



Registration Handbook

Supported by:



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STAFFING NOTES

What sets our camp apart from others is the quality of our counsellors. We know that having qualified individuals gives parents peace of mind. It also ensures that children are provided with a nurturing environment with positive adult role models. Our team of select individuals is hired after extensive interviews, background checks and criminal record checks. They are hand-picked for their knowledge of camp, science and their proven leadership abilities. Our staff members are usually River Institute staff, University and College level students. They all have First Aid and CPR training.

Our counsellors create a fun-first atmosphere that ensures every camper has an awesome time. The positive, fun-loving attitude of our counsellors is infectious. The camp is always bursting with smiles and laughter. Parents often comment that this is what separates us from other camps. Every year we get tons of positive feedback from parents about the quality of our staff.

CODE OF CONDUCT

All campers and parents should review the Cooper Marsh Winter Fun Week Camp Code of Conduct together prior to the start of camp.

CAMPER RIGHTS

- To feel safe and secure (both physically and emotionally) at camp.

CAMPER RESPONSIBILITIES

- To listen when others (staff and fellow campers) are talking.
- To show self-control at all times, keeping hands and feet to yourself, playing safely and cooperatively.
- To respect yourself, others, the environment, and all property.
- To be polite, honest, use appropriate language and good manners. Set a good example and be a positive role model.
- We reserve the right to withdraw a child from the camp if there are behaviour problems.

WHAT TO PACK

- **Please pack two reusable water bottles as the water at Cooper Marsh is not drinkable – and bottles cannot be refilled!**
- Hat, gloves, scarf, winter boots, ski pants, indoor shoes
- A spare set of socks
- At least two snacks
- Lunch – there is no microwave at Cooper Marsh; ice packs recommended.
- Please put your child's name on his/her belongings.
- Please do not send nut products in lunches or snacks as we have a number of campers who are extremely allergic.

REGISTRATION

You can download a registration form from our website. Registrations are accepted in person, mail or by fax. You can make payment by credit card or by cheque (cheques are payable to the River Institute). **Registration deadline is March 7th, 2012.**

PAYMENT BY CHEQUES

There will be a \$10 admin charge for NSF cheques.

CONFIRMATION

You will receive confirmation within a few days of completing your registration. It will be sent by email, or if you don't have email, you will be phoned.

RECEIPTS

Did you know that receipts for camp are tax-deductible? Once the camp is complete, you will receive an official receipt. It will be sent by email or by mail. If you misplace your receipt or wish to have a print copy of it at any time, please contact us.

CANCELLING YOUR REGISTRATION

If your child is sick, please do not send him/her to camp. Please call us to let us know. If this is a day registration you will be reimbursed for the fee or an alternative day may be available.

DROP OFF AND PICK UP HOURS

Camp program hours are 9:00am to 4:00pm. Please try to be as prompt as possible when dropping off and picking up your child. Drop off and pick up can be made at the Cooper Marsh Visitor's Centre. Pre and post-camp hours are available at an additional charge of \$5 per child (to a maximum of \$10/day).

Pre-camp hours are 8:30am to 9:00am / Post-camp hours are 4:00pm to 4:30pm

The Cooper Marsh Conservation Area is located near South Lancaster, approximately 25km east of Cornwall along Highway 2.

CONTACT NUMBER FOR CAMP

Please contact the camp's cell phone at 613-551-5160 or the River Institute at 613-936-6620 if you plan to pick your child up early from camp, if your child will be late or if your child is sick.

CAMPER HEALTH AND SAFETY

SIGN IN / SIGN OUT AT CAMP

The person dropping off and picking up your child each day must sign him/her in and out. On your registration form please indicate who will be dropping off/picking up your child. If this changes please notify the camp counsellors as soon as possible. If we are not notified, we will not release your child until we have made contact with you and secured your permission. When requested, the **SIGN OUT PERSON MUST ALSO**

PRESENT PHOTO IDENTIFICATION upon picking up your child. We realize that this is a bit of a hassle, but we want to ensure the safety of your child.

EXTREME COLD POLICY

A cold warning is automatically declared when Environment Canada declares a temperature of -20 or more. Campers will do indoor activities if this occurs.

ADMINISTERING MEDICATION

Cooper Marsh Winter Science Camp counsellors will administer medication only after parents have completed a "**REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATION**" form. Please see counsellors for a form upon arrival at camp. The form gives permission to counsellors of Cooper Marsh Winter Fun Week to administer medication and/or emergency injections to campers during camp hours as per details provided on the form. Administration of medication will not be provided without this form being completed and signed. The parent/guardian of a camper with a serious health concern is strongly encouraged to have proper identification on the student at all times (i.e., Medic Alert Bracelet) and is responsible for providing, in advance, medication/supplies for any treatment required in a life-threatening situation. These health concerns include, but are not limited to: severe allergies and anaphylactic shock, severe asthma, seizures and diabetes.

NUT AWARENESS

Cooper Marsh Winter Fun Week provides a **nut free camp** environment. We do not provide any foods that contain nuts or nut products and **insist** that families refrain from sending foods with nut products to camp. Staff training regarding life threatening allergies ensures a proactive approach to food safety.

LOST AND FOUND

On a regular basis, we try to comb through the lost and found bin to reunite items with their owners. To make the process easier, we ask that you label everything clearly. Despite our best efforts to return the lost articles to their owners during the camp, there are always a few articles of lost and found. We will make every attempt to return any labeled clothing at the end of the winter camp. Lost and found items are brought to the River Institute office in late March where it may be picked up. We will phone you and let you know that the found item is in our office. After a certain period, unclaimed lost and found is donated to a local charity.

FEEDBACK

Please take a moment after camp to email us feedback about your child's experience. Feedback provides us with valuable information about what we do well and which areas of camp could use some improvement. We thank you in advance for your input.

For more information please contact 613-936-6620 and dial "0" for an attendant.

Thank you!



March 12-16, 2012

The St. Lawrence River Institute of Environmental Sciences is a non-profit, non-government organization dedicated to freshwater research, education and community outreach.

Since 2003, The River Institute has offered its Winter Science Camp every March during spring break. Sign up for any of the days that interest you or sign up for the whole week. This camp is for ages 6-11. Spaces are limited! Sign up today.

The cost for this camp is \$35/day or \$165 for the whole week

Camp Hours are 9am-4pm. Pre and post camp services may be available on request however additional charge will apply.

During the summer months we also have our Eco-Friends Summer Day Camp for ages 6-11 and our Jr. Scientist Camp for ages 12-14!

www.riverinstitute.ca
Call us today at 613-936-6620



Camp Days and Themes

March 12: Scientist for a day

Have you ever wondered what it would be like to be a scientist for a day? Come and get some hands-on experience with this fun-filled day of dissections, experiments and more!

March 13: Survivor. Outwit, outplay, outlast your fellow campers in fun games and activities themed around wilderness survival! What would you do if you ever got lost in nature? Learn how to find your way, keep warm and survive!

March 14: Animal Mania. Would you love to find out where the animals are hiding during winter? Come and get your animal questions answered while participating in games! You'll find out how to spot your furry friends and identify their tracks!

March 15: Eco-Challenge. Learn what you can do to help protect the planet! Eco-tips to share with your friends and parents, crafts from recycled materials, outdoor games and activities themed around the environment. Make sure to pack a litter free lunch!

March 16: Hocus Pocus Science. Have you always wanted to be a magician? Come and learn new magic tricks as well as the real science behind them.

Please note that all days will include both indoor and outdoor activities (weather permitting) so please dress appropriately!

Registration Deadline is March 7, 2012

Please fill out a registration form for each child. My child would like to enroll for the following day(s) of camp (please check appropriate spaces):

March 12: Scientist for a Day March 14: Animal Mania March 16: Hocus Pocus Science
 March 13: Survivor March 15: Eco-Challenge Full week

Child's Name: _____ Age: _____ Sex: _____

Parent/Guardian Name: _____

Mailing Address: _____ Postal Code: _____

Home Phone # _____ Work Phone # _____ E-mail: _____

Emergency Contact Name and Phone # _____

Person picking up/dropping off child: _____

(if this person changes, please notify camp councilors as soon as possible)

Fee \$35/day or \$165/week

Pre and post-camp hours are available at an additional charge of \$5 per child (total extra charge of \$10 for the whole day)

Pre-camp hours are 8:30am to 9:00am. Post-camp hours are 4:00pm to 4:30pm

Payment: Visa MasterCard Cheque (payable to River Institute) **Total Payment (including pre/post care): \$ _____**

Name of Card Holder: _____

Credit Card Number: _____ Expiry Date: ____ / ____

I have read and agree to be bound by River Institute policies and procedures including cancellation, changes, code of conduct, etc. Policies and procedures are available for viewing online at riverinstitute.ca under Community Action.

Registration will not be approved until you have agreed to the policies and procedures.

Please answer the following questions:

Does your child have any allergies or any of the following health concerns?

Asthma Autism A.D.D. Epilepsy A.D.H.D.

Allergies (Please specify): _____ Other (please specify) _____

There may be interest from the local media. Do you object to your child's picture and/or name appearing in the paper or on television? Yes No

Do you object to your child's picture and/or name being used in promotional materials for the camp and for the River Institute? Yes No

I, the undersigned (parent or legal guardian of registrant) hereby agree to indemnify and save harmless the St. Lawrence River Institute of Environmental Sciences, their sponsors, employees and agents, from any and all claims arising out of any incident or injury to the registrant while participating in the Winter Science Camp and agree that the River Institute will not be held responsible for any such accident or injury.

Signature of parent/guardian _____ Date: _____



March Break Camp at Cooper Marsh

Ages 6-11

Registration Deadline is March 7, 2012

St. Lawrence River Institute of
Environmental Sciences
2 St. Lawrence Drive, Cornwall ON,
K6H 4Z1
Tel: 613-936-6620
Fax: 613-936-1803
8am-4pm

*The Cooper Marsh Conservation
Area is located near South Lancaster,
approximately 25km east of Cornwall
along Highway 2.



**St. Lawrence
River Institute**
of Environmental Sciences