



PARENT HANDBOOK

Summer | 2024

WELCOME

Welcome to another fabulous Summer Camp at the Glebe Community Centre with GNAG Odyssey & Specialty Camps! Included in this handbook are a few reminders to help your child have a successful time at camp. Please take a minute to read it through. If you have any questions, feel free to ask any of the GNAG administrative staff or speak directly with your coordinators.

PRE- & POST-CARE

Pre-care: 8 - 9 am

Post-Care: 4 - 5:30 pm

You can enrol for pre and post-care online. It takes place at the Glebe CC.

We will walk the pre and post-care children to and from their offsite locations each day.

Early Pick-up

You need 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 if they are on an out-trip.

ATTENDANCE

Absence

Absent? Please let us know before 8:00 am that day, 613-233-8713 or attendance@gnag.ca.

Late Arrival

On out-trip days, our busses will often leave by 9:15 am. Please arrive promptly as we cannot wait for late campers, as we want to maximize our fun in the short time available.

If you will be late, you may have to bring your child to our off-site location.

Drop-off & Pick-up

Drop-off: 8:45 - 9:00 am

Pick-up: 4:00 pm

Location: Check your child's schedule.

Off-site: We recommend going to the off-site locations first. Please let your coordinators know the order of pick-up.



LABEL

Campers are responsible for their own belongings. We recommend labelling everything with the participants' full name. Please note: if a child loses something, staff will do their very best to help them find it, but ultimately it is the child's responsibility. Our lost and found is given to charity on a regular basis so be vigilant about your child's belongings each day.

Just get out that sharpie and **LABEL, LABEL, LABEL!!!**



Try to imagine how many bottles of sunscreen and beach towels come into the building each day.

WHAT TO BRING

Everyone, everyday

- hat
- sunscreen
- water bottle
- 2 nut-free snacks and a lunch

Depending on your camp / activities

- sun shirt/rash guard
 - swimsuit & towel
- extra clothes (particularly for potty trainers)

- plastic bag for wet clothes



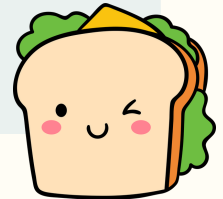
PACKING FOOD

Please provide your child with a nutritious lunch, snacks and plenty of drinks. Lunches and snacks must be nut-free.

Lunch Pro-Tips:

- Pack lunch with your child so you are on the same page.
- Pack food they love, they need all the energy they can get. Camp is not a great time to try out a new food.

We encourage them to eat but we will NOT force them to eat.



TECHNOLOGY

Campers are not allowed electronics during camp time except with express permission from their camp coordinator.

Campers who bring electronics will be asked to leave it in their backpacks and refrain from using it during programming time.

GNAG is not responsible for any lost, stolen or broken technology. We recommend campers leave money and electronics at home for safe-keeping so we can concentrate on camp fun!



MEDICAL ...

Allergies, Special Needs, Medications

Participants with allergies, special needs or medications should fill out extra forms. These are available on our website, can be emailed to you or we can provide a hard copy.

EIPEN: We require TWO Epipens and one must be worn by the participant.

Please talk to your camp coordinator or a GNAG office administrator upon arrival to discuss any concerns.

Feeling Sick ?

we appreciate the extra precaution everyone is taking by keeping their kids home when they are ill. Nobody wants their whole camp to get sick. We follow the Ottawa Public Health guidelines when children feel unwell.

Before returning to camp:

Fever: OPH advises children be 24 hours symptom-free.

Gastro: OPH advises children be 48 hours symptom-free.

PHOTOS & VIDEOS

We like to take pictures of our camps and programs.

We reserve the right to use videos & photographs of our programs and special events for promotional purposes unless otherwise indicated.

SUN SENSE

Every day your child needs:

- Hat
- Water bottle
- Sunscreen
- Sun-shirt for water play: strongly recommended
- BEFORE arriving, please apply sunscreen to your child.
- All campers should try to apply their own sunscreen. Please practice at home (without a mirror). Backs are hard to reach so we will help or you can send a second shirt in case one gets wet.
- Imagine trying to apply sunscreen to 20 - 30 small children, we wouldn't have time to do anything else if we didn't get the children to at least try. 😊



EXPECT A CALL

Our staff will be calling you prior to your child's camp week. We like to chat before your child's camp. We may call from 613-233-8713 or 613-564-1058 or blocked cell phones, (sometimes we work from home.)

There is a lot of admin to go over and it just won't fit in a message.

- What to bring and not to bring
- Drop-off and pick-up
- Summer Camp Waivers
- Behavioural expectations

Repeat camper? The welcome email may be sufficient but if you want to call to go over details, email us to set up a time to chat!

MANAGEMENT TEAM

Our management team works year-round to provide quality programming to our community. We are here to serve you!

If you wish to speak directly with a member of the team, they can chat with you provided they are not counted as ratio in a camp. You can also call 613-233-8713 or send an email to info@gnag.ca, which goes to the whole team, so you're sure to get an answer quickly.

CAMP REFUND POLICY

We require 2 weeks' notice before the start date and time of the camp.

Email info@gnag.ca with your request. Waitlist spot? Transferring camp to camp? Please let us help you to avoid admin fees!

Two Options

1. a refund to your credit card less 7% admin fee.
2. a full credit on your GNAG account to be used for registrations until Aug 2025.

DON'T FORGET

***one more reminder**

- Hat
- Sunscreen
- Water bottle
- Lunch & 2 snacks (nut-free)

SUMMER TEAM

Our team includes full time recreation staff as well as summer staff in the roles of Coordinators and Counsellors. Our staff are trained in Standard First Aid, CPR Level C and the following areas:

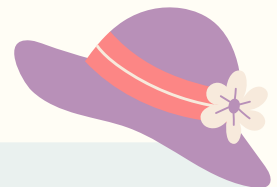
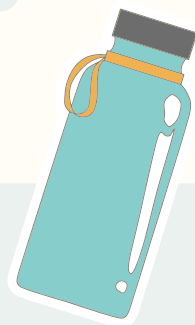
- Behaviour management
- Programming
- Safety and awareness
- Diversity, equity & inclusion
- Team dynamics
- Character education
- Communication
- GNAG policies and procedures



PRE-CAMP CHECKLIST

Did you...

- ... answer the call from GNAG about your child's camp?
- ... complete the Camp Waiver via the link that was sent to you? (one per summer)
- ... review your camper's schedule so you know your drop-off and pick-up spot?
- ... go over behavioural expectations, toileting, sun safety etc. with your child?



- Swimsuit and towel
- Extra shirt or sun shirt
- Extra clothes for potty trainers
- Did you LABEL everything?