



GNAG.ca

613-233-8713

info@gnag.ca

Summer 2019 Parents' Handbook

ANSWERS TO YOUR QUESTIONS



Dear Families,

We are excited to kick off another fabulous summer with the Glebe Neighbourhood Activities Group (GNAG). We've been working hard all year to make this summer the best yet and we are committed to ensuring a safe, memorable and fun summer for your child.

The parents' handbook is designed to help prepare you and your child for a unique day-camp experience with GNAG. Whether it is your first summer with us or you are a seasoned participant, please read through this handbook and refer to it all summer long as a source of information.

At GNAG, we delight in creating new experiences every day. Our goal is to provide unique and dynamic programs that redefine day-camps for everyone aged 2.5 years to Gr 10.

GNAG camps promote self-confidence, creativity, healthy active living, imagination and discovery. Children acquire and apply social skills to make connections with peers and develop new competencies.

We are excited to have parents as our partners in this summer adventure and we're happy to discuss any suggestions, questions or comments you might have.

Our team is made up of managers, coordinators, instructors, counsellors and volunteers. Our managers are happy to address any administrative needs. Our Coordinators and Counsellors are here to address any day-to-day camp issues that may arise during the week.

Please contact us if you have further questions!

GNAG Summer Camps 9 weeks of AWESOME!



GNAG's MISSION

The Glebe Neighbourhood Activities Group (GNAG) works to enrich our community by delivering recreational, cultural and social activities and services.

We believe...

- in creative and innovative programs, activities and events that keep up with trends and demographic changes;
- in the inclusion of all in safe and supportive surroundings;
- in engaging highly competent, experienced and friendly staff alongside dedicated volunteers.



Glebe CC Hours:

Monday - Friday: 8:00 am-6:00 pm
Weekday evenings, Saturday & Sunday - hours of operation may vary.

Please call 613-564-1058 (front desk) for details.

There is no camp on all holidays and the building is closed.



Our Address and Satellite Addresses:

The Glebe Community Centre
175 Third Ave (corner of Third & Lyon)
St Matthew's Anglican Church
217 First Avenue
Corpus Christi School
157 Fourth Avenue
Mutchmor Public School
157 Fourth Avenue
Glebe-St James Church
650 Lyon St South
St James Tennis Club
Directly beside the Glebe CC
Glebe Collegiate Institute
212 Glebe Avenue
Chamberlain Fields & Courts
Chamberlain & Lyon St (beside the 417)



GNAG MANAGEMENT TEAM: info@gnag.ca

Our management team works year-round to provide quality programming to our community. We are here to serve you! The GNAG office is located inside the Glebe Community Centre behind the front desk. Please feel free to come visit if you wish to speak directly with any member of the team. You can also send an email to info@gnag.ca, which goes to the whole team, so you're sure to get an answer quickly.

Executive Director
Director of Recreation
Office Manager
Financial Administrator
Children & Family
Program Coordinator
Preschool & Adult
Youth & Adult
Youth & Adult

Mary Tsai Davies
Paul O'Donnell
Clare Davidson Rogers
Peter Wightman
Alison O'Connor
Lauren Fowler
Jason Irvine
John Muggleton
Katie Toogood

tsai@gnag.ca
paul@gnag.ca
clare@gnag.ca
peter@gnag.ca
ali@gnag.ca
lauren@gnag.ca
jason@gnag.ca
john@gnag.ca
katie@gnag.ca



SPECIALTY CAMPS

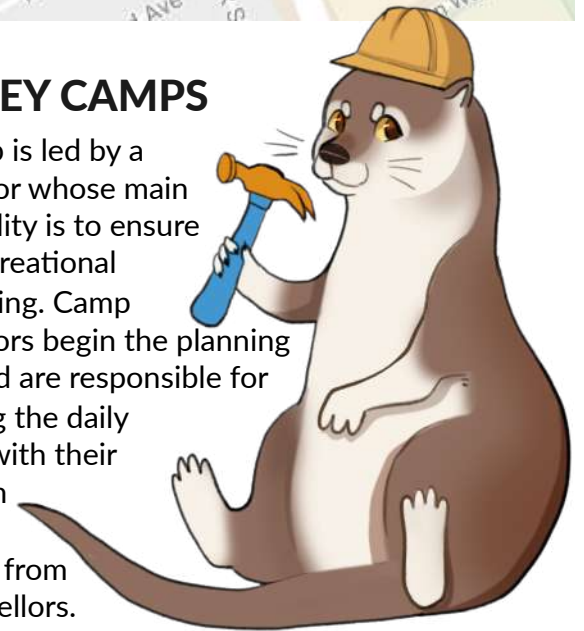
At GNAG, summer is our specialty! We have a variety of summer camps designed to meet all ages and interests. Our specialty camp Coordinators have been chosen because they excel in their area of expertise. From professional artists to recreational veterans, these instructors are eager to share their interests with each camper. Specialty camps are designed to maximize each child's opportunity to learn new skills, or explore more specialized experiences. Our specialty camp Counsellors

are versatile individuals with a plethora of recreational experience. They are ready to assist our instructors and campers in any way they can.



ODYSSEY CAMPS

Each camp is led by a Coordinator whose main responsibility is to ensure quality recreational programming. Camp Coordinators begin the planning in June and are responsible for developing the daily activities with their camp team and with assistance from the Counsellors. When camp begins, Coordinators are responsible for the safety and well-being of all of their campers, ensuring the delivery of quality programming, and communicating with parents. Camp staff are a mix of high school and university students who share a love of play, adventure and learning. They work under the supervision of a Coordinator to help implement theme based programming designed to meet the unique age-specific needs of their campers.



STAFF QUALIFICATIONS

We love our team members and we know you will too!

Our team members are:

- Natural leaders
- Detail oriented
- Creative
- Caring

They have been trained in:

- Behaviour management
- Programming
- Safety and awareness
- Team dynamics
- Character education
- Communication
- GNAG policies and procedures

We are committed to creating an environment that is:

- Safe
- Inclusive
- Fun for all campers

Certification

All our staff are certified in Standard First Aid, CPR level C (infant, child & adult CPR) and have completed their Accessibility for Ontarians with Disabilities Act (AODA) training. They have also completed Camps on Track training through CHEO.



VOLUNTEERS

As a non-profit organization, GNAG relies on our dedicated and dynamic volunteer staff to help execute a fun, safe and exciting summer. All volunteers are at least entering Gr 9. Many are graduates from our Glebe Leadership program with considerable recreation experience and training. Their role is to assist in the execution of the day's activities, aid in supervising the children, and maximize the fun!

FOCUS ON YOUTH (FOY) STAFF

GNAG is excited to continue its partnership with the Focus On Youth program, an initiative of the Public and Catholic School Boards of Ottawa. GNAG employs, through subsidies and incentives provided by the school boards, a number of talented and qualified high school students in our various summer camps. FOY staff make a welcome addition to our team and we are proud that this is our 8th year in partnership with the School Boards' FOY program.



IT'S EASY!

How to Register

ONLINE	PHONE	IN PERSON
<p>If you have a profile and your children have profiles, then search camps, choose a camp and follow the prompts.</p> <p>If you don't have a profile, or your children don't have profiles, then choose a camp and create your adult profile and then your children's profiles as you go. If you run into any difficulties please give us a call at 613-233-8713.</p>	<p>Call GNAG at 613-233-8713. We'll do the registration online for you. This will take at least 5 minutes. We can create a profile if you don't have one.</p>	<p>Come to the Glebe Community Centre at 175 Third Avenue (corner of Third and Lyon St S) and our Front Desk staff will assist you.</p>
<p>Payment: VISA MC</p>	<p>Payment: VISA MC</p>	<p>Payment: VISA, MC, Debit, cash, or cheque</p>

CAMP WITHDRAWAL

Refunds are available if we receive at least two week's notice prior to the camp's start date. For camps of a longer duration, the notice is increased to three weeks. For overnight camps, the notice is increased to one month. A \$25 administration charge applies to each camp refund.

Alternatively, you can withdraw from a camp with the same amount of notice and have the full amount added to your GNAG profile to be used in the future for a camp or program registration.

Notification for withdrawal must be made by email to info@gnag.ca so your request is date-stamped.

WAITING LISTS

If a camp in which you are interested is full, you have the option of making another camp selection, or being put on a waiting list. Participants will be contacted only if a space becomes available.



FINANCIAL ASSISTANCE

GNAG recognizes that some families may need financial assistance to help cover program costs of camps. To that end, GNAG strives to make our camps affordable for all. Subsidy applications are available at GNAG.ca or contact GNAG for more information.

Where does the GNAG subsidy fund come from?

The Subsidy Fund is drawn directly from GNAG's Community Development Fund (CDF). The CDF is raised through fundraising events. We receive no financial assistance from any level of government for this program. Would you like to donate to the CDF? Call 613-233-8713 and we can discuss options.

**Summer with
GNAG
The Best Camps!
The Most Fun!**



The Nitty Gritty

SIGN IN:

Registered in Pre-Care?

Please bring your child directly to the Main Hall at the Glebe CC before 8:45 am. Please ensure your child is checked in to Pre-Care so our staff know they have arrived for the day. Children enrolled in Pre-Care will be transferred to their camp's location between 8:45 am – 9:00 am.

Not in Pre-Care?

Please go directly to the camp's location between 8:45 – 9 am.

Remember that some of our camps are located off-site at a variety of satellite locations within the community. These locations will be listed in the camps' welcome letter and on our website. We understand that you may need to drop-off at more than one location, therefore we have created a 15 minute drop-off time-frame to help make mornings easier! Most camps will take attendance at 9:00 am but please check in with a staff member of your child's camp upon arrival.

PICK-UP & SIGN-OUT: 4:00 pm

- Please pick up directly from camp location.
- Different locations? Please pick up your off-site camper first.
- Please ensure that you "sign out" with the "sign out" staff member. Please look for the staff with the clipboard, who will have a list for you to initial and update you on any camp reminders.
- Someone new picking up your child? Please make sure you indicate that in your registration.
- Children registered in Post-Care will be transferred to that program after the camp day. Post-Care is always located at the Glebe Community Centre or the Mutchmor field and will have a separate "sign out".
- Running late? Please call us at 613-233-8713 or 613-564-1058. Your child will be brought to Post-Care after 4:15 pm and you will be charged for Post-Care that day.

CAMP HOURS

Full Day Camp

9:00 am - 4:00 pm

Drop-off:

8:45 am - 9:00 am

Pick-up:

4:00 pm

Half Day Camp AM

9:00 am - noon

Drop-off:

8:45 am - 9:00 am

Pick-up:

Noon

Half Day Camp PM

1:00 pm - 4:00 pm

Drop-off:

1:00 pm

Pick-up:

4:00 pm

Pre-Care

8:00 am - 8:45 am

(pre-registration required)

Post-Care

4:00 pm - 6:00 pm

(pre-registration required)

SOMEONE ELSE PICKING UP?

In your child's profile we have primary parent, optional secondary parent and emergency contact as possible for pick-up. If you would like to add someone to the list, give us a call at 613-233-8713 or email us at info@gnag.ca. This should be done on a week-by-week basis. Alternatively, you can inform your Coordinator on the first day of camp.

Camper Details

ABSENCES

Email info@gnag.ca if your child will be absent. Please contact us before 8:30 am or call GNAG at 613-233-8713 or the front desk at 613-564-1058.

We like to know in advance!

LATE ARRIVAL

It is best to make arrangements with your child's Camp Coordinator in advance. Due to out-trips and scheduling, it is often not possible for camps to wait for late campers. If you are running late for camp please call GNAG at 613-233-8713 to determine what your camp is doing. You may need to meet them at their location.

EARLY PICK-UP

It is best to make arrangements with your child's camp Coordinator in advance. If you need to pick up early, please call GNAG at 613-233-8713 to determine what your camp is doing.

You may need to meet them at their location.

ALLERGIES

Please inform GNAG and your camp Coordinator of all allergies and food sensitivities that your child has. You can let us know when the staff make welcome calls or on the first day of camp. Parents of children with life threatening or anaphylactic allergies must complete GNAG's Life Threatening Allergy Form with an attached photo.

If your child carries an EPIPEN or similar device, they must have 2 with them at all times: 1 on their person (in a device they wear on their body - fanny bag) and 1 with their camp Coordinator while attending camp. Please discuss with camp Coordinator the best plan for your child.

MEDICATION

Parents of children who require medication during the camp day must fill out a Medication Administration Request Form. Medication

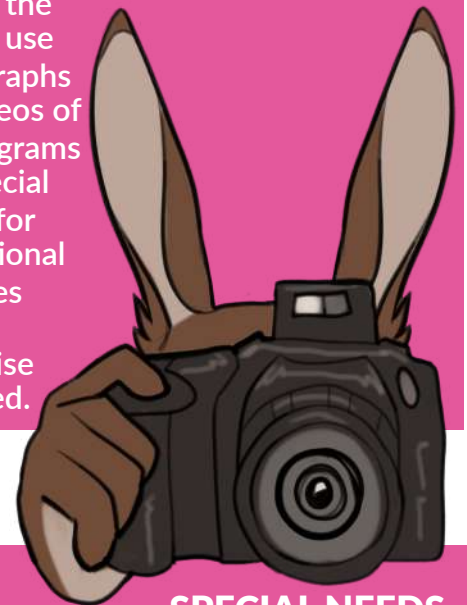
should be given to camp Coordinators at the beginning of each day or week. GNAG keeps a record of all medication administered by staff, including time of day and the staff who dispensed the medication.

ALLERGY AWARE

The Glebe Community Centre is a public building and therefore it cannot be guaranteed as a nut-free environment. GNAG makes every attempt to maintain nut-free camps and a nut-free kitchen. Camps will often go off-site to public locations, which may have nut products on site. Staff will endeavour to offer safe environments within these locations for children with allergies to eat. Please help us preserve nut-free camps by sending your children with nut-free lunches. If you have any questions or concerns, please talk to your camp Coordinator.

PHOTOS AND VIDEOS

We like to take pictures of our camps in session. We sometimes use photos of our participants in our community guide, on our website, in social media and in promotional material. We reserve the right to use photographs and videos of our programs and special events for promotional purposes unless otherwise indicated.



SPECIAL NEEDS

GNAG believes all children should have a fun, rewarding and safe camp experience. If your child requires extra support, please give us a call to discuss how we can accommodate your child's needs. We believe in the inclusion of all and have an Integration Support Program to make your child's summer the best ever!

HEALTH & SAFETY

TRANSPORTATION

- Our camps often travel to special locations and most often, camps use chartered yellow school buses to get around Ottawa and the surrounding areas.
- Small camps who wish to travel off-site may use public transportation, such as OC Transpo, to get to local spots.
- Many camps may also walk to local parks, such as the Lansdowne wading pool.
- Teen camps sometimes require the use of bicycles.

SUN SENSE

GNAG camps try to enjoy the outdoors everyday. Sun safety is an important part of camp life and you can help keep your child safe!

Every day, please send:

- Hat
- Water bottle
- Sunscreen

SUNSCREEN

- Every day, please apply sunscreen to your child before arrival.
- Staff will check to make sure all children are wearing sunscreen in the morning before going outside and reapply if they will be going outside in the afternoon.
- Young Campers (Gr 2 and under) will be provided with assistance in applying sunscreen. Camp staff will remind older campers to apply sunscreen and help apply if asked.



SWIMMING & WATER SAFETY

Water can often be an area of concern for parents. At GNAG, we work hard to ensure water safety at all locations. If you have questions about the specific way in which a camp will approach water time, please discuss that with your camp Coordinator, as each camp is a little bit different. Anytime a GNAG participant is in the water there is always a Counsellor in the water providing active supervision and play.

Life jackets:

Wading pools and beaches do not provide life jackets. If you wish, you may provide a life jacket for your child to wear. Please label life jackets with the child's full name. Any child who brings a life jacket to camp must always wear that life jacket in the water regardless of the water level or swimmer's ability. If you are sending a life jacket with your child please remind your child that they will need to wear their life jacket at all times in the water.

At a pool:

GNAG camps will follow the swim rules of each specific pool they attend to ensure water safety. The majority of pools are operated by the City of Ottawa. These facilities require that all children 7 and under wear a life jacket regardless of swim skill. All children 8 and up must pass a swim test or wear a life jacket.

At the beach:

GNAG camps love to go to the beach! Some favourites are Gatineau beaches, such as Lac Phillipe and Lac Beauchamp. There are lots of different activities, including games, swimming, play structure time, quiet games and sand play. Children are given different options throughout the day, all under the careful supervision of our staff. Each camp Coordinator will have a tailored action plan and rules for the beach for their camp. If you have any concerns about a trip to the beach please ask your camp staff for more details. Anytime a GNAG participant is in the water, there is always a Counsellor in the water providing active supervision and play.

It's all in the Details



SCHEDULES & NEWSLETTERS

Schedules are available online prior to your child's camp. Schedules will be sent out to the email on your child's profile, as well as be available for pick-up at the front desk on the first day of camp.

Please check schedules before the start of camp as they provide a snapshot into the week ahead and will help you prepare for camp. Due to situations beyond our control the schedule is subject to change. Our camp staff will do their best to let you know of any scheduling changes at pick up or drop off.

WELCOME CALLS

Before the start of a new camp our staff will give you a call to welcome you and your child to camp. This is an opportunity for our staff to give you important

reminders about camp, as well as to answer any questions about camp you may have. Calls will be done by the Friday prior to a week of camp. If you miss your call you can always give us a call in the office 613-233-8713, or talk to your camp Coordinator on the first day of camp.

TRACKING CAMPER'S STUFF

LABEL, LABEL, LABEL!

Campers are responsible for all of their own belongings. We recommend labelling everything with the participants' full name. Keeping track of all the stuff your child brings to camp can be a job in itself! It's a good idea to pack your camper's bag with them and remind them of any key items. Please remember – things do get lost, so please do not send any valuable items to camp. Please note: If a child loses something,

staff will do their very best to help them find it but we'll need your help too.

LOST AND FOUND

Our lost and found is located inside the Glebe Community Centre, in the front atrium under the stairs. Often camp staff will keep separate items that are labeled and will give them back to campers. Our lost and found is cleaned out every 2-3 weeks and due to space issues we cannot keep belongings after such time. Due to sanitary concerns, after about a week any lunch bags left in lost and found may be thrown out. Please check the lost and found regularly to see if you are missing anything!



WHAT TO WEAR?

Please ensure your child is in weather appropriate clothing that is suitable for active play. It is recommended that children wear shoes that they can run in (ie sneakers or sports sandals NOT flip flops). We recommend that you do not send your child in any special clothing as we often do messy crafts and play outdoors.

What to bring...

Please make sure everything is labeled and fits into ONE backpack that your child can carry. (Camp staff cannot carry children's belongings, there are too many of them 😊)

All Full Day Camps:

- 2 snacks (nut-free)
- A lunch (nut-free)
- Water bottle
- Sunscreen
- Hat

All AM Camps:

- 1 snack (nut-free)
- Water bottle
- Sunscreen
- Hat

All PM Camps:

- 1 snack (nut-free)
- Water bottle
- Sunscreen
- Hat



WHAT TO BRING continued:

- For Odyssey and some specialty camps: A swimsuit and towel. For some camps, a swimsuit is needed everyday and for other camps it is only required occasionally. Please check your child's camp schedule for more details.
- For tennis camps: A tennis racquet. St. James has some racquets you can borrow if you don't have one, or if you forget yours.
- For art and pottery camps: A messy shirt - all clothes worn to camp should be ones that can get dirty too. An old t-shirt (bigger than the child usually wears) will work as a messy shirt.
- All campers 6 and under: an extra set of clothes. Sometimes accidents happen, extra clothes should be labeled in a Ziploc bag. We do not have enough clothes for every child to have a second set.
- Specialty camps may require special items. Your camp Coordinator will notify you of those details.

Overnight camps and sleepovers:

Overnight camps will each have their own packing list provided before the start of camp. Campers will need their own sleeping bags, and personal camping items. GNAG will provide tents and all general camping supplies.

Packing food for camp:

Please provide your child with a nutritious lunch, snacks and plenty of drinks for every day of camp. It is important that children's lunches are **nut-free** and full of food that they enjoy eating. We recommend you pack lunches with your children so they have food that they like. Staff encourage children to eat the majority of their lunches everyday but we will not force them and we can not work miracles if the children dislike their food.



Technology: What NOT to bring...

For our children and preschool campers, electronics are not allowed during camp time. We strongly discourage these participants from bringing iPods, hand-held consoles, cell phones, digital cameras, etc. For our teen camps (12+ yrs) we understand that eliminating electronics is not a reasonable request in our modern world. Campers in these camps will be asked to refrain from using electronics during programming time. GNAG is not responsible for any lost, stolen or broken technology.

We still recommend campers leave electronics at home for safe-keeping.