlikely event that a case of measles for example, or any other disease targeted by Ontario's vaccination program is discovered at camp, and your child was permitted to attend camp despite not being vaccinated, children who are unvaccinated will be sent home for the recommended period of isolation (i.e. measles – 21 days) without any fee adjustment.

9. 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 therefore recommend you obtain medical insurance.

10. 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.

11. 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 all parents/guardians. All 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.

12. 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 willful neglect or willful 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 "Force Majeure" or Act of God, meaning the occurrence of an event or circumstance that prevents the camp from fulfilling this contract, the contract is null and void. Such occurrence is something that could not be overcome by the camp and includes, war, currency and trade restrictions, act of any government authority to close camp, plaque, epidemic, pandemic, natural disaster, weather event, nuclear or chemical contamination, explosion, fire, destruction of equipment, inability to obtain labour due to some specific labour boycott or government change.

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 Chris McKibbin, 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

We value the importance of new children having a friend in their cabin. However, more importantly, we believe it's integral to the camp experience to make new friends. When we make our cabin groups, we take into account age, grade, requests, cabin, dynamics, and the camper's well-being. If your child does not get their cabin mate request, please trust that there is a reason for this.

APPLICATIONS FOR NEXT SEASON

We were fortunate this year to have applications pile in during September. **Please get in your application for next year as soon as possible!** It guarantees your child's space at camp 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?

Many campers choose to stay the entire summer at Manitou. Each session has its own special traditions. Whether it is Manitou Games, carnival, midnight specials, extended canoe trips, inter-camps, Community Week, or the famous World Games, both sessions are purposely programmed to be as exciting as the other.

Some children may be hesitant to stay the full 23 days of Second Session, but we think the last three days of camp are truly memorable. When you combine World Games 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 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.

JUNIOR CAMPERS - Please discuss this with your child if they are 12-13 years

ACTIVITY INVOLVEMENT, SKILL LEVELS, AND SWIMMING

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, 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 thing goes for canoe trips, this is something to be encouraged.**

SENIOR CAMPERS and CIT'S - Please discuss this with your child if they are 14-16 years

THE SENIOR CAMPER YEARS

Just about every camper that comes up our ranks is a desirable CIT, but the actions of your child as a senior camper is often critical in determining if they will be asked back as a CIT. 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.

Additionally, the importance of activity involvement and their participation in the award program (and Leadership in Training program for second year seniors) is another important factor in maximizing a child's chances of being accepted back as a CIT 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 Leader's level 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 at camp and in the city that they can teach as CITs and/or as staff. 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.

SENIOR LEADERSHIP PROGRAM (LIT): This program gives an opportunity for 2nd 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 and outreach projects. Whether it is 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. Additionally some campers may teach or just "help out" at specific activities giving added support to the younger campers. First Session there is an opportunity for your child to be a mentor to a visiting camper age 6-9 who is coming up to camp for the day through our Rookie Day. This is the perfect opportunity to get the feel for what next summer will be like as a CIT. We also have special outreach projects including working with campers from the Canadian National Institute for the Blind. We guarantee it will be fun, challenging and give your child a taste of what it would be like to be a CIT!

THE CIT PROGRAM: Our Counsellor-in-Training program is for our oldest campers interested in bettering themselves as a leader and hopefully becoming one of our future staff members. If your camper is considering this program, please note that space is extremely limited. We expect CITs to be eligible to apply back as staff the following year (regardless of intentions) based on the standards required by the Ontario Camps Association. Therefore, to be a CIT, campers must be turning 16 within the calendar year. Campers who have accelerated or are a year younger have to return for another year as a senior camper. CITs will also be expected to apply early, as they will be interviewed in advance for a place in the program. CITs who successfully complete 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 camp's goals, philosophy and value system, and therefore are important to the success of camp.

When we choose the CITs 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 CIT program**. Please discuss the importance of having swimming qualifications (NLS/Bronze Cross) and canoe trip experience, even if they are not planning to work at a waterfront activity.

Examples of criteria for evaluation into the CIT 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, intercamp teams, camp performances, and respect the environment etc.?)
- **Swimming certifications** (Bronze Medallion, Bronze Cross, WSI/Instructors and NLS). Note: NLS, all things being equal in terms of comparable staff, is the best way to differentiate your skills.

- Recognition by camp activity heads, unit heads and directors of involvement in all aspects of the camp program. End of session activity awards, 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 CIT.
- A discussion with the camper about the CIT program and the expectations of the program.

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 than the number of our senior campers.**

For additional information regarding our LIT or CIT programs, please speak to Alec or Chris.

HIGH SCHOOL CREDITS – A wonderful way to get an Ontario High School Credit

Campers in the CIT year, finishing grade 10, have the option to receive a Grade 11 Leadership credit as the CIT program covers all aspects of this high school credit. For more information on these credits, please contact Alec Amato in our office.

STAFF YEARS

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 children. Like you did with your child, parents have the expectation that their counselor will be the very best.

There is a formal evaluation of every staff applicant, which includes their performance as a CIT. There are also skill sets that may give an applicant an edge in the hiring process, for example swim certifications. We also look at subjective criteria such as enthusiasm, teamwork, attitude, initiative, responsibility, role modeling, as well as objective criteria of activity skills and ability to work with children. 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. **Having earned the appropriate Manitou leaders level at some activities, and/or having swim 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.**

Being a loyal and dedicated Manitou camper for many years can give you a large advantage in being hired back on staff as those applicants understand the culture and values of our camp. A staff position is not a guarantee by any means, however.

Our years of experience tell us that not everyone arrives at this readiness for staff at the same time. It is not uncommon to find that our best staff are people that have returned to us in later years. 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.

CHAPTER 11

MANITOU CULTURE

For our campers, staff and alumni, the experience of a Manitou summer is one of friendship, family and appreciation of the world in all its diversity. Whether it is our Friday Night Fireside, Community Week, lighting a candle under the stars during our annual "Walk of Hope" or a program such as Gratitude with Attitude, or just sitting around the campfire with friends both new and old, Manitou campers wholeheartedly realize the power that comes from giving back to their own community as well as the wider world around them.

In Our Manitou Family, we learn that:

1. We all care for one another and are loyal to the friends we have
2. We remember to appreciate each other and the natural environment around us
3. We respect each person for who they are
4. We take pride in creating an inclusive community where we all feel wanted and cared for; where no one is left out
5. We understand people have different viewpoints and are willing to embrace those viewpoints
6. We understand that camp is about making new friends and trying new things
7. We remember to be grateful to be in such a special place
8. We strive to reach our dreams and goals, both individually and as a community.

MANITOU CARES

Being part of the Manitou family comes with a commitment to making a difference in the lives of others all year long. The power of the Manitou community is endless; by encouraging campers, parents, staff and alumni to come together for various projects long after summer has ended, the lessons that were learned at camp become a permanent part of one's character. By embracing the core values of respect, appreciation and stewardship of the world by reaching outward. We can equip kids with such core values as respect, compassion and the power of human relationships. Community events are emailed in our monthly newsletter, we hope you can join us for at least one!