



MCpl J.J.P Legault Fitness  
& Wellness Centre

# Summer Camp Parent Handbook



MCpl J.J.P Legault Fitness & Wellness  
Centre 29 Duxford Rd, Hornell Heights  
705-494-2011 ext. 2610

22 Wing Ayr Mess – Club 100  
17 Duxford Rd, Hornell Heights  
(Located beside the Canex)

# Welcome to Summer Camp!

## **Dear Camper Families,**

Welcome to 22 Wing Summer Camp, where summer adventures begin! We are so excited to welcome your camper to our day camp and can't wait to share an action-packed, memory-making summer together.

At 22 Wing Summer Camp, every day is a chance to explore, play, learn, and make new friends. As a proud High Five® registered organization, we are committed to creating a safe, inclusive, and fun-filled environment where campers can try new activities, build confidence, and have an unforgettable summer experience.

To help your camper get ready for all the fun ahead, we've put together this Parent Handbook. Inside, you'll find everything you need to know to prepare for camp – from daily routines to exciting activities, rain or shine!

Please take a moment to review the handbook carefully. A few important reminders:

- All permission forms and waivers must be completed and submitted in person or by email before the start of camp
- If your camper has any special needs, or if there's anything we can do to help them have the best camp experience possible, please don't hesitate to reach out.
- Interested in more camp fun? Families are welcome to register for additional weeks throughout the summer, as space allows.

Thank you for trusting our recreation team with your camper's summer adventures. We're counting down the days to a season filled with laughter, friendship, and amazing memories.

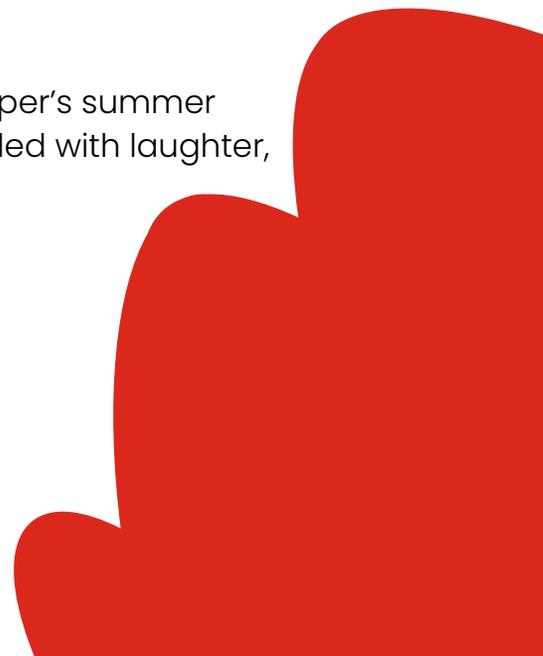
Let's make this summer one to remember!

## **Sandra Brownlee**

Community Recreation Supervisor

Sandra.brownlee@forces.gc.ca

705-494-2011 ext. 2617



## Our Program & Staff

Our camp program is thoughtfully designed for children ages 6 to 12. To ensure each child feels supported and engaged, we maintain low camper-to-counselor ratios, even in our largest groups. All campers are closely supervised at all times by our trained and dedicated staff.

Every camp counselor is certified in First Aid, CPR, and AED, and carries a first aid kit at all times. In addition, all counselors are trained in the HIGH FIVE® Principles of Healthy Child Development, helping us provide a safe, inclusive, and nurturing environment where children can thrive.



## HIGH FIVE®

We are a HIGH FIVE® registered organization. HIGH FIVE® is Canada's recognized quality standard for children's recreation and sport programs for ages 6–12. It is built on research-based principles that support healthy child development:

- A caring adult
- The opportunity to make friends
- The opportunity to play
- The opportunity to master skills and
- The opportunity to participate

## Camp Hours

Regular camp programming runs from 8:00 a.m. to 4:00 p.m.

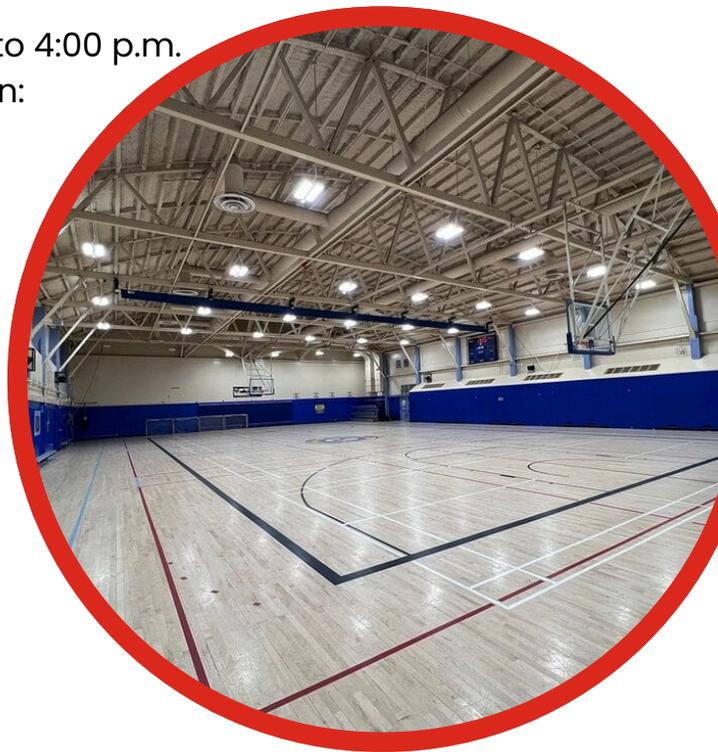
Before and after care is available for \$3.00/session:

- Before Care: 7:30 a.m. – 8:00 a.m.
- After Care: 4:00 p.m. – 4:30 p.m.

## Drop-Off/Pick-Up

Camper drop-off and pick-up will take place at:

22 Wing Ayr Mess – Club 100  
17 Duxford Rd, Hornell Heights  
(Located beside the Canex)



Parents/guardians and authorized individuals are asked to arrive on time and present photo identification when signing a child out of camp. Only parents/guardians and those who are on the authorized pick-up list will be permitted to pick up a camper.

Any changes or additions to the authorized pick-up list must be submitted no later than the morning of drop-off.

# Sample Daily Schedule

Please note: This is a sample schedule. Activities and times may vary based on the day, weather, and group needs.

<b>Time</b>	<b>Activity</b>
<b>7:30 - 8:00 AM</b>	Before Care & Arrival Activities
<b>8:00 - 9:00 AM</b>	Camper Arrival & Morning Games
<b>9:00 - 10:00 AM</b>	Activity Block (crafts, rock wall, gym games, museum visits)
<b>10:00 - 10:15 AM</b>	Snack Time
<b>10:15 - 11:30 AM</b>	Outdoor Play & Group Games
<b>11:30 AM - 12:15 PM</b>	Lunch
<b>12:15 - 1:30 PM</b>	Swimming
<b>1:30 - 1:45 PM</b>	Snack Time
<b>1:45 - 3:00 PM</b>	Activity Block (crafts, rock wall, indoor games, themed activities)
<b>3:00 - 4:00 PM</b>	Outdoor Play & End-of-Day Activities
<b>4:00 - 4:30 PM</b>	After Care (Optional)

To help your child have a fun, comfortable, and active day at camp, please be sure they bring the following items each day. We recommend labeling all belongings with your child's name, as PSP staff are not responsible for lost or misplaced items.



## Item to Bring

- A change of clothes (perfect for messy or water play!)
- Swimsuit
- Towel
- A bag for wet swimwear
- Athletic shoes for running and games (and climbing our rock wall!)
- A refillable water bottle
- Lunch
- At least two snacks
- Sunscreen & hat for sun protection

To make sure campers can fully enjoy all activities and connect with their friends, we encourage families to leave personal items such as electronic devices or toys at home. If these items do make their way to camp, counselors will keep them safe and return them at the end of the day.



## Lunches & Snacks

Campers are asked to bring their own lunch and snacks each day. We'll have a scheduled lunch break along with two snack breaks, so please be sure your child is packed with enough food to keep them feeling happy, energized, and ready for all the fun. Please note that PSP staff do not provide meals or snacks, and campers will not have access to a refrigerator or microwave.

## Facilities

To create a fun, active, and enriching camp experience, campers will enjoy access to a variety of facilities throughout the 22 Wing Community. Exploring different spaces allows us to offer a wide range of activities and keep each day exciting and fresh!

- Our camp activities may take place in the following locations:
- Fitness & Wellness Centre (29 Duxford Rd), including the pool and gymnasium
- Outdoor spaces, such as the playground, volleyball court, soccer field, baseball diamond, and more
- The 22 Wing Museum, where campers can explore and learn in a unique and engaging setting

These diverse facilities help us create memorable experiences filled with movement, discovery, and fun for every camper!



# Camper Code of Conduct

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Our goal is for every camper to feel safe, respected, and excited to come to camp each day. To help make this happen, all campers are expected to follow a few important guidelines that promote safety, kindness, and fun. If a camper does not follow these expectations, staff will speak with them to clearly explain the expected behavior. If challenges continue, a meeting may be arranged with parents/guardians, counselors, and the program manager so we can work together to support the camper's success.

We maintain a zero-tolerance policy for bullying, aggressive behavior, or violence. Any behavior that harms others will not be permitted. While all situations are handled fairly and respectfully, serious or repeated behavior concerns may result in removal from the program.

## Medication

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To help us keep all campers safe and well cared for, any medication your child requires must be handed directly to a camp counselor at the beginning of each day (or at the start of the week). For safety reasons, campers should not carry medication in their personal belongings, with the exception of EpiPens.

All medication must be provided in its original labeled container, and a Medication Consent Form must be completed and submitted to PSP at the time of registration. PSP staff will carefully store, administer, and document all medications as required, and a dispensing record will be maintained for each child.



# Registration & Payment

Camp registration is available by the week only; daily registration is not offered. Payment is required in full at the time of registration.

## Weekly Rates:

- Military/Veterans: \$200/week
- Defence Staff/Associates: \$235/week
- Non-Members: \$270/week

## Before and After Care: \$3 per session

- Before Care: 7:30 a.m. – 8:00 a.m.
- After Care: 4:00 p.m. – 4:30 p.m.



## Refund Policy

Please note that once registered, camp fees are non-refundable. Absences due to illness will not be eligible for refunds.

Exceptions may be considered on a case-by-case basis for:  
Military operations  
Serious medical emergencies

Documentation is required, and considerations must be submitted to the Community/Recreation Supervisor, Sandra Brownlee.

Phone: (705)-494-2611 ext. 2617

Email: [Sandra.brownlee@forces.gc.ca](mailto:Sandra.brownlee@forces.gc.ca)

## Required Form

All campers must have the following forms completed and submitted at registration:

- Camp Registration Form
- Camp Waiver & Liability Form

If your child requires medication, a puffer, or an EpiPen:

- Medication Consent Form

If your child is 10 years or older and will be walking or biking to camp:

- Consent to Release Form

*Please review all forms carefully and ensure all required information is completed to help us provide a safe and smooth camp experience.*