



Summer Camp 2017 Staff Handbook

Welcome to Christie Lake Kids Camp 2017

We are thrilled to welcome you to the Christie Lake Kids Staff team for 2017! Thank you for joining our team; you will play a crucial role in giving many deserving children and youth the summer of a lifetime.

The purpose of this handbook is to provide information and to answer any frequently asked questions that summer camp staff have with regards to our camp program.

We look forward to seeing you at camp! If you have any other questions please feel free to contact our Camp Director Liam McGuire at lmcguire@christielakekids.com.



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2017 Camp Sessions & Bus Pick Up Times:

Senior Staff Training	June 26 th – June 28 th
All-Staff Training	June 29 th – July 3 rd
Session 1	July 4 th -July 15 th
Session 2	July 19 th – July 30 th
Session 3	August 3 rd – August 14 th

*Counsellors and Junior Staff return to Ottawa on August 15th at noon.

The buses will pick you up at Brewer Park, 151 Brewer Way, just off Bronson, across from Carleton University. Be aware that city by-laws with regards to parking are in effect and Christie Lake Kids is not responsible for any parking tickets that may be issued. Please do not park along the chainlink fence, as these parking spots are reserved for a nearby school.

For All-Staff Training, counsellors and junior staff will be picked up at the Brewer Park Parking Lot at 1pm on June 29th.

Staff must arrive between 7:30 a.m. and 8:00 a.m. on the first day of each session. Buses will be prepared to depart at 8:45 a.m.

Buses will return campers and staff on the last day of each session to Brewer Park by 12:30 p.m. At the end of Session 3, counsellors and junior staff will be returning to Ottawa on August 15th at noon.



What to bring to camp:

- 2 – 3 swimsuits; girls' bathing suits must be one-piece (not bikinis or tankinis)
- 2 – 3 towels
- Bring a sleeping bag for camping. For your bunk, you can use your sleeping bag or bring sheets and blankets. You should bring your own pillow, too.
- A raincoat is a good idea.
- Clothes: not too much, but some of everything. Several t-shirts/tank tops, long sleeved shirts, a few warm sweatshirts/sweaters, some pants, some shorts, socks, underwear, a hat.
- Shoes: one pair sandals, one pair running or hiking shoes, maybe flip-flop sandals too.
- Basic toiletries (sunscreen, shampoo, soap, toothbrush, toothpaste, etc.).
- A working flashlight.
- Any medication you use (this will be kept in the nurses' hut).
- Possible extras: camera, small stereo (battery-powered), CDs, journal, pictures to decorate your bunk space, books, games, arts and crafts stuff, etc. Your cabins do not have electricity, so don't bring anything that needs to be plugged in.
- Junior Staff must bring three plain white t-shirts for serving in the dining hall.

Note:

Staff are permitted to bring up cell-phones, however will not be allowed to use them during the day. Due to the risk of phones being damaged or stolen, staff are advised to keep their phones in a safe place during the day.

What NOT to bring to camp:

Under no circumstances are staff to bring drugs or alcohol up to camp. Any violation of this rule will result in immediate dismissal.

Medical Staff:

There will be two trained Health Care Providers on-site at all times, and will be able to assist you with any medical issue. If you will be taking any type of medication during summer camp please give it to the Health Care Providers upon reaching camp.

Paperwork :

You will need to provide a vulnerable sectors police check before working at camp. You will be provided with further information from the Camp Director, however please ensure that you apply for your police check as fast as possible due to wait times.

You will also need to bring up your SIN number and Health Care number.

Salaries and Scholarships :

In addition to accruing 650 volunteer hours, all staff will receive a small salary for their work with us, which increases yearly.

Staff attending university or college in the Fall are eligible to receive a CLK scholarship to support their education. The following criteria will be used to guide the selection of the recipients :

- Enrollment in post-secondary program for the year following the summer of application
- Commitment to work as a full-time camp staff member in the summer of application
- Submission of the required impact letter during the previous year (for previous recipients of scholarships)
- Demonstrated commitment and leadership through progressively responsible positions within Christie Lake Kids
- Demonstrated understanding of the values and spirit of the CLK mission and objectives

To apply for a scholarship, please send us a completed application form complete with a letter of enrollment or course list from your institution. Applications will be available in early May, and will be due on April 1st, 2016. Applications can be mailed to the CLK office at :

Christie Lake Kids
400 Coventry Road
Ottawa, ON
K1K 2C7

Visiting Camp:

We welcome parents and family to come visit staff during the summer session. Due to the number of people we have on staff, we ask that visitors plan for one visit during the summer. Visitors are welcome to stay for a meal if they wish. Please ensure that you inform the Camp Director or Assistant Director of visitors at least 48 hours prior to their arrival.

There will also be an orientation day at camp for all Junior Staff and their families in June. Please keep posted for the exact date and time.

Driving Directions (from Ottawa):

- Take Highway 417 West
- Exit onto Highway 7 West.
- Stay on Highway 7 West for approximately 45 minutes
- Follow Highway 7 through Perth
- Turn left onto Glen Tay Road
- Turn right onto Christie Lake Road
- Follow Christie Lake Road/Althorpe Road for 10 minutes.
- Christie Lake Camp will be on the right following a large camp sign

Camp Mailing Address:

Christie Lake Kids Camp
1264 Althorpe Rd.
R.R. #1
Westport, ON
K0G 1X0

Office and Contact Information:

Christie Lake Kids office, located in Ottawa, is open Monday through Friday from 9:00 a.m. until 5:00 p.m., except on statutory holidays and the week between Christmas & New Year's.

Christie Lake Kids
400 Coventry Rd.
Ottawa, Ontario
K1K 2C7
Phone: (613) 742-6922
Email: admin@christielakekids.com

Thank you for joining our team. We hope you have a wonderful summer working with our incredible and deserving kids!

