



# STAFF GUIDEBOOK 2019

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## **DIRECTOR'S WELCOME**

Dear Staff Member,

Welcome to Camp Wahanowin! You will soon embark on an adventure that will touch and affect many lives and quite possibly change your own. The potential of the summer camp experience is limitless as we strive to deliver a program impacting positively on many children.

We have been able to provide a fun and exciting experience to thousands of children since 1955 on the beautiful shores of Lake Couchiching. However, we have only been able to accomplish this with the help of dedicated and caring staff.

You play the most significant role in a camper's summer and can leave a powerful impression that will last a lifetime. The responsibility you are being handed is awesome and the required effort tremendous, but the rewards are infinite. Seeing children learn new skills, gain confidence and make new friends is exhilarating and provides a level of satisfaction seldom felt anywhere else.

The attached staff guidebook has been compiled to help prepare you for the upcoming summer. Please read it carefully so that you can arrive at camp informed and ready to get the most out of the summer.

Our reputation is entrusted to you to continue the excellence in camping we've enjoyed for many years. Welcome to the Wahanowin team! We look forward to working with you this summer.

Sincerely,

**Bruce Nashman**  
Director

**Peter Thistlethwaite**  
Director

## OUR HISTORY

Camp Wahanowin was created in 1955 by Harold Nashman, a graduate of Osgoode Hall Law School, and his mother, Anne “Bubby Nash” Nashman. The Nashman family has been actively involved in all aspects of Wahanowin since it began. Harold gave up practicing law to devote himself as a Camp Director. Harold’s wife of 43 years, Yetta, was a surrogate mother to thousands of children over the years. Throughout the years Harold and Yetta’s five children have been involved with camp both as campers and staff. Bruce Nashman, who received his Master of Science at the University of Oregon, is following in his parents’ footsteps and is now the Camp Director. His wife Patti, who graduated from the University of Toronto with her master of Social Work, and their children, Hannah, Rachel and Sam are also an important part of the Wahanowin family. Recently, Peter Thistlethwaite, a teacher of twelve years has joined the Wahanowin team as a Co-Director alongside Bruce, Patti and Harold.

Throughout Camp Wahanowin’s 60-year history both the site and the program base have expanded considerably. The camp started out with only 50 acres, the land known now today as “Main Camp”. Our program was offered to campers from ages 6 through 12 during July and August. In 1965, the camp purchased the land surrounding the main road, including all of the “Grove”, the Stonehouse, the LTP area and all of the land where the BB-Bear portable, Dance Studio and golf course presently are. In 1972 the first of the Grove cabins were completed and by 1980 Wahanowin started including programming for campers up to age 16.

It was shortly before and during this time that Wahanowin began hosting specialty camps in addition to our main summer camp program. For over 40 years we have been host each June to a Toronto Board of Education sponsored program, Music By The Lake. As well, in 1961 Harold Nashman and Robert Head founded National Music Camp of Canada; a non-profit foundation dedicated to furthering experience and growth in young Canadian musicians.

For over 30 years, the Wahanowin Outdoor Adventure Centre, which operates in May, June and September, has offered outdoor educational and recreational experiences to a variety of groups: schools, music camps, youth groups, conferences, adult retreats, etc.

Since 1955 we have continued to expand our programs, activities and facilities. Working under the leadership of the Nashman family, our staff continue to pass on the joy of camping and the outdoors to children and help our camp and program evolve as we near our half century mark. We look forward to your contribution to our history.

## OUR PHILOSOPHY

Camp Wahanowin is committed to providing a safe, enjoyable and exciting experience for all campers in our care. The opportunity to gain new skills through activity involvement, as well as life lessons from community living and staff guidance is a fundamental aspect of our philosophy. We strive to meet each camper’s individual needs and provide an atmosphere whereby they can flourish.

***“W – That’s the way we begin . . . “***

## OUR SITE AND FACILITIES

Wahanowin comprises 150 acres on the shores of Lake Couchiching just 1½ hours north of Toronto. The site is a rolling countryside made up of wooded areas, spacious open fields and water sources. There is ample space for extensive land sports, hiking trails and lots of untouched natural land. Additional acreage and shoreline on nearby Lake St. John, a 1½km hike from camp, provide a wilderness camping area; a high ropes element, a limestone rock quarry and additional swimming and fishing waters.

Wahanowin has two shorelines to accommodate waterfront activities. On site, our bay, which is approximately 400m in length, is aptly suited for all of our activities. There is a sandy-bottomed swim area, plus canoeing, kayaking, fishing and during the mid-summer months water-skiing and windsurfing, sailing, banana boating, a waterslide and water trampoline, out tripping program and a pontoon boat.

Our challenging Ropes Course includes nine low-initiative tasks and high ropes elements, as well as a Climbing Wall, a zip line and our new team ropes challenge course. After completing a session on our Ropes Course, participants achieve a sense of empowerment, greater self-confidence and a stronger, more trusting relationship with co-participants.

In addition to the above, our outstanding sports and arts facilities include eight recreation halls (six of which are equipped with heating), a century stone farmhouse and numerous arts and crafts studios. Athletics are accommodated on two baseball diamonds, two soccer fields, a ball hockey rink, six tennis courts, basketball courts with lights and three beach volleyball courts. We have a nine hole mini golf course, archery and Riflery ranges and 3km of wilderness mountain biking trails. Our most recent programming additions are an expanded nature boardwalk trail, an animal farm and “Willow Creek at Wahanowin”, a par 3 nine hole executive golf course set on 45 acres – the first summer camp in Canada to have one! We have two large theatres with seating for over five hundred that are equipped with professional sound and lighting.

Wahanowin provides all the necessary equipment for full participation in all of our activities including; sports gear, golf clubs, helmets, harnesses, mountain bikes, tennis rackets, fishing rods, PFD's, paddles, craft supplies, etc.

## RULES AND REGULATIONS

The following is a reminder of the limits that we expect our Staff and CIT's to respect and adhere to. They have been designed to protect the health and welfare of all campers, Staff, CIT's and the Camp and therefore must be observed at all times. They will be strictly enforced.

### i) General Polices

- 1 The conduct of each Staff and CIT on days off, camp trips or any other time away from camp during the summer reflects not only on the individual, but also on the camp as a whole. Wahanowin is concerned about its reputation in Orillia and the wider community and will consider any activity or behaviour that adversely affects its good name to be a breach of camp rules, subject to appropriate disciplinary action.
- 2 The camp shall **not** be responsible for any loss, theft or damage to personal property, howsoever caused.
- 3 Tips may not be accepted by any Staff or CIT, in accordance with guidelines set down by the Ontario Camping Association.

#### General Policies Continued...

- 4 The main office, storage room and tuck shop are off limits to staff, unless you are there on specific business and have received permission. Also, staff are not permitted to use office telephones, fax machine or computers unless specific permission is given by the Directors or their designee.
- 5 No staff member may make any purchases/rentals on behalf of the camp, i.e. programming supplies, movie rentals, meals, etc. without specific permission from the Directors or their designee. If granted permission, staff are responsible for the care and return of such items (videos, special programming supplies, etc). Failure to do so and any costs subsequently incurred shall be deducted from the staff's final paycheque. Staff who make approved purchases for the camp must return the receipt in order to be reimbursed.
- 6 If the Directors feel that damage or defacement of camp property, buildings, cabins, equipment or supplies is caused by a Staff or CIT's willful abuse, neglect, patent disregard, or complacency in allowing campers to do damage, they will be held responsible for the replacement or repair costs thereof. In addition, any vandalism or graffiti on cabin or building walls, beds, shelves or equipment will be removed at the perpetrator's expense.
- 7 Staff (not their campers) are responsible for promptly reporting any maintenance needs for their cabin or activity area onto the "Maintenance Board" found in the main office. These include plumbing problems, blown fuses, general repairs required, etc. Maintenance staff do not replace toilet paper or regular light bulbs (these are available from the office) or clean cabins or bathrooms. Problems are handled on a priority basis and are usually taken care of within 24 hours.
- 8 Staff may not borrow money, equipment or clothing from other staff unless specific permission from the owner is granted, and never from campers. Any staff member who loses, damages or fails to return borrowed items is responsible for reimbursement or replacement to the owner.
- 9 All spring and waterfront staff must provide the camp with photocopies of all valid qualifications including; first aid, CPR, Bronze Medallion or Cross, NLS, Water Safety Instructor, etc.
- 10 In accordance with our camper and CIT policy, staff may not bring to camp or keep in their cabin any of the following contraband items; chairs (inflatable, folding, etc.), fans, food, junk food, cases of pop, hot pots, kettles, indoor grills, mini or regular DVD players, computers, refrigerators, televisions, ipods, video game systems, etc. Such items will be taken away from all staff and campers and the camp will not take responsibility for their return. All confiscated items and food shall be donated to a local charity or food bank. In this regard, staff returning from time off may not bring back to camp fast food, junk food or other restricted items for themselves, campers or to be stored in their cabin. In particular, any staff member found with peanuts or any product containing nuts is subject to immediate dismissal.
- 11 Alumni and LTP campers (14 and 15 year olds) cannot be treated as part of the CIT or Junior staff social groups.
- 12 Staff are expected to participate fully in the camp program. This includes, but is not limited to; waking up on time, maintaining a positive attitude in the presence of campers, attending and participating at all activities, meals and evening programs, being a good role model, remaining flexible, and going on canoe trips, overnights and other staff excursions as required.
- 13 Male staff may not enter female cabins and female staff may not enter male cabins. The same holds true for campers. As well, relationships between staff must be discreet, responsible and appropriate at all times, particularly in the presence of campers. Relationships between staff and CITs is not permitted.

## ii) Alcohol and Drugs

It is strictly forbidden for staff to consume or possess any alcohol or illicit drugs anywhere on camp property, in personal vehicles or while on a camp-sponsored off-site excursion. Any staff who breaks this rule will be subject to immediate dismissal. In addition, the camp reserves the right to contact police if any staff member is found in possession of illicit drugs while on camp property or while on a camp-sponsored off-site excursion.

If any staff member observes a camper in possession of alcohol or drugs, they must report it immediately to a Director.

Any prescription drugs brought with you to camp should be taken to the Health Centre and registered there. Prescription medication can only be kept in your cabin with permission and acknowledgement from the Health Centre and camp Director.

## iii) Tobacco

Smoking is both a fire and a health hazard. As leaders and counsellors, campers look up to you as role models. Therefore, smoking is not permitted **at any time** (subject to the exceptions below) during the program day or any time Staff are on duty, such as canoe trips and night duty. Furthermore, Staff may not carry on their person or leave cigarettes exposed to the view of campers. CIT's are not allowed to smoke or socialize in the designated smoking areas at any time. Smoking is only permitted:

1. At the end of the programming day and only in designated areas, as specified by the Directors. Staff may not smoke in any cabin, building or anywhere on camp property or during off-site camper excursions.
2. During Rest Hour in the designated area in the staff overflow parking lot. This area must be kept clean at all times. Failure to adhere to these policies will result in the following:

First Offence	Extra OD on town night or Staff Rec
Second Offence	Next day off in-camp and extra OD on town night or Staff Rec
Third Offence	Grounds for dismissal

If any staff member observes a camper smoking, they must report it immediately to a Director.

## iv) Appearance and Grooming

Staff appearance is important and can convey a significant message and image to campers. While we respect a person's individuality we expect our staff to set a positive example, as set out by the camp and its philosophy. We have therefore adopted the following policy: We reserve the right to require staff to cover tattoos, remove piercings and not wear clothing that is excessively unkempt or portrays alcohol or drug use, sex, profanity, etc., whenever on duty or in the presence of campers. The same applies to inappropriate jewelry, adornments and excessive makeup.

## v) OD (On Duty Night Watch) and Curfew

At the end of the programming day, usually around 10:00pm, most staff will have on-site free time. During this time the Staff Lounge, campfire pits and Dining Hall are popular areas for staff to hang out and relax. A staff snack is served each night in the Dining Hall and throughout the summer many special events are offered to staff: i.e. dances, recs, movies, baseball off-site, fast food runs, town option night, etc.

## **OD (On Duty Night Watch) and Curfew Continued**

During this time certain staff will be “on duty” in each cabin while other staff have free time. Each staff is expected to share in the responsibility and rotate every four days. During staff meetings and other special staff programs, one staff will be assigned sit OD for 2 – 4 cabins. The duties while on OD are as follows:

- 1 Check the schedule and listen to announcements to see when you are sitting OD. It is your responsibility to know when you are on duty and what cabins you are assigned. If there is a conflict (your day off) you must find a suitable replacement and have it approved by Senior OD. Staff missing their scheduled OD watch without finding a replacement may be assigned another duty at the discretion of the Director.
- 2 You may leave your cabin 15 minutes before you are supposed to check on to your assigned cabins. Go to your assigned cabins and wait until the lights are off and the cabin is relatively quiet. Go into the cabin and state that you are on OD and you are checking on. If the campers are being too noisy, go in and tell the staff that you won't check on until they are quiet.
- 3 It is your responsibility to remain out front of your cabins (ensuring the campers remain inside), are quiet and to lend assistance if a problem arises. If there is a problem, make sure the OD closest to you watches your cabins if you have to leave to take a camper to the Health Centre, etc.
- 4 Each night, there will be one Senior OD (a Unit Head or other Head Staff person) in both Main Camp and the Grove. Your Senior OD will check in with you throughout the night and let you know where they will be if you need their assistance. In the event of any problem that you cannot handle alone, find the Senior OD for help. Note, always go straight to the Health Centre for medical emergencies.
- 5 You are finished your OD once one staff from each cabin returns for the night. If at curfew you still have unstaffed cabins, report it to the Senior OD and quietly knock on the cabin and see if a staff member returned without checking in with you.

There is a curfew for staff every night. Curfew is called by the Senior OD. This means that you must be in your cabin (not on the porch or in front of it) by that time. Most nights the curfew will be 12:30am, with some evenings being “early to bed” or having an extended curfew for special programming. The imposed curfew is an important policy and breaking it will result in the following:

First Offence	Extra OD on town night or Staff Rec
Second Offence	Next day off in-camp and extra OD on town night or Staff Rec
Third Offence	Grounds for dismissal

## **STAFF DAILY RESPONSIBILITIES AND CONDUCT**

All staff at camp have generalized responsibilities pertaining to their job. However, the camp environment is one in which a complete job description of all your possible daily duties would take pages and pages to detail. Therefore the following is only an overview of specific jobs and general guidelines of conduct pertaining to all staff. If you are unclear about your job expectations, ask a senior staff or director for clarification.

There are three different staff categories at camp; Senior Staff – unit heads, some heads of specialty, etc; Program Staff – counsellors and specialists; and Support Staff – health centre staff, dining hall, maintenance, etc. Wahanowin's policies and conduct guidelines apply to all staff, regardless of position.

All counsellors and specialists are assigned to a specific cabin group at camp, with whom they will live. Although counsellors are the primary caregivers, all staff assigned to a cabin shares the responsibility of maintaining the daily routine within the group. Shared duties include wake-up, meals, clean up, evening programs and bedtime.

**Specialists** in addition to cabin duties will have five instructional activity periods and one open activity period each day. At the start of each session you will receive a schedule outlining when each Unit has your activity. While we will provide you with a program outline and expectations, you and your co-specialists are responsible for the creation and implementation of your program, which should focus on skill development within a safe, fun and age appropriate environment. It is your responsibility to ensure that your program is adaptable for any skill level and broad enough so that full season campers continue to be challenged and exposed to new ideas, while short term campers receive a good overview. You are in charge of ensuring your area always has enough supplies. It usually takes 1 week to fill orders (as most purchases are made in Toronto), so it is important you take inventory daily and get requisitions in early.

**Counsellors** are responsible for accompanying their cabin to each activity. Your Unit Head will give you your cabin's activity schedule. You must ensure that campers know what activities they have, that they are properly prepared (have towels, dressed appropriately, etc.) and that they are punctual. During the activity you must take a participatory role with your campers. Whether assisting the instructor with teaching or the campers with learning you must actively get involved to the best of your ability. Counsellors must know the whereabouts of their campers at all times, especially during open activity time such as General Swim and Free Play. In addition, counsellors are responsible for accompanying their cabin on canoe and overnight trips, planning special half and full day programs and programming for electives.

**Support** staff are responsible for all of the "behind the scenes" areas; kitchen, maintenance, laundry, office and health centre. Your work schedule is more structured than that of our program staff. Our pantry, dishroom, kitchen and pot washing teams typically work 3 hours per meal – setting up, serving and cleaning up. In addition, throughout the summer there are banquets and other special meals and snacks that you would assist with. Staff in our laundry, maintenance, office and health centre rotate through shifts ensuring their areas are covered at all necessary times. Support staff do not live with campers, but are welcomed to participate with a cabin group or at activity areas on their free time.

## **Guidelines**

In addition to adhering to all of the policies as set out by the camp and to the duties specific to your particular position, all staff are required to observe the following;

- Be on time for all activities and duties
- Be present at every meal
- Wake up and be at the flagpole on time and ensure your campers are too
- Refrain from using foul language around campers
- Act as a positive role model at all times around campers. Inappropriate topics of discussion include the following; drinking, drugs, gambling or smoking; racist or tasteless comments or jokes; sex.
- Preparing for a day off or evening excursion is to be done on your free time, not during camper bedtime, programming or other on duty times.
- Campers and other staff are to be treated with respect and courtesy at all times. Any action that makes a camper or staff member feel uncomfortable, demeaned, embarrassed or humiliated, such as pranks, teasing, ridiculing, roughhousing, playing favourites, etc. is to be avoided. If you question whether an action is appropriate or not, consider that it isn't and don't do it.
- Be responsible for looking after the well being of campers - physical, mental and social. Areas to be monitored include: hygiene, health related matters (i.e. daily medications, sunburns and bug bites, illness or injury requiring health centre attention, etc.), group dynamics with peers and cabin mates, controlling loss of belongings, eating habits, behaviour changes, etc. If you feel you can not adequately handle a situation, it is your responsibility to ask for help; another counsellor, your Unit Head, camp doctor, Director, etc.

These guidelines are set out to ensure campers (and staff too) receive the best care and camp experience. Staff not abiding by these guidelines face similar consequences as breaking other policies.

## CABIN CHECKS

While the camp respects our staff and camper's individual privacy, our primary concern is for the health, safety and welfare of the entire camp and its inhabitants. Therefore, the camp reserves the right to inspect cabins for contraband items and will make occasional cabin checks to enforce our camp curfew and related policies. In addition, staff may not lock cabins or "lockboxes" without providing a key or combination for the lock to the Directors.

## EMERGENCY PROCEDURES, FIRE AND SAFETY

We have detailed emergency procedures covering all possible situations at camp, i.e. fire, waterfront emergency, lost camper, bad weather, etc. The constant ringing of the dinner bell signals a camp wide emergency. Upon hearing this ringing, all campers and staff must go to the flagpole and line up in their cabin groups, waiting quietly for further instructions. A comprehensive overview and practice drills will occur during pre-camp.

Our cabins are equipped with smoke detectors and all buildings in camp have accessible fire extinguishers. These devices are not to be played with by campers or staff. If you notice a broken smoke detector or discharged fire extinguisher notify the office or maintenance staff immediately and bring the fire extinguisher to the office. Horseplay involving playing with fire is not permitted.

To avoid potentially dangerous situations, certain items are deemed hazardous and their use and/or possession at camp is regulated. Campers may not have in their possession matches, lighters or aerosol cans. It is permitted for staff to possess these items, but they must use caution with their handling and store out of reach of campers. There are some unsafe items that serve no purpose at camp whatsoever and therefore are banned for all staff and campers. These include fire risk items such as incense, mosquito coils, citronella torches or candles and dangerous items such as knives, sling shots, pellet guns, fire crackers or anything resembling a weapon. Anyone found keeping any of these items shall have the object confiscated (and not returned) and may be subject to disciplinary consequences. It is the responsibility of all staff to take action and advise head staff if they find any of these items.

## HEALTH AND SAFETY

Our primary focus at camp is to provide a safe, secure and comfortable experience for all campers, CIT's and staff. It is your responsibility to ensure that you take care of yourself and look after the welfare of all campers.

Physical, mental, verbal, sexual or emotional abuse of campers or other Staff is **strictly forbidden**. In addition to violating one's human rights and breaking the law, it contradicts the caring and trusting environment of summer camp and may result in dismissal. As well, willful neglect (i.e. not meeting emotional, health and safety needs) of campers is unacceptable and will not be tolerated.

The camp has a fully equipped health centre on site, which is staffed by a health staff during May and June, and a physician and three or four health staff for July and August.

Staff must be perceptive of their camper's well being, take all complaints seriously and ensure that illnesses, infections, injuries or any medical conditions affecting a camper are dealt with immediately. Staff can take their camper to the Health Centre during "sick call" for routine problems or anytime in the event of an emergency. As well, if your camper takes daily medication, you must make sure they visit the Health Centre during medication times.

## HEALTH AND SAFETY CONTINUED

It is your responsibility to take care of yourself and maintain a high personal energy level throughout the summer. You and your campers can accomplish this by doing the following;

- ☆ Obtain enough sleep on a regular basis
- ☆ Eat a well balanced diet and drink plenty of liquids
- ☆ Daily check for you and your campers – sunscreen and hats on, properly clothed for the day (for rain, warmth, etc.), proper daily hygiene (clean, brush teeth and hair), health and well being
- ☆ Find healthy ways of dealing with stress - talk it out, work out
- ☆ Maximize days off or “down time” to relax and rejuvenate yourself- read, nap, exercise - whatever helps you and your campers re-energize!

If you do not feel well, please go to the Health Centre for treatment; it is there for your benefit too. Everyone occasionally can feel a little under the weather, but sleeping in, skipping activities and not going to work is unacceptable unless “prescribed” by our medical staff. If you feel too ill to work, you must go to the Health Centre for care. While we have the utmost concern for your well being, prolonged illness and absence from work could result in the loss of days off or termination of your employment.

In order for our Health Centre to provide you with the best medical care, they must be in possession of the following information, outlined on your health form: health card number, your medical conditions, daily prescriptions, allergies and medical history. All medical details are held in the strictest confidence.

## DINING HALL AND KITCHEN RULES AND ROUTINES

There is no other area at camp that is under pressure to perform with such consistent excellence and punctuality as our Kitchen and Dining Hall. Our staff in these areas are responsible for the preparation, serving and cleanup of up to 650 hot meals, three times a day, plus many special snacks. All staff and campers are responsible for adhering to set guidelines and routines, that when followed ensure our Kitchen and Dining Hall can perform most efficiently.

### i) Kitchen and Dining Hall Rules

- 1 Kitchen, bakery, fridges, freezers and storage areas are off limits to staff, except those specifically working there.
- 2 Support staff will eat their meals thirty minutes before the rest of the camp in a designated dining area. Those staff in the kitchen and pantry/dishroom areas must be finished dining by the first bell to prepare for serving the meal.
- 3 No food may be taken from the kitchen and/or pantry unless properly requisitioned first.
- 4 During the meal only staff on pantry duty may be behind the counter.
- 5 Dining Hall and Kitchen supplies may not be removed from the Dining Hall (i.e. taken to cabins or activity areas, etc.) or used for programming. This includes the removal of the following: cups, plates, bowls, cutlery, serving trays, juice jugs, etc.
- 6 All campers and staff are expected to display appropriate conduct while in the Dining Hall and during mealtime. This is out of respect for those who are responsible for meals, as well as others who are eating. This includes the following; being polite when asking for something, not wasting food, keeping the noise level down, **remaining in the Dining Hall until the meal is finished**, being quiet during the blessing and announcements, returning food and dishes to their appropriate places and helping your table to clean up.
- 7 Food fights and eating and drinking contests are not allowed at any time. They are unnecessary wastes of food, can cause the participants to become sick and are disrespectful to those staff that prepared the food.

- 8 During the meal, only one person may be up from the table at a time, except during clean up when two persons may be up. At all times you must travel in a one way direction and always walking, not running.
- 9 Staff are responsible for cleaning up after staff snacks. This includes throwing out empty containers and garbage, washing dishes, empty jugs and bowls, wiping counters, etc. Dishes and garbage are not to be left for pantry-dishroom staff to clean up. A Host/Hostess will be on duty every night to help clean-up.
- 10 Camper cabins, including their staff, will be asked to remain after meals to assist with dining hall clean up.
- 11 The Wahanowin dining hall and entire site is peanut/nut safe.

## ii) Dining Hall Routine

- 1 There are two bells signifying mealtime. One will ring ten minutes prior to the meal, at which point you should proceed to the Dining Hall and wait outside. After the second bell you may enter the Dining Hall.
- 2 Remain standing at your table, quietly without touching anything, until after the blessing.
- 3 Everything you need for the meal (plates, cutlery, condiments, first course, etc.) will be on your table when you arrive. After the blessing, sit down and begin the first course (cereal, soup, salad).
- 4 The main course will be available at the front counter 3 or 4 minutes after the meal has begun. One person from each table will proceed to the front to pick up the main course for their entire table.
- 5 Campers and staff with special diets must take their plate to the “veggie tent” to receive their food.
- 6 If your table needs a second helping of anything, take the empty container to the front counter and request more. If your table needs more juice, a juice station is set up away from the pantry counter for refills. Campers and staff may have as many helpings as they wish, but food should never be wasted. Take small portions until you have had enough.
- 7 As the meal ends, food and drink containers, condiments and clean dishes should be returned to the pantry counter. Ensure you return everything to its proper area. The counter is labeled showing you where to put specific items and containers.
- 8 Using the spatula on your table, scrape food from all plates and bowls into the slop bowl until clean. Take all dirty plates, bowls, cutlery, spatulas, ladles, serving spoons and cups to the clearing station. This is easiest accomplished if all plates and bowls are stacked and cutlery is divided at the table.
- 9 Once your table is cleared off, one person should go to the dessert trolley and pick up a platter for their table. Each person receives only one dessert.
- 10 Wipe down your table with a cloth from the clearing station.
- 11 Remain sitting at your table until the announcements are over (there are announcements after every meal) and your table is dismissed.
- 12 After being dismissed, please put your benches and end chairs up on the table before you leave.

## iii) Blessing

Camp Wahanowin, though not religious, is a Jewish camp. Approximately 95% of our campers throughout July and August program are Jewish. Therefore, during Wahanowin we say a blessing in Hebrew and English prior to each meal. It is as follows:

*Baruch atah adonai,  
El-o-hay-nu melech ha-o-lam,  
Ha-motzi-le-hem,  
Min-ha-oritz*

*Blessed art thou,  
The Lord our God,  
King of the universe  
Who bring us forth bread from the earth.*

During school groups and National Music Camp, the Dining Hall routine stays the same, but the blessing is as follows:

*For the food we are about to receive,  
May we all be truly thankful.*

#### **iv) Friday Night Shabbat**

The Jewish Sabbath begins Friday evening and ends Saturday night. Each Friday night we have Shabbat dinner, which is followed by a service. The routine for entering and eating in the Dining Hall varies slightly from other meals. Staff and campers are asked to “dress up” for dinner, usually wearing clean white shirts and nicer pants or shorts. The meal and service is “hosted” by a different Unit each week. This Unit greets staff and campers as they enter the Dining Hall. There are no bells announcing dinner; music is played throughout camp and staff and campers proceed with their Unit, oldest to youngest, around the perimeter of camp into the Dining Hall.

Dining Hall staff set individual settings at each table, and the feel of the dinner is more formal. Dinner is a typical Shabbat meal; candle lighting, kiddish (blessing for wine) and motzi (blessing for bread: Challah). Following dinner, everyone proceeds to the Theatre for Friday night service. Each week a different Unit leads the service, which is comprised of commentary and songs, related to a central theme. Subjects in the past have included friendship, Israel’s 50<sup>th</sup> anniversary, camp, the holocaust and heroes. Our services’ underlying focus is related to Judaism, but the overall tone is non-religious.

#### **v) Meals/Special Dietary Requests**

As part of your employment at camp you receive room and board. This includes three meals a day, plus bedtime snacks and access to the staff fridge at any time. Our menus are carefully planned in accordance to Canada’s Food Guide, allergy awareness and popular tastes. We are proud of the meals that we serve and can accommodate most special dietary requests with no extra cost or effort by you. Our meals (during Wahanowin) are kosher style: no meat and dairy at same meal, no pork or seafood.

Those staff and campers with special diets (vegetarian, kosher, lactose intolerant, etc.) may sign up to have alternate meals provided for them. Our kitchen prepares the regular meal and special dietary meals based upon these numbers. These alternatives are not provided to accommodate personal tastes. If you sign up for a special diet you are expected to adhere to it, just as those not signed up may not take these meals. Anyone with serious allergies or medical conditions that affect their diet should contact the camp to discuss. In these cases, you may be required to provide alternate food, which the kitchen will prepare for you (within reason) to supplement your diet.

## **GENERAL INFORMATION**

#### **i) Accommodation**

All staff are required to live on site during their employment and are provided with accommodation under their contract. Staff will be assigned to a cabin with two or three other staff, plus campers (if program staff). Our cabins are rustic but comfortable; camper cabins have indoor washrooms, electricity and bunk beds. Some have indoor showers, but for those that do not, shower houses are located nearby. You must bring your own bedding and personal items; a list is included in this manual.

#### **ii) Arrival at Camp**

Pre-camp officially begins on Monday, June 24<sup>th</sup> for all Counsellors and Support Staff. Instructors/Specialists, Heads of Specialty, etc. may be required to arrive at camp on Saturday, June 22<sup>nd</sup> or Sunday, June 23<sup>rd</sup>. All staff are expected to attend pre-camp since it is crucial to your employment at camp. Components of pre-camp include mixer games, camp programming, policies, emergency procedures, seminars on counselling, rotation through activity areas for skill development and more.

Many staff will bring their own cars (Jr. Staff not included) or receive rides to camp. For those that do not, transportation is provided from Toronto by charter bus on designated start dates. The bus departs will depart from Silvercity, Richmond Hill movie theatre parking lot, located on the northeast corner of Yonge Street and Highway 7. Bus departure times will be sent by e-mail in June. Staff arriving on a date other than June 22<sup>nd</sup>, 23<sup>rd</sup> or 24<sup>th</sup>, or are travelling from out of town via plane, train or bus should call our office as soon as possible to discuss transportation to camp.

### **iii) Days Off/Time Off**

Wahanowin has what is called a closed camp policy, meaning: staff may only leave camp at designated times as specified by the Camp Director. This includes days off, special staff excursions and official camp business. At all other times, staff must remain on camp property. Disregard to the closed camp policy will result in the following;

First Offence	Loss of time from day off
Second Offence	Loss of town night and loss of time from day off
Third Offence	Grounds for dismissal

Time off is counted as any time you are not at camp and/or performing your duties. This includes the following; doctor or dentist appointments, illness, family events, concerts, off-site school registration, etc. Absence of work for any of these or related reasons must be counted as part of a day off.

Exclusive of pre-camp and the last week of camp, you will receive one day off per week. The specific number of days off and their timing is determined by the Director each summer. Days off are scheduled during weekly Unit meetings. It must be coordinated with your co-counsellors or specialists, since cabin groups and activity areas must always be sufficiently staffed. Any special day off requests (wedding, graduation, etc.) must be arranged during pre-camp or prior to your arrival to camp.

Days off are 24 hours in duration, beginning at 6:00pm. One "double day off" is permitted during the summer. You must receive permission from a Director and give up a day off from an alternate week. Staff leaving camp during their day off must sign out and in at the office. You must sign out yourself (a friend cannot do it for you) and not prior to 6:00pm. Staff leaving camp on their day off must provide their own transportation into town or to the bus station.

Staff are welcome to stay at camp, eat meals and participate in activities on their day off. If you do remain on site you must continue to follow all policies, as they are applicable even on your day off, including those pertaining to smoking, drugs, alcohol and curfew. Staff leaving early for or returning late from their day off are subject to the same consequences as stated above.

CIT's have out of camp excursions arranged for them by the camp, but do not receive unsupervised time off. Some of these trips are included as part of the program, while others are paid for by the CIT.

### **iv) Departure from Camp at the End of Camp (Your Contracted End Date)**

Staff are responsible for a thorough clean up prior to departure and are required to work until 4:30pm on their contracted end date. Any staff leaving their cabin and/or assigned cabin and/or activity area in unsatisfactory condition upon departure will incur a cleaning charge determined at the Director's discretion. In such event, the staff member's cheque will be withheld until such charges are paid. Staff taking the camp bus to Toronto shall arrive at approx. 6:00pm at SilverCity, Richmond Hill. Staff that depart camp on irregular departure dates are responsible for providing their own transportation to Toronto.

### **v) Insurance**

Should a staff member be injured on the job and prevented from carrying out the terms of their contract, their salary shall be covered through the camp insurance policy.

## **vi) Laundry**

There are no laundry facilities at camp for staff to use; therefore, staff will need to sign up for a laundry service from an outside company. Dirty laundry is collected once per week, taken off site, washed, dried, folded and returned the next day. The cost for this service is approx. \$17.00/per week, but staff may share a bag. Staff will be charged every week for the service, whether laundry is sent out or not. Wahanowin takes no responsibility for personal belongings sent out to the laundry service.

## **vii) Mail, Telephones and Cellular Phones**

Mail is picked up and sent out every business day. Please give our address to your family and friends so they can correspond with you over the summer!

Your name, c/o Camp Wahanowin, PO Box 850, Orillia, Ontario L3V 6K8

As well, there are four payphones for your use, two of which can receive incoming calls. The incoming phone numbers are:

(705) 329-1549 and (705) 329-1550

Although these phones accept incoming calls, it is unlikely anyone will be at the phone to answer it, unless you arrange to be there ahead of time. We recommend you tell people that *you* will contact them. Staff may only use the phones during Rest Hour, Free Play and after OD has checked on. Campers are not permitted to use the phone and therefore the phones are locked throughout the day. The camp cannot make change for the phone - bring a calling card with you.

The camp's business telephones cannot be used by staff for personal calls.

In the event of an emergency or camp inquiry, family may call our camp office at (705) 325-2285 and leave a message for you, which will be dealt with appropriately. Any emergency calls will be personally relayed as quickly as possible to you. All other communication between Staff and family/friends outside of camp should be handled by outgoing camp pay phones or by e-mail.

The camp would prefer staff did not bring cell phones with them to camp. Should a staff member decide to bring a cell phone to camp it can only be used discreetly during official free time after camper bedtime and must never be used during OD, throughout the day or be accessible to campers. Specific policies concerning their impact at camp will be discussed during pre-camp. Any staff bringing a cell phone to camp must notify the office during pre-camp and provide your cell phone number. CITs and Campers may not bring cell phones to camp or use yours for **any** reason. Staff that disobey policies concerning cell phone possession, shall have the phone confiscated and/or be asked to remove it from camp property.

## **ix) Paycheques and Salary Advances**

Staff receive their salaries upon completion of their contract. You will not receive an advance or paycheque if we do not have your contract, TD1 and Declaration and Exemption forms. You will be required to complete a TD1 and Declaration of Exemption form **at camp during pre-camp**. Your permanent address, date of birth, health card and Social Insurance numbers must also be on file. Staff may request salary advance(s) during their employment based upon contract length and the schedule put forth by the Directors during pre-camp. The maximum advance you may request is based upon your employment dates and salary.

Any deductions incurred over the summer will be deducted from your final paycheque. These include; staff rec, income tax, CPP contributions, laundry, prescriptions paid for by the camp on your behalf, etc. The staff rec deduction covers the purchase of a staff t-shirt and a small supplement towards the extensive staff programming, internet café, snacks, recs, dances, entertainers, etc. the camp offers.

Most final paycheques will be issued on the last day of camp. Staff who were hired late in the summer, are fired or quit may not receive a cheque upon departure from camp. In this case, it will be mailed to you within 14 business days. In addition, those staff requiring a Record of Employment must request it.

### **ix) Personal Property**

The camp shall not be responsible for any lost, theft or damage to personal property howsoever caused. Please refrain from bringing valuables with you to camp. You will be working in all kinds of weather conditions and clothing or jewelry may get damaged. As well, cabin doors do not have locks on them. The camp offers a “banking service” that allows staff to place valuables (travel tickets, passports, etc.) in our safe. We recommend you do not keep large amounts of cash in your cabin - please use our office safe to store or utilize one of Orillia’s many banks/bank machines on your day off.

While the camp discourages staff from bringing bikes to camp, it is allowed. However, you must bring a lock with you and keep it locked up. The camp will not be responsible for any damage or theft to the bike or for its transportation to or from camp, although you may put it on our Toronto baggage truck.

In respect of each other’s privacy and property, staff may not go into other cabins unless accompanied by the occupant. As well, male and female staff may not inter-socialize inside camper cabins.

### **x) Visitors at Camp**

Our camp sessions are structured in such a way that there are always campers on site. As well, with over 200 staff and 400 campers, routines and policies must be followed for the camp program to function efficiently. In this regard, outside visitors are not permitted at camp for either staff or campers, including on your day off, Visitors Day, after camper bedtime, etc. Visitors at camp disrupt the daily routine and distract staff from performing their duties.

Friends and family that show up unannounced will not be permitted into camp or to take staff or campers out of camp. Staff wanting to leave camp with an unannounced guest, may only do so with permission from a Director and by counting it as official time off, thereby having to make up the time on their day off.

Vehicles are not allowed into camp, including taxis, except at the main gate or staff parking lot. Therefore, if you have arranged for day off transportation, be sure to tell them where to meet you.

Our Visitors Day is on Saturday, July 21<sup>st</sup> and all family and friends of our campers and CITs are welcome to attend. Staff may not receive visitors or leave camp on this day, as they are expected to work.

## **VEHICLES**

Many staff want to bring their cars to camp. This is a perfectly understandable and acceptable request. We want to protect the camp and you, the car owners, from any abuse of this privilege.

Camp Wahanowin owns a number of vehicles that staff may have an occasion to use for camp business. Not abiding by the following rules could result in a loss of vehicle privileges for keeping a personal vehicle at camp or from being able to use camp vehicles. Please read the following rules carefully.

### **i) Camp Owned Vehicles**

- 1 Camp owned vehicles are off limits to staff unless specific permission is granted. You must have a valid G2 license to drive a camp vehicle (staff driver’s license numbers must be on file). Junior staff (17 years old) may not drive camp vehicles at any time.
- 2 If given the use of a camp vehicle to go into town, take a camper to an out of camp appointment, drive to Toronto for a camp errand, etc., you are expected to drive and maintain it as you would your own. This includes the following; notifying maintenance of any problems, filling it up with gas (camp will provide a gas card); driving safely; returning it to the office when finished using it. All vehicles have current ownership and insurance documents in them that are not to be removed. If a staff notices their absence, it should be reported immediately to the office.

- 3 No camp vehicles will be allowed to be used for programming. Staff are expected to carry equipment to their designated areas or request the transportation of technical equipment by the staff member whose job it is to look after such requests.
- 4 Camp cars are always to be returned to the appropriate parking lot when finished. Other staff may have requisitioned their use and they may need to receive maintenance, etc. Camp cars are never to be parked in front of your cabin, the office, tuck shop or dining hall.

ii) **Personal Vehicles**

- 1 Your car can never proceed past the designated staff parking lot except for the following;
  - arrival and departure days
  - official camp business or with specific permission, as directed by the Camp Directors
  - days off!
- 2 The car is never to be used to store beer, wine, liquor or drugs while anywhere on camp property. If broken, this policy may also result in termination of employment.
- 3 The car is to remain locked at all times.
- 4 The car is not to be used to drive out of camp at anytime, day or night, without prior permission from the Directors. The exceptions being your day off and scheduled town nights.
- 5 You must bring a photocopy of your driver's license, insurance and registration to camp for our records.
- 6 We recommend that you do not loan your car to fellow staff members. This way embarrassment and conflicts can be avoided about such things as gas, unintentional accidents, repairs, etc.
- 7 **CIT's (16 years old) and first year staff (17 years old) may not drive cars to camp nor may they drive camp owned vehicles at any time.**

## TYPICAL DAY

7:45am	Wake Up
8:20am	Flagpole and First Bell for Breakfast
8:30am	Breakfast
9:10am	Cabin Clean Up
9:40am to 10:40am	Period 1
10:50am to 11:50am	Period 2
12:00pm to 1:00pm	Period 3
1:00pm	First Bell for Lunch
1:10pm	Lunch
1:50pm to 2:50pm	Rest Hour
2:50pm to 3:50pm	Period 4
4:00pm to 5:00pm	Period 5
5:10pm to 6:00pm	General Swim
6:00pm	First Bell for Supper
6:10pm	Supper
7:00pm to 7:45pm	Free Play
7:45pm	Evening Program
9:00pm to 9:45pm	Bedtime (age specific)
10:00pm	OD Checks on
12:30am	Dining Hall and Staff Lounge Close
12:50am	Telephones Close
1:00am	Curfew

## PROGRAMMING

Wahanowin offers a variety of different scheduled activities and has the equipment and supplies that enable staff to facilitate many more. Throughout the program day, campers rotate through five different periods, General Swim and Evening Program. In addition to activities and electives there are a variety of special programs that may occur during the day. As with all of our areas at camp, staff are encouraged to bring new ideas and programs to our attention and implement them if possible.

### i) Activity Areas

Qualified, skilled staff lead all of our activity areas. All waterfront staff have a minimum Bronze Medallion qualification and most of our instructors have years of experience. Each cabin within a Unit will have equal opportunity to participate at every activity. Any camper that favours one specific activity over another will have a chance to do it more often. All campers must participate at activities, even those they think they don't like or are unfamiliar with. Encouragement, support and enthusiasm from specialists and counsellors are important in this situation. This season Wahanowin is offering;

- ★ Archery ★ Arts and Crafts ★ Canoe Tripping ★ Canoeing ★ Dance ★ Fitness ★
- ★ Fishing ★ Golf ★ Gymnastics ★ Kayak ★ Mini Golf ★ Mountain Biking ★ Overnights ★ Photography ★
- ★ Pottery ★ Riflery ★ Ropes ★ Sail ★ Sports (Baseball, Basketball, Hockey, Soccer, Volleyball) ★
- ★ Swimming and Water Slide ★ Tennis ★ Waha Café (cooking) ★ Waha Boardwalk ★ Waha Princess
- ★ Waha Radio ★ Water Ski ★ Water Trampoline ★ Water Weenie ★ Windsurf ★ Woodworking ★

## ii) Electives

If a cabin group does not have an activity scheduled, their staff are responsible for filling the period with an elective. Cabin counsellors are in charge of leading, organizing and requisitioning any necessary supplies for the electives. Electives should be age appropriate and appealing to the specific interests of the cabin. Some examples are below, but there are many more you could do!

- ★ Baseball ★ Basketball ★ Blanket volleyball ★ Body painting in bathing suits ★ Book a senior staff ★
- ★ Boondoggle ★ Build go cart ★ Build secret fort & sleepover ★ Bunk signs ★ Cabin plaque or video ★
- ★ Car wash ★ Colouring books ★ Devil sticks ★ Dream catcher ★ Fashion show ★ Fly a kite ★
- ★ Football ★ Greeting cards ★ Hair weaves ★ Free throw contest ★ Set up a meal ★ Hide & seek ★
- ★ Hike ★ Karaoke ★ Learn knots ★ Let campers dress you up ★ Liar contest ★ Macramé ★
- ★ Make a radio commercial ★ Make paper ★ Make a secret code or handshake ★ Mini golf ★ Murals ★
- ★ Never can tells ★ Organize a comic book swap ★ Organize & run juice station ★ Picnic ★ Pictionary ★
- ★ Play bingo or euchre ★ Prepare flagpole or premeal activity ★ Puppet show ★ Rice krispie squares ★
- ★ Sandcastles ★ Soccer ★ Speakers corner ★ Survey ★ Tree fort ★ Trivia ★ Tye dye ★
- ★ Volleyball ★ Water aerobics ★ Water basketball ★ Waterslide ★ Water volleyball ★ Wet banana ★
- ★ Wooden name tags ★ Write own code alphabet & write secret letters ★ Yo yos ★
- ★ Write an article for the website ★

## iii) Evening Programs (EP's)

Each Unit will participate in an evening program each night, led by the Unit's counsellors or specialists. Everyone will be asked to organize an EP at some point during the summer. Similar to electives, you are responsible for ensuring you reserve specific buildings, activity areas, supplies, etc.

- ★ Air Band ★ American Gladiator ★ Beat the Clock ★ Bingo ★ Campfire ★ Capture the Counsellor ★
- ★ Capture the Flag ★ Carnival ★ Casino ★ Clue ★ Coffee House ★ Crazy Olympics ★ Dance ★
- ★ Eliminator ★ Haunted Hayride ★ Human Bingo ★ Ice Cream Parlour ★ Las Vegas Revue ★
- ★ Let's make a Deal ★ Liar's Club ★ Madison Avenue ★ Mr. & Mrs. Waha ★ Overnight ★ Pictionary ★
- ★ Rotating Games ★ Scavenger Hunt ★ Slop Bowl Game ★ Soiree ★ Stock Ticker ★ Talent Show ★

## iv) Special Programs and Activities

In addition to our regularly scheduled activities, Units get involved in special programs led by counsellors or our Theatre staff. Each Unit must have a half or full day special program planned during each session that is coordinated by two or three staff. Special programs include;

- ★ Colour war ★ Olympics ★ Scavenger hunt ★ Unit service rehearsal ★ Unit show rehearsal ★

## v) Programming Purchases/Rentals

The camp storerooms and activity areas have an abundance of programming possibilities. Each year we anticipate supply needs and try to purchase most supplies before camp begins.

When planning electives, evening programs or special programs, staff are encouraged to utilize supplies the camp has on hand. Any requests for items to be purchased or rented in town must be reasonable and necessary for the completion of the activity (not the enhancement of it). Staff are asked to remain flexible if extravagant or unnecessary items are not approved for purchase. All purchases and rentals approved must be returned to the office, *by the staff who requisitioned them*, after they are used. Any costs incurred by the camp by failing to do so, shall be charged back to the responsible staff.

# WAHANOWIN SONGS

## W – Song

W – that's the way we begin  
A – that's the second letter in  
H - that is the third  
A - like the beginning of the word  
N - that's the letter my friend  
O - now we're nearing the end  
W – A – H – A – N – O – W – I – N  
That is the way we spell Wahanowin

Rufus raftus Johnson Brown  
What ya gonna do when the rent comes 'round  
What ya gonna say, what ya gonna pay  
You never made a dollar 'til your dying day

Well you know and I know that the rent takes dough  
The landlords gonna throw you right out in the snow  
Rufus Raftus Johnson Brown  
What ya gonna do when the rent comes 'round

## Wahanowin Song

Hard to know where to begin  
So much goes on at Wahanowin  
Riding and Waterskiing, Music and Arts  
Eight groups of campers, all taking part

Learning new ways to have fun  
Playing with friends in the summer sun  
Camping is great when your spirit is bright  
Right at Wahanowin, right? Right!

Sing songs after dinner and the campfires too  
No one is lacking for something to do

Hundreds of ways to have fun  
Playing with friends in the summer sun  
Camping is great when your spirit is bright  
Right at Wahanowin, right? Right!

Da da da da da  
Da da da da da  
Da da da da da da  
Zest!

## Wahanowin Jazz

We're strutting down Rama and we came to a spot  
Lots of stuff going down, the scene was real hot  
People sailin', waterskiin', workin' on plays  
Others lyin' on the docks catching some rays  
We're all so hip, and got pizzazz  
We're jiving to Wahanowin jazz

Wahana Wahana Wahana Wahana Wahanowin  
We're all so hip and got pizzazz  
We're jiving to Wahanowin jazz

There's BB's, Bears and Eagles too  
Seniors, Grads they groove  
PeeGee's, Alumni and LTP  
They're always on the move

Wahana Wahana Wahana Wahana Wahanowin  
We're all so hip and pizzazz  
We're swinging to Wahanowin jazz

Let's end this shakin' tune in an exciting way  
We'll leave our troubles elsewhere for another day  
Today we're high in spirits and we're ready to jam  
They'll be singing this song all over the land  
We're all so hip, and got pizzazz  
We're wailing to Wahanowin jazz

Wahana Wahana Wahana Wahana Wahanowin  
We're all so hip and got pizzazz  
We're wailing to Wahanowin jazz  
Oh yeah!



# CLOTHING GUIDELINES

The following should be used as a *guideline* when packing for camp. The indicated numbers are only suggestions; please do not feel obligated to purchase new clothes or supplies. Utilize what you have on hand or borrow from friends or family. When packing please keep in mind that the weather and temperature can vary considerably, even during July and August. Staff employed during May and June may experience temperatures ranging from 0° to 30°. Cabins are not heated, insulated or air conditioned, plus you will be working outside in a variety of weather conditions - from warm and sunny to cold and rainy. Try to organize clothing and bedding so you can add or subtract a layer as the temperature changes throughout the day or night. Certain items and articles of clothing are applicable only to Spring Staff and have been identified as such.

## BEDDING

- Duvet or thick comforter
- Heavy blankets – 1 (2 for Spring Staff)
- Pillow and 2 Pillow cases
- Sheet sets - single size – 2
- Sleeping bag

## CLOTHING

- Bathing suits – 2
- Gloves - for working (Spring)
- Gloves or mittens - for warmth (Spring)
- Hats - baseball, warm toque, sunhat – 2
- Jacket or fleece
- Jacket - for warmth (Spring)
- Jean or other casual work pants - 3 pairs
- Long johns - 1 pair (Spring)
- Long-sleeved/warm shirts – 4
- Pajamas/sleepwear - warm, 1 or 2 pairs
- Rain gear - coat and pants (a must for Spring)
- Shorts - 4 pairs
- Socks (both wool and sport) – 12 pairs
- Sweaters or fleece – 2
- Sweatpants or fleece pants - 2 pairs
- Sweatshirts – 4
- T-shirts – 8
- “Town/Nicer” clothes—day off, banquets, nights out, etc.
- Underwear - 10 pairs
- Work clothes – 1 set - can get painted/dirty (Spring)

## FOOTWEAR

- Boots – for everyday - warm and waterproof (hiking)
- Boots – for working - warm, dry, can get dirty (Spring)
- Extra pairs - 2 - sandals, casual, etc.
- Running shoes
- Water shoes

## DO NOT BRING TO CAMP - APPLIES TO ALL STAFF AND CIT'S – ITEMS WILL BE CONFISCATED

- Fire Hazards – see page 9 of the staff manual
- Food – during WahanoWIN we have a strict food policy - No food or drinks of any kind (Cup-a-Soup, junk food, pop, cereal, etc.). Camp WahanoWIN is also a peanut/nut free site.
- Fans, Hot pots, kettles or other cooking appliances, refrigerators
- Furniture, shelving units, chairs (inflatable or folding), trunks
- Stereos or other expensive equipment (although a portable stereo is OK)
- TV's, computers

## PERSONAL ITEMS

- Facecloth
- Hairdryer
- Kleenex
- Nail clippers
- Prescription medication
- Razor
- Shampoo, conditioner
- Soap
- Soap container
- Sunscreen (minimum SPF 15)
- Towels (bath and beach) – 4

## ADDITIONAL ITEMS RECOMMENDED

- Alarm clock
- Backpack - for hikes, days off, carry supplies (Spring)
- Books or reading material
- Dry bag (for trippers)
- ID (for driving and proof of age)
- Insect repellent
- Ontario/Out of Province Health Card/Plan
- Whistle – “Fox 40” brand (waterfront staff)
- Resource materials
- Sunglasses
- Watch
- Writing supplies, postage

## OPTIONAL ITEMS

- Fishing gear
- Musical instrument (guitar, etc)
- Portable stereo
- Sports equipment (ball glove, football, etc.)

**PACKING** - Pack all of your belongings into 2 duffel bags (hockey or army bags are suggested), plus a backpack or “carry on”. Absolutely no suitcases permitted - they are bulky and require too much storage space.

**NOTE** - Please limit valuable articles brought to camp. WahanoWIN does not take responsibility for lost or damaged clothing or personal items. For your own protection, try to label everything you bring to camp.



# CAMP WAHANOWIN

## Confidential Staff Health Certificate

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Ontario Health Card #: \_\_\_\_\_

Version (right lower corner of card): \_\_\_\_

Other Health Plan and # (if out of province/country resident): \_\_\_\_\_

**Have you had the following? (Yes or No)**

Appendicitis \_\_\_\_\_  
Chicken Pox \_\_\_\_\_  
German Measles \_\_\_\_\_  
Mumps \_\_\_\_\_  
Rheumatic Fever \_\_\_\_\_  
Scarlet Fever \_\_\_\_\_  
Tonsillitis \_\_\_\_\_  
Whooping Cough \_\_\_\_\_

**Are your vaccinations up to date? (Yes or No)**

Date of Last Tetanus Shot \_\_\_\_\_  
Diphtheria/Tetanus \_\_\_\_\_  
Hepatitis B \_\_\_\_\_  
Hib Vaccine (Hemophillus) \_\_\_\_\_  
Measles/Mumps/Rubella \_\_\_\_\_  
Polio \_\_\_\_\_  
Whooping Cough \_\_\_\_\_

**Do you suffer from the following? (Yes or No)**

ADD/ADHD \_\_\_\_\_  
Asthma \_\_\_\_\_  
Diabetes \_\_\_\_\_  
Epilepsy \_\_\_\_\_  
Heart Condition \_\_\_\_\_  
Migraines \_\_\_\_\_  
Other (specify) \_\_\_\_\_

**Are you allergic to the following? (Yes or No)**

Animals \_\_\_\_\_  
Bee Stings \_\_\_\_\_  
Dairy or Lactose Intolerant \_\_\_\_\_  
Fish \_\_\_\_\_  
Peanuts \_\_\_\_\_  
Penicillin \_\_\_\_\_  
Other (specify) \_\_\_\_\_

Do you have any allergies that are life threatening? \_\_\_\_\_

Do you take daily medication? What is it and for what purpose? \_\_\_\_\_

Are there other conditions or something in your medical history that we should be aware of? \_\_\_\_\_

In case of illness or emergency, please notify \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_

**To be signed by Staff Member (or Parent if Staff is Younger than 18)**

The above mentioned is in good health and not suffering from any illness or medical condition other than those declared here.

\_\_\_\_\_  
Signature of Staff or Parent of Staff under 18

\_\_\_\_\_  
Date

**This form must be returned to the Camp Office with your signed contract**

(The contents of this Health Form are confidential between the Staff member and the Camp Doctor, Nursing Staff and Director's)



# CAMP WAHANOWIN

## Location Information

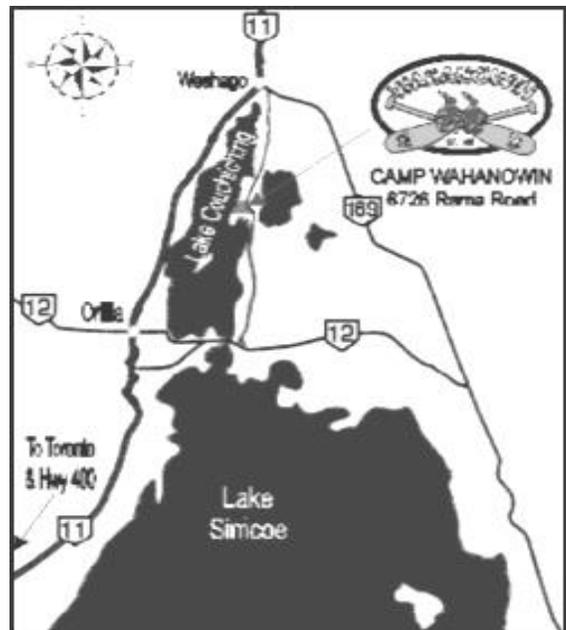
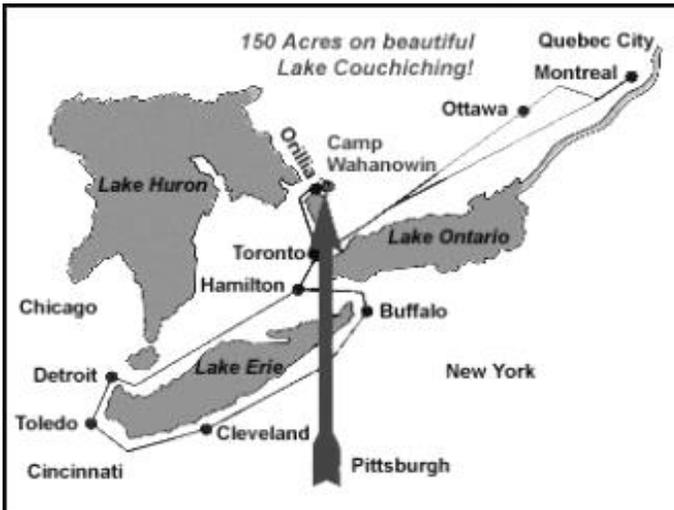
### Wahanowin Camper Mailing Address:

Camp Wahanowin  
P.O. Box 850  
Orillia, Ontario  
L3V 6K8

### Wahanowin Campsite Location: *(this address does not receive mail)*

Camp Wahanowin  
6726 Rama Road  
Longford Mills, Ontario  
L0K 1L0

Camp Wahanowin Office Telephone (Toronto): (416) 482-2600  
Camp Wahanowin Office Telephone (Camp): (705) 325-2285 (\*no camper calls in/out permitted)



## Directions to Camp from Toronto

1. From Highway 401 take Highway 400 north towards Barrie
2. Follow Highway 11 north towards Orillia
3. Exit on to Highway 12 south (2nd Orillia exit)
4. Continue along 12 through 5 sets of lights, over the Narrows bridge to Rama Road.
5. Turn left (north) on Rama Road and travel for 10km.
6. Camp Wahanowin is on the left (west side of Rama Road).

## Distance & Driving Times

Toronto to Camp - 150km 90 minutes

# **CAMP WAHANOWIN WORKPLACE HARASSMENT AND VIOLENCE POLICY**

## **1. PHILOSOPHY**

The director team of Camp Wahanowin is committed to providing a work environment in which all individuals (staff and volunteers) are treated with respect and dignity.

## **2. GOAL**

This Workplace Harassment and Violence Policy is intended to strengthen protections for employees and volunteers from workplace harassment and workplace violence, to ensure all employees and volunteers understand the meaning of workplace harassment and violence, and provide a means to summon assistance, make complaints and outline Camp Wahanowin's procedures for investigating and dealing with allegations of harassment and/or violence in the workplace.

## **3. DEFINITIONS**

### **Workplace means:**

Camp Wahanowin buildings, including the surrounding perimeter such as any parking lots or driveways on the camp grounds and in the Toronto office;

- Off-site locations where Camp Wahanowin employees or volunteers are performing work;
- Locations where Camp Wahanowin sponsored functions or recreational or social events occur, whether taking place on Camp Wahanowin grounds or elsewhere; and
- Locations where Camp Wahanowin employees and volunteers travel for camp business.

### **Workplace Harassment means:**

- Engaging in a course of vexatious comment or conduct against an employee or volunteer in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace harassment may include bullying, intimidating, embarrassing, insulting, demeaning or otherwise offensive behaviour, including offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls or other inappropriate conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment includes, but is not limited to, harassment because of race, ancestry, place of origin, colour, ethnic origin, sex, citizenship, creed, and age, record of offences, marital status, family status or disability.

Workplace harassment does not include the exercise of reasonable performance management or progressive discipline. This Policy does not limit or constrain the reasonable exercise of management functions in the workplace such as progressive discipline.

### **Sexual Harassment is a form of Workplace Harassment, and Includes:**

Sexual advances; requests for sexual favours or offers for actual or promised job benefits; implied or expressed threats or reprisal in the form of either actual reprisal or denial of opportunity to comply with a sexually-oriented request; use of sexual language; inappropriate references to male or female anatomy; written or verbal references to sexual conduct; repeated unwelcome requests for dates; unwanted or inappropriate touching, lewd gestures, inappropriate staring, leering, or whistling; inquiries or comments about another's sex life; assault or coerced sexual activity; displaying offensive or sexually aggressive objects, pictures (for example, pinups), cartoons; telling sexual jokes; or gender-related comments about an individual's physical characteristics or mannerisms. Sexual harassment also includes jokes, offensive literature or inappropriate screen savers, posters, cartoons, drawings, email messages, graffiti and any other visual materials, derogatory comments or other activities based on sexual characteristics that intrude upon a person's dignity or that create an intimidating, hostile or offensive atmosphere.

### **Workplace Violence means:**

- The exercise of physical force by a person against an employee or volunteer, in a workplace, that could cause physical injury to the employee or volunteer;
- An attempt to exercise physical force against an employee or volunteer, in a workplace, that could cause physical injury to the employee or volunteer; or Approved Policy and Procedure
- A statement or behaviour that it is reasonable for an employee or volunteer to interpret as a threat to exercise physical force against the employee or volunteer, in a workplace, that could cause physical injury to the employee or volunteer.

## **4. VIOLENCE RISK ASSESSMENT**

Camp Wahanowin will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. Camp Wahanowin will engage in re-assessments as often as are necessary. Measures and procedures to control these risks will be included in the workplace violence program.

## **5. DOMESTIC VIOLENCE**

If Camp Wahanowin becomes aware that domestic violence may occur in the workplace, Camp Wahanowin will take every precaution reasonable in the circumstances to protect an employee or volunteer at risk of physical injury. If an employee or volunteer becomes aware of a situation of domestic violence that may cause violence in the workplace (whether involving him/her self or another employee or volunteer), the employee or volunteer is expected to report the situation to one of the Director's as soon as possible so appropriate action can be taken.

## **6. WORK REFUSAL**

Employees and volunteers have the right to refuse work if they have a reason to believe that workplace violence is likely to endanger himself or herself. An employee or volunteer engaging in a work refusal is required to promptly report the circumstances of the refusal to one the Director's. The employee or volunteer is required to remain at work in a safe location while an investigation is undertaken and remain available to Camp Wahanowin for the purposes of the investigation. If the employee or volunteer is not satisfied with the result of the investigation, he/she can bring the matter forward to the Ministry of Labour in accordance with the requirements under the Occupational Health and Safety Act, as amended from time to time.

## **7. ROLES AND RESPONSIBILITIES**

### **Employees and Volunteers:**

It is the responsibility of every employee and volunteer to:

- observe and adhere to this Policy by treating all co-workers, supervisors and managers with dignity and respect, free from harassment or violence;
- in the case of an imminent threat of physical harm to themselves or any person from workplace violence, immediately move to a safe location and contact the police;
- participate in training regarding this Policy;
- file a report with one of the Director's as soon as possible if he/she is subjected to or witnesses harassment or violence in the workplace; and
- fully cooperate in any investigation of complaints or incidents of workplace harassment or violence, or any alleged breaches of this Policy.

### **Head Staff Team:**

Have the same responsibilities as employees and volunteers, and as well are expected to:

- communicate and review this Policy with the staff and volunteers they supervise or manage;

- advise an employee or volunteer of information related to a risk of workplace violence from a person with a history of violent behaviour if the employee or volunteer can be expected to encounter that person in the course of his or her work, and the risk of workplace violence is likely to expose the employee or volunteer to physical injury;
- take a report of workplace harassment or violence seriously; and
- report incidents to the Director's immediately for further action and/or investigation.

### **Director Team:**

Members of the Director Team must:

- take measures and procedures to control the risks of workplace violence identified in Camp Wahanowin's risk assessment as likely to expose an employee or volunteer to physical injury;
- ensure that a workplace violence risk assessment is conducted as often as is reasonably necessary as set out in this Policy;
- develop measures and procedures for summoning immediate assistance when an incident of workplace violence occurs or is likely to occur;
- ensure that employees and volunteers are trained in this Policy;
- post this Policy in a conspicuous place in the workplace; and
- deal with all concerns, complaints, or incidents of workplace harassment or violence in a timely and fair manner while respecting employees' privacy, to the extent possible given the need to investigate and deal with incidents and complaints of workplace harassment or violence.

## **8. COMPLAINT PROCEDURE**

Employees and Volunteers are encouraged to report any incidents of workplace harassment or violence.

Employees and volunteers should always contact police first in emergencies such as threats or actual violence occurring at the workplace. In cases of non-emergencies, or once the emergency is under control:

- Employees and volunteers are expected and encouraged to report situations of workplace harassment and violence in a timely manner whether they have been subjected to such behaviour or whether they observe or know of a fellow employee or volunteer or group of employees or volunteers who have engaged in or been subjected to workplace harassment or violence.
- Where appropriate, employees or volunteers who feel they have been subjected to harassment are encouraged to make their objections known to the offender, as this may stop the offending behaviour. If the employee feels it is not appropriate to raise the problem with the offender or if the offensive conduct continues, the employee should report the conduct to a Director.
- Camp Wahanowin will take all complaints of workplace harassment or violence seriously, and will investigate and deal with complaints in a fair and thorough manner.
- Confidentiality will be maintained to the extent possible given the need to conduct a fair and thorough investigation and the obligation to disclose information as may be required by law. The respondent to a complaint will be apprised of the nature of the allegations, which may require the disclosure of witness names and statements, and informed of the steps in the investigation process including the opportunity to provide a response to Camp Wahanowin.
- All employees and volunteers must cooperate fully in any investigation conducted on behalf of Camp Wahanowin to determine whether a violation of this Policy has occurred.
- If it is determined that an individual has violated this Policy, including retaliation, Camp Wahanowin will act promptly to eliminate such conduct and will take appropriate action as set out below.

## **9. NO REPRISAL**

Workplace harassment and violence are serious matters. This Policy prohibits reprisals against employees and volunteers who have made good faith complaints or provided information to Camp Wahanowin in good faith regarding a complaint or incident of workplace harassment or violence. Employees or volunteers who engage in reprisals or threats of reprisals will be considered in violation of this Policy.

### **A Reprisal includes:**

- Any act of retaliation or negative consequence that occurs because a person has complained of or provided information about a possible incident of workplace harassment or violence in good faith;
- Intentionally pressuring a person to ignore or not report a possible incident of workplace harassment or violence; and/or
- Intentionally pressuring a person to misrepresent the truth or provide less than full cooperation with an investigation of a complaint or possible incident of workplace harassment or violence. An employee or volunteer who makes a false complaint or provides false information in the course of an investigation will be in violation of this Policy.

## **10. ENFORCEMENT**

Harassment and violence in the workplace is disruptive, hurtful and can create a poisoned, hostile or dangerous work environment. Everyone in the workplace must be dedicated to preventing workplace harassment and violence. Director's, members of the Head Staff Team, volunteers and employees are expected to uphold this Policy, and will be held accountable. Where Camp Wahanowin concludes that a violation of this Policy has occurred, Camp Wahanowin may, where it deems appropriate, take any, some, or all of the following actions:

- Remove the perpetrator from the workplace, through the use of security or the police if necessary;
- Report the conduct of the perpetrator to the police;
- Prohibit the perpetrator from attending Camp Wahanowin's site on Rama Road, the Toronto office or Camp Wahanowin related events in the future, either for a certain period of time or indefinitely;
- Where the perpetrator is not a Camp Wahanowin employee or volunteer, report the conduct to the perpetrator's employer or elsewhere as appropriate;

Where the perpetrator is a Camp Wahanowin employee or volunteer:

- report the conduct of the perpetrator to his/her Unit Head and/or Director;
- require the perpetrator to attend counselling or training; and/or
- discipline the perpetrator, including a demotion, transfer, change in reporting relationships or termination from Camp Wahanowin; and/or
- Take any other action appropriate in the circumstances.

## **Procedure of Complaint Process**

- 1.1 Camp Wahanowin (the "Camp") encourages prompt reporting of complaints or concerns so that it can proceed proactively before work situations become irreparably damaged. The Directors are responsible, upon becoming aware that discrimination or harassment may be occurring, for taking appropriate corrective action in consultation with the Director Team even if no formal complaint is made.
- 1.2 Any Staff or Camper who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to a Director or other member of the Leadership Team – whomever the complainant is most comfortable reporting to.
- 1.3 Reporting Discrimination or Harassment

### **Informal Procedure:**

If you believe you have been harassed or discriminated against you may:

- Confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop; or
- Discuss the situation with your supervisor/manager or a Director– whomever the complainant is most comfortable reporting to.

### **Formal Procedure:**

If you believe you have been harassed or discriminated against, you may make a written complaint. The written complaint must be delivered to a Director or a member of the Leadership Team– whomever the complainant is most comfortable reporting to and should include:

The approximate date and time of each incident you wish to report

- The name of the person or persons involved in each incident
  - The name of any person or persons who witnessed each incident
  - A full description of what occurred in each incident
- 1.4 Investigation of Reports of Discrimination or Workplace Harassment
    - (i) Upon receiving a written complaint, Wahanowin will complete a thorough investigation that is appropriate in the circumstances. No Respondent (defined below) shall, in any way, be involved in conducting any part of the investigation.
    - (ii) Staff or Campers will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.
    - (iii) The Camp will ensure that all information obtained during the course of an investigation will not be disclosed, unless the disclosure is necessary for the purposes of investigating or taking corrective action, or is otherwise required by law.
    - (iv) For the purposes of this section the following definitions apply:
      - **Complainant** – The person who has made a complaint about another individual whom they believe committed an act of violence, discrimination, or harassment against them.
      - **Respondent** – The person whom another individual has accused of committing an act of violence, discrimination, or harassment.
    - (v) The investigation will include:
      - Informing the Respondent of the complaint
      - Interviewing the Complainant, any person involved in the incident, and any identified witnesses
      - Interviewing any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.
      - Providing a copy of the complaint, detailing the Complainant’s allegations, to the Respondent
      - Inviting the Respondent to reply in writing to the Complainant’s allegations. The reply will be made known to the Complainant before the investigation proceeds further

- Preventing unnecessary disclosure of the details of the incident being investigated and protecting the identities of the Complainant and the Respondent
- Interviewing the Complainant and the Respondent, as well as any possible witnesses
- Taking and documenting statements from all parties involved
- Making a determination of whether the offending conduct occurred
- Communicating this finding in writing to the Complainant and the Respondent
- Employing, if necessary, outside assistance, investigators or legal counsel at any point during the investigation

(vi) Upon completion of the investigation, the Camp will inform both the Complainant and Respondent in writing of the findings of the investigation and any corrective action that has, or will be taken, as a result of the investigation.

(vii) If the Camp determines that disciplinary measures are required, it shall consider the factors set out in Section 2 herein in determining the appropriate course of action.

(viii) If a Complainant decides not to make a formal complaint, the Director Team may decide that a formal complaint is nonetheless required (based on the investigation of the incident) and will file such documents with the person against whom the complaint is laid (the Respondent).

(ix) If it is determined that harassment in any form has occurred, appropriate disciplinary measures will be taken as soon as possible.

(x) Situations where there has been an accusation of harassment are extremely sensitive and often complex. At all times, the emotional and physical safety of the Complainant is paramount, and this may involve taking steps that are not outlined herein.

- 2 Disciplinary action:
  - 2.1 If, after an investigation, it is determined by the Camp that any Staff or Camper has been involved in a violent behaviour, unacceptable conduct, or harassment of another Staff or Camper, disciplinary action will be taken. Any disciplinary action will be determined by the organization and will be proportional to the seriousness of the behaviour concerned. Such disciplinary action may involve counselling, a formal warning, termination of employment or other such consequence at the discretion of the Director Team.
  - 2.2 Criteria in determining level of disciplinary action shall be based on fact scenario and will take into account harm to the individual, harm to the Camp and its reputation, and whether or not there was an unequal power relationship.
  - 2.3 Where the conduct involves, or may involve, criminal activity, the Camp reserves the right to invoke criminal charges.
  - 2.4 Staff have a duty to disclose criminal activity.
  - 2.5 Any interference with the conduct of an investigation, or retaliation against a Complainant, Respondent or witness, may itself result in disciplinary action.
- 3 Confidentiality:
  - 3.1 Complaints of harassment will be received and investigated in a confidential manner in accordance with the procedures, including prescribing corrective action. Information that must be shared will be disclosed on a need-to-know basis.
  - 3.2 Any allegation or complaint of discrimination, harassment or sexual harassment will be considered personal information 'supplied in confidence'. The name of the Complainant or the circumstances of the complaint will not be disclosed to any person except where disclosure is necessary for the purpose of investigating the complaint. The substance of investigative reports

and the substance of meetings held by those in authority regardless of whether it is substantiated, will be protected from disclosure to third parties, except where required for legal reasons.

- 3.3 Strict confidentiality cannot be guaranteed to anyone who wants to make a complaint of harassment. If a complaint goes through an investigation, the Respondent and other people involved will have to learn about the complaint. The Complainant can be assured that only people who 'need-to-know' will be told of the complaint.
- 3.4 No investigation information is to be kept on a Staff Member's personnel file with the exception of official disciplinary/termination papers. Similar to problem resolution cases, harassment investigation information should be kept indefinitely in a separate file. Proven allegations of harassment or sexual harassment, including disciplinary action taken shall be documented and form part of the Staff Member's permanent record.
  
- 4 Fraudulent or Malicious Complaints:
- 4.1 This Respect in the Workplace policy must never be used to bring fraudulent or malicious complaints against Staff Members or Campers. Unfounded or frivolous allegations of harassment and/or violence have the potential to cause both the accused person and the Camp significant damage. If it is determined by The Camp that any Camper or Staff Member has knowingly made false statements regarding an allegation of harassment or violence, immediate disciplinary action will be taken.
  
- 5 Reprisal:
- 5.1 The Camp strictly prohibits and will not tolerate reprisals against any Camper or Staff who reports an act of Workplace discrimination, harassment, or violence. Similarly, there will be no reprisal against any Camper or Staff who participates in a workplace investigation of discrimination, harassment, threats, or acts of violence. Reprisal is defined as any act of retaliation, either direct or indirect.
  
- 6 Human Rights Commission:
- 6.1 Nothing in this policy shall be deemed to limit the right of an employee or volunteer to seek assistance from the provincial/territorial Human Rights Commission.