

Camp Kawartha Environment Centre  
**Summer Camp**



Handbook





# Summer Camp Parent Handbook 2025

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## **Camp Kawartha's Philosophy**

### **Philosophy & Mission**

Over the past decade Camp Kawartha has taken a leadership role in fostering stewardship and environmental awareness. We are an accredited, award-winning, not-for-profit organization that is dedicated to the promotion of the highest standard of programming.

Our mission is to inspire environmental leaders and stewards of all ages through dynamic, accessible, year-round outdoor programming and powerful partnerships to create meaningful change.

### **Camp Kawartha's Four Pillars:**

- Promoting Self-Esteem
- A Commitment to Excellence
- Promoting a Sense of Community
- Fostering Environmental Stewardship & Kinship

### **Inclusivity**

Camp Kawartha is proud to welcome campers and families of a wide variety of backgrounds, identities, and lived experiences. We celebrate the diversity of our camp community and strive to make camp a safe space where campers can feel celebrated and seen for how they identify and express themselves.

### **About the Environment Centre:**

Designed and built in 2009 by students in Fleming College's Sustainable Building Design and Construction program, the centre is, in the words of program coordinator and award-winning sustainable builder Chris Magwood, "One of Canada's most sustainable buildings." Using innovative green architecture, the Camp Kawartha Environment Centre showcases alternative energy and sustainable building techniques in action. Located on more than 200 acres of stunning Trent University's wildlife sanctuary lands, this unique 2,000 square foot structure is open year-round. With gardens, an arboretum, pond and observation beehive, the centre also demonstrates how you can create spaces where both people and nature can thrive.

The Environment Centre was built by Camp Kawartha to allow Peterborough and area schools to access our curriculum-linked programs while empowering the idea of environmental sustainability and outdoor education within a city environment. We run our [School Programs](#), [Nature School](#), and offer [Facility Rentals](#) from September to June, with July and August dedicated to high quality summer camp programming. We are proud to

have received many [awards](#) for our environmental and community impact, as well as excellence in programming.

## About our Day Camps:

Environment Centre Day Camps are run by the same trained educators who run our year-round School Programs, and Nature School along with the help of other university educated staff who join us for the summer. We focus on helping campers to forge lasting connections with nature as well as with others, and we empower future stewards and leaders of tomorrow.

**Location & Facilities:** 2505 Pioneer Road, Peterborough, ON

## What to Bring:

### Essential Items:

- |  |                          |
|--|--------------------------|
| ○ lunch and two snacks (nut free)  | ○ an extra pair of socks |
| ○ refillable water bottle (at least 500 ml)  | ○ sunscreen & hat        |
| ○ backpack   | ○ bug spray (optional)   |
| ○ clothing (old is best)   | ○ medication if required |
| ○ a change of clothes  | ○ rain gear (as needed)  |
| ○ swimsuit, towel, water shoes, a separate bag to carry items, personal floatation device (PFD) for swim days (if available) |                          |

**Dress for Success:** Our programs run rain or shine so please check the weather and dress appropriately.

**Restricted Items:** Expensive jewelry and electronics. We strive to create a ‘nature rich’ experience for all—electronics interfere with kids having a fulsome connection to nature. (Please leave ALL valuables at home).

**Labeling belongings:** Please label your child(ren)’s belongings so as not to contribute to our ever-growing lost and found basket.

### Water & Food:

- All Camp Kawartha programs are **NUT SAFE**. If a camper brings a product containing nuts, it will be removed and given back to parents/guardians at the end of the day.
- Please ensure your child has **enough food/snacks to keep them energized throughout the day**.

- We are **very active**, and kids often require larger lunches than in other settings.
- Please pack a morning snack, a big lunch and a smaller afternoon snack.
- Participants will **not be permitted to trade/exchange food**.
- The Centre does not receive garbage or recycling pick-up. We require all participants to pack out their garbage and encourage the children to bring a **litter-less lunch**.
- Each camper must bring their own **water bottle**, which should be kept with them all day.

## Preparing for Camp

### Drop-Off and Pick-Up

**Drop-off:** You can drop your camper off between **8:45 and 9:15 am**. Please check-in at the front entrance of the Environment Centre building. On your first day of the session, our team will double-check that all key information is completed accurately. Please allow a few extra minutes for drop-off on day 1. If your child requires any medications or accommodations, please communicate with our team on the first day of the session.

**Pick-up:** You can pick your camper up between **3:45 and 4:15pm** for those in the Environment Centre Day Camp (ages 7 to 12) and Woodland Adventures (ages 12 to 15) program. For those in Wild Clover (ages 4 to 6) pick-up is between **2:45 and 3:15pm**.

**Please be sure to sign your camper in & out with our staff each morning and afternoon.**

If your camper is going to be absent, or if you will be late dropping off / picking up your child, please call or text our summer office assistant at **705-750-8699** to let us know.

For families with children in Wild Clover as well as EC Day Camp or Woodland Adventures, we offer/recommend the following:

- Pick up & sign out your younger child(ren) at 3:15 and enjoy a walk together until pick-up for your older child(ren) between 3:45 and 4:15.
- Pick up & sign out your children from both groups at 3:15 when Wild Clover finishes.
- Pick up & sign out your children from both groups at 3:30.

### Contacting Our Team

- For attendance or to immediately get a hold of someone at the Environment Centre, contact our Office Assistant at **(705)750-8699** or [ecoffice@campkawartha.ca](mailto:ecoffice@campkawartha.ca)
- For registration questions, contact our Summer Camp Registrar at **(705) 652-3860 ext. 201** or [sarah@campkawartha.ca](mailto:sarah@campkawartha.ca)

- For programming, policies or procedures, contact our Environment Centre Manager, Craig Brant, at **(705) 930-3545** or [craig@campkawartha.ca](mailto:craig@campkawartha.ca)
- To contact the Camp Kawartha Main Office, call **(705) 652-3860** or email [info@campkawartha.ca](mailto:info@campkawartha.ca) and you will be directed to the appropriate department.

### Accommodations

If your camper will require an accommodation during their time at camp, please be sure to note that on their forms during registration. As a camp, we do our best to accommodate a variety of needs, but due to a variety of factors, we cannot offer 1 on 1 support. We review all camper forms before camp begins and will be in touch with families who have requested an accommodation to our regular programming or policies to discuss the accommodation and their campers' specific needs.

### Photo Gallery

Each week, families will receive a link to the photo gallery for their child's session. We typically use Google Photos to host our photo galleries. The link will be sent out at the end of each session.

### Gift Shop & Care Packages

If families want to order something from our gift shop for their camper, there are a couple ways that they can go about doing so! First, they can head to our online gift shop at <https://shop.campkawartha.ca/> and have orders shipped to the Environment Centre, or to home from our main site. We do have some merchandise available at the Environment Centre available to purchase, but please note that we can only offer a limited selection of merchandise at the Environment Centre. Check our website for the full selection of items available. Gift shop prices are not included in camp fees.

### Swimming (Tuesdays and Thursdays)

Every Tuesday and Thursday afternoon we swim at the Peterborough Rowing Club (weather-permitting). During this period, campers in each of our camp programs can swim, craft, or play games. There are 2 certified NLS lifeguards on duty for our swim sessions and campers receive an orientation to our swimming guidelines. Every camper needs a bathing suit, towel, water shoes, water bottle, and hat. **And all campers and are required to always wear a lifejacket/PFD and water shoes while swimming.**

- If you have a PFD for your child(ren), please send it with them on swim days. If not, we have PFDs to provide.
- If we need to reschedule a swim day, rain dates are Wednesday & Friday. In that case, we send an email to inform families.

## Toileting At Camp Kawartha

We have one washroom facility with two bathrooms that are single-stall all-gender bathrooms. **Please Note: Our staff are not trained to provide toileting support to our campers (help wiping etc.). Please reach out ahead of your camper's session if you think this may be an issue for your camper.**

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## Camper Behaviour Guidelines:

**Camper Conduct:** For our team to ensure a safe and nurturing environment for all participants, we ask that Parents/Guardians review our [code of conduct](#) with their children.

**Our staff will do their utmost to:**

- Make expectations clear.
- Be positive and supportive.
- Consult with parents/guardians about recommended approaches with each camper.
- Keep parents/guardians informed about issues as they arise.
- Consider the child's developmental needs.

**Behaviour Management:** We strive to provide a safe and caring experience for each participant. We can assist and support children, but we are unable to provide alternative programming or 1 on 1 care for extended periods of time should a participant require this. **If a camper needs to be repeatedly withdrawn from activities and/or their behaviour is deemed to be a threat to their own safety or to the safety, positive experience of others, we will not be able accommodate them and they will be sent home.**

Remember **The Three Rs:**

- **Respect yourself.** All participants are expected, in accordance with their age, to take appropriate care of themselves (personal hygiene, dressing appropriately, water, food, sunscreen etc.)
- **Respect others.** We expect all participants to treat one another, and our staff, with courtesy and respect.
- **Respect the environment.** The Camp Kawartha Environment Centre is located on Trent University's Wildlife Sanctuary. It is our responsibility to take care of these lands.

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## Age Groups & Program Offerings:

**Ages 4-6: Wild Clover 9am-3pm**

Wild Clover provides our youngest campers with the opportunity to explore, to learn, and to make friends in a fun, safe, and supportive setting. Children learn to enjoy and thrive in their time spent outdoors with our caring, experienced instructors!

### **Sample Activities Include:**

- Arts & Crafts
- Outdoor Free Play
- Games
- Small Hikes
- Exploration in Nature
- Environmental Education
- Swimming

### **Ages 7-12: Environment Centre Day Camp (ECDC) 9am-4pm**

Our Day Camps for ages 7 to 12 are geared to get kids outdoors and immersed in nature! Kids enjoy outdoor adventures with friends new and old. Led by our experienced, creative, and caring instructors, these camps are fun, hands-on, engaging experiences designed to help participants form strong connections.

### **Sample Activities Include:**

- Traditional Outdoor Skills (fire making, outdoor cooking, animal tracking, shelter building)
- Nature-based games and challenges
- Arts & Crafts
- Taking Care of the Environment
- Outdoor Adventure & Exploration
- Teamwork
- Environmental Education
- Swimming

### **Ages 12-15: Woodland Adventures 9am-4pm**

For older campers, our Woodland Adventures program provides an opportunity to explore far & wide... to grow further in their learning about the outdoors, nature and environmental stewardship, as well as their relationships with others.

### **Sample Activities Include:**

- Outdoor & Wilderness skills
- Enjoying full day adventures out on the land
- Team building, Initiative Challenges, and Leadership
- Nature-based studies, lessons, and experiences
- Advanced Environmental Care Taking and Stewardship

- Fun and Adventure with friends outdoors
- Swimming

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## Health and Safety

**Please ensure you have completed your child's medical form. You can find it here:**

1. Please [click here](#) to log back into your registration portal
2. Under "View My Registrations and Forms", "Environment Centre Summer camp" click "View Details"
3. Under "Forms", you will see "Medical Form"
4. Complete the form and hit "Submit"

If you have submitted your child's medical form and you need to update or add any information, please contact [healthcare@campkawartha.ca](mailto:healthcare@campkawartha.ca) and we will unlock your child's medical form.

**Camper Photo:** If you haven't already, be sure to include a current photo of your child. For emergency purposes, a photo is important for us to have on file. It should be a clear head shot, with good lighting, no hats or sunglasses, and with a clean background.

**Medication:** All medication must be given to a staff member who will store it in a safe location. If a camper is required to take medication during the day, parents/ guardians will be asked to complete and sign a **Camper Medication Form** that provides information on dosage and frequency.

**Anaphylaxis Emergency Plan:** If applicable, please fill out the allergy section of your child's medical form in detail. If you indicate anaphylaxis on your medical form, an anaphylaxis emergency plan automatically generates for our staff. Be sure to include a current photo of your child. Campers with EpiPens or inhalers will always keep these with them during the day.

**Handwashing & Hygiene:** Campers will be required to wash their hands after using the bathroom, before eating and when appropriate throughout the day. Staff carry hand sanitizer in the field for use as needed. **All children must be toilet-trained and independent in the bathroom to be able to participate in summer camp.**


**BEE ware:** Camp Kawartha is proud to house an observational beehive. With plexiglass walls, this observational hive is designed to encourage campers to view bees at work from inside the Environment Centre. The bees enter the hive from a PVC tube located on the exterior of the building. Honeybees play a critical role in helping to pollinate plants. With a variety of apple trees near the Centre and pollinator gardens, the bees will help to ensure that there will be a healthy harvest of apples next fall.



We'd like to remind all visitors to the Camp Kawartha Environment Centre that there are always bees, wasps, and stinging insects in any natural area. Please ensure that any campers with allergies to bees come with the appropriate safeguards in place (an EpiPen – if required, antihistamine tablets etc.).

**Poison Ivy:** We'd also like to remind visitors that there are patches of poison ivy in the vicinity of the Centre. Closed toed shoes and long pants are highly recommended. These and other natural hazards are covered as part of the 'Program Orientation' each season

**Severe Weather:** In case of severe weather (typically thunderstorms), all groups of kids on site need to go inside the Environment Centre for the duration. We engage in games, crafts, stories and more and we can return to our regular programming 30 minutes after the last thunderclap.

**Sun Safety:**  Please send your child to camp with sun-protective clothing, a hat, sunscreen and a water bottle. Campers are encouraged to wear appropriate sun protection, apply/reapply sunscreen and hydrate frequently.

**Ticks:** Though ticks (and Lyme Disease) are not as common in this area as in some locations, there are ticks, and a few cases of Lyme disease have been reported in Peterborough County. Lyme disease can become a serious infection caused by a bacteria spread by the bite of blacklegged ticks. We highly encourage all families to do **TICK CHECKS at the end of each day** and to get in the habit of doing so after every outing in the woods. This is part of helping families to build important routines around tick awareness and Lyme disease prevention.

The Peterborough City County Health Unit recommends a **TICK CHECK** when coming in from the outdoors:

- Have a shower to rinse ticks off.
- Outdoor clothing should be placed in the wash or hung outside
- Check your body thoroughly for ticks.
- Make sure to look in hidden areas like the scalp, between toes, armpits, back of knees, groin, behind ears.
- Please remember that ticks can be tiny freckle sized or as large as a small grape when engorged.
- If a tick is found, put it in a screw top bottle or zipper closed bag and bring it to your local Health Unit.

For more info: <https://www.peterboroughpublichealth.ca/your-health/insects-rodents-other-pests/ticks/>

**Communicable Disease Policy:** Many things have changed in the past few years but there are still some considerations to bear in mind.

**Screening** - Prior to bringing your child to the Environment Centre, please screen them for the following symptoms (new/unexpected or outside of their baseline health): *fever, cough, shortness of breath, decrease or loss of taste or smell, muscle aches or joint pain, extreme tiredness, sore throat, runny or stuffy/congested nose, headache, nausea, vomiting and/or diarrhea, abdominal pain, pink eye, decreased or no appetite.*

The following self-assessment tool can be used as a guide: <https://www.ontario.ca/self-assessment/>

Please remember, for the well-being of all our participants, staff, and their families, **Do Not Send Your Child to Camp If They May Be Ill.** We sincerely appreciate everyone's support in this regard! A camper who is showing signs or symptoms of a communicable disease (on arrival or during the day) will be assessed, and parents will be contacted. Ill campers must return home until they are fever free for 24 hours and have had 24 hours of improving symptoms (any symptoms from the list above). Campers must be 48 hours free of gastrointestinal symptoms before returning to summer camp.

**Immunizations:** Immunization is a key component of maintaining a healthy school. Camp Kawartha recommends that all campers, campers and staff be up to date with their immunizations based on their age, according to Ontario's Publicly Funded Immunization Schedule ([click for information](#)). As our obligation to protect the health of your child and the broader camp community, it is important for us to know your child's vaccination status. Please provide up-to-date information on your child's health form. In the unlikely event that a case of measles (or any other disease targeted by Ontario's Vaccination Program) is discovered at Camp Kawartha, unvaccinated children will be sent home for the recommended period of isolation (i.e. measles 21 days) without any fee adjustment.

**Emergency Procedures:** Camp Kawartha follows internal procedures to ensure we are prepared to respond in an emergency. We will be sure to contact the emergency numbers provided in case such a situation was to occur.

**First Aid & CPR:** To be on staff, it is required to have standard first aid, CPR-C, and those 18+ are required to have a clear police check. All our staff participate in a period of staff training before our campers arrive, where we focus on helping them to develop their leadership, first-aid, and camper-care skills.

## **Cancellation Policies**

### **General Cancellation Policy**

We recognize that unanticipated circumstances can prevent your camper/s from attending Summer Camp and the following information has been provided to clarify the Cancellation Process and what families can expect should they decide to cancel.

**All cancellation requests must be directed to the Summer Camp Registrar no later than May 31<sup>st</sup>. All cancellation requests must be issued, by e-mail, to the Summer Camp Registrar and are subject to the following conditions:**

**Between November 1st and December 31st:** a refund will be granted for all Day Camps, and Overnight Camps, less the session deposit (as outlined below) per session/camper. Day Camp Deposit: \$75 per camper/session.

**Between January 1st and March 31st:** The cancellation fee for Day Camps and Environment Centre Day Camps will be \$150 per camper/session. Session adjustments will also be accommodated pending availability.

**Between March 31st and May 31st:** The cancellation fee for Day Camps and Environment Centre Day Camps will be \$150 per camper/session. Session adjustments will not be accommodated. Parents wishing to switch sessions after March 31st will be waitlisted for their preferred session until a space becomes available.

**After May 31st:** Any cancellations received after overnight registration has closed for Summer Camp (May 31st at 4pm) will result in the complete forfeiture of camp fees (all payments are nonrefundable and non-transferable). This applies to all Day Camps, Environment Centre Day Camps and Overnight Camps. No refunds, reductions or credits will be granted for late arrivals, early departure, withdrawal or early dismissal.

### **Medical Cancellations**

All campers are subject to the above policies; however, concessions will be made in the event of an unavoidable medical cancellation both before and during Summer Camp. Should you need to cancel your camper's registration on medical grounds, we require you to provide a signed medical note from your doctor. All medical cancellation requests should be directed to the Summer Camp Registrar (confidential medical information can be directed to the camp health team instead) by email and will be accommodated at the Summer Camp Registrar's discretion.

### **Anxiety Induced Cancellations**

Camp Kawartha recognizes that anxiety is a growing concern and reality for many of our campers. We feel that Camp is an ideal environment to assist and provide campers with accommodations to help them overcome anxieties and find successful strategies in coping with anxiety and stress. Our staff provide a nurturing and supportive network conducive to acknowledging and alleviating anxiety. If there is any doubt regarding your child's readiness for Summer Camp, please contact the Summer Camp Registrar no later than March 31st to discuss the right course of action for your camper. As much as Summer Camp is an enriching growth experience, we also recognize that based on the circumstances of your

camper, this may not be the best choice for them at this time. Early contact with the camp allows the best opportunity for both parties to make a collaborative decision as to whether participation is the best option. Families requesting a cancellation due to concerns about their camper's anxiety levels, will be accommodated at the Summer Camp Registrar's discretion provided they have discussed their concerns with the Summer Camp Registrar prior to March 31st. Families requesting the same cancellation without prior consultation of the Summer Camp Registrar, will be subject to the standard cancellation policy outlined above.

### **Cancellations due to Closure**

If the Camp is forced to close because of circumstances beyond our control, parents will be entitled to a full refund of paid fees in the event that a satisfactory alternative (such as switching sessions) cannot be provided. This exemption will also be applicable to campers who are prevented from attending Summer Camp due to government mandated regulations. Depending on the circumstances of the closure, refunds issued as a result of this policy may take several weeks to process. Any questions or concerns regarding such refunds should be directed to the Summer Camp Registrar.

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***We can't wait to see you soon! If you have any questions leading up to summer camp, please contact [Sarah@campkawartha.ca](mailto:Sarah@campkawartha.ca) or our main office at (705) 652-3860.***