



**WELCOME TO CAMP!**

**2022 STAFF GUIDEBOOK**

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## **DIRECTOR'S WELCOME**

Dear Staff Member,

Welcome to Camp Wahanowin! You will soon embark on an adventure that will 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 will be playing a significant role in cabins, at activity areas and in the lives of many campers. The responsibility you are being handed is awesome and the required effort significant, but the rewards are infinite. Helping children learn new skills, gain confidence and make new friends is exhilarating and provides a level of satisfaction seldom felt anywhere else.

This 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 have enjoyed for many years. Welcome to the Wahanowin Team! We look forward to working with you this summer.

Your Wahanowin Directors,

Elijah and Tia

## **OUR PHILOSOPHY (VISION, MISSION AND VALUES)**

**WE USE OUR VISION AND MISSION TO GUIDE US.  
WE LIVE OUR VALUES EACH AND EVERY DAY.  
THIS IS WHO WE ARE.**

### **VISION**

A supportive community that inspires our campers and staff to become competent, confident and compassionate leaders

### **MISSION**

We achieve our vision through creating:

A safe environment where campers and staff feel included, supported and cared for  
Friendships and memories to last a lifetime through intentional nurturing of healthy relationships and experiences

Fun, unique and innovative ways to motivate and enhance skill development and self confidence; and

An 'unplugged' space where the focus is on self-discovery and personal bests

### **VALUES**

We embrace and live the following values

#### **Community**

We look out for each other and put others before ourselves

We take responsibility for caring and supporting each other and our environment

We are dedicated to teaching ourselves about the importance of giving back

#### **Growth**

We create safe and supportive environments where everyone is given opportunities to learn, become independent, resilient and build confidence

We expand our comfort zones by embracing failure and imperfection and learning from our mistakes. We are not afraid to ask for help

We are committed to leadership development and continuous learning

#### **Respect**

We accept each person for who they are without judgement

We listen to each other

We act honestly and with integrity

#### **Tradition**

We honour the past while embracing the future

We create a sense of comfort and belonging through the celebration of memories

We develop and inspire the next generation

## OUR HISTORY

### Land Acknowledgement

Camp Wahanowin respectfully acknowledges that it is located on the tradition territory of the Anishinaabeg, Ojibwe, Odawa and the Pottawatomi nations. These are collectively known as the Three Fired confederacy.

We also recognize the contributions that the Chippewas of the Rama Mnjikaning First Nation, known as the “people of the deer” has made in shaping and strengthening our community.



Camp Wahanowin’s surrounding area is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to share this land. We are committed to a relationship with First Nations, Métis and Inuit people based on the principles of mutual trust, respect, reciprocity, and collaboration the spirit of reconciliation.

### The McPherson Family

The land where Camp Wahanowin now stands was granted to Captain Allan McPherson in 1867. Using limestone from our former site on Lake St. John, he built his home which we know as “The Stonehouse”. It was the first settlement in the area and became the first post office in Simcoe County. It was nearly 100 years later, in 1955, when Harold Nashman and his Mother, Anne (Bubby Nash), discovered the site and recognized it for what it was - a place for children to flourish. They opened Camp Wahanowin that same year, and the Nashman family-owned Camp Wahanowin up until the transition of ownership to Tia and Elijah in Fall 2022.

### Our Site and Facilities

Wahanowin comprises 100 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.

Wahanowin’s waterfront on Quarry Point Bay, 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 stand up paddleboarding, sailing, a waterpark and pontoon boats.

Our exciting adventure activities include nine low-initiative tasks and high ropes elements, as well as a Climbing Wall, a zip line and our team ropes challenge course. We are also the only camp in Canada to have a full-size Trapeze and 2 Bungee trampolines to provide additional thrills.

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, a soccer field, six tennis courts, basketball courts with lights and three beach volleyball courts. We have an archery range, 3km of mountain biking trails as well as a large theatre with seating for over five hundred that are equipped with professional sound and lighting.

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

# HEALTH AND SAFETY

## Staff Code of Conduct

Camp Wahanowin's Code of Conduct, in conjunction with the policies as outlined within this manual and the Staff Agreement, provides each staff member with a clear understanding of appropriate behaviours and conduct during their employment in keeping with our values of respect, growth, community, and tradition.

By adhering to the Code of Conduct, each staff member is a role model and contributes to the well-being of campers and staff and a safe and friendly environment, free from conflict, harassment and discrimination. Each aspect of this document and the camp policies will be refreshed as part of pre-camp staff training.

All staff members are expected to carefully read and sign off on this document and conduct themselves accordingly while employed by Camp Wahanowin, both on and off site. The Code of Conduct forms part of your Staff Agreement and any single breach it, may result in disciplinary action, including termination of your employment.

The Code of Conduct covers the following issues:

- 1) Discrimination and Harassment
- 2) Sexual Harassment and Relationships at Camp
- 3) Alcohol, Drugs and Smoking
- 4) Work Ethic
- 5) Appropriate Language
- 6) Appropriate Appearance
- 7) Hazing, Initiations and Pranks
- 8) Community Reputation

### Discrimination and Harassment

It is our responsibility to treat everyone at camp fairly and with respect. Discrimination at camp will not be tolerated and we expect all our staff to act, when appropriate, to correct or prevent comments or behaviors that are unjustly discriminatory. Behavior that constitutes discrimination at camp includes, but is not limited to:

- an expression of power over or against another person;
- comments which are demeaning with respect to body type, physical characteristics, gender, gender identity, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status.

Harassment is defined as comments or conduct towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Behavior that constitutes harassment at camp includes, but is not limited to:

- stalking or other intimidating conduct;
- bullying;
- uninvited, unwanted and threatening physical conduct (i.e., hitting, grabbing, pushing, pinching, throwing, use of a weapon);
- displaying or circulating offensive pictures, photographs or materials;
- pressuring others to perform demeaning, humiliating or dangerous acts;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- behaviours not directed towards a specific person or group but the goal is to create a negative or hostile environment;
- retaliation or threats of retaliation against an individual who reports harassment to a Camp Director.

### **Sexual Harassment and Relationships at Camp**

Sexual Harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Sexual harassment is not tolerated at camp and could include, but is not limited to:

- sexist jokes;
- display of sexually offensive material;
- Sexually degrading words used to describe a person
- Inquiries or comments about a person's sex life
- unwelcome sexual flirtations, advances, or propositions;
- a relationship (sexual or otherwise) which constitutes an abuse of power;

Personal relationships and public displays of affection between staff members are to be kept discreet. Campers should not be made aware of any staff member's personal relationships.

### **Alcohol, Drugs and Smoking**

In addition to all non-negotiable policies stipulated in the Staff Agreement and Staff Manual/Policies, staff may not in front of campers discuss the legal consumption of alcohol on time off or carry or visibly store (e)cigarettes that they use on their time off.

Under no circumstances can they return from time off under the influence of alcohol and or/drugs.

### **Work Ethic**

Staff will uphold the mission and values of our guiding philosophy by fulfilling all expectations of their job. Staff are expected to lead by example in all aspects of their employment and show support for all programs and policies that are expected of them and their campers.

### **Appropriate Language**

Staff members agree they will represent themselves, their personal habits, routines, conduct and image in an appropriate manner to reflect the high standards of professionalism that would be expected as a role model for young children, within and around our camp community. The use of foul language, profanity, lewd or suggestive remarks and/or language that degrades, stereotypes or intimidates others is not appropriate in the environment we create at camp.

### **Appropriate Appearance**

Staff members are required to dress appropriately as their job requires, based on the position and activity, keeping safety in mind. Articles of clothing, personal effects, hats, water bottles, etc. depicting inappropriate logos, slogans, images, illegal drugs, alcohol branding and profanities are not permitted. Excessively revealing or tight shirts, shorts or bathing suits are not permitted at camp or when staff are off site as a representative of the camp. Additionally, swimsuits are only appropriate at waterfront areas or during water based special programs.

### **Hazing, Initiations or Pranks**

Initiation, pranks or "hazing" of any staff member or camper will not be tolerated at camp. Hazing refers to any activity expected of a staff or camper joining a group (or to maintain in a group) that humiliates, degrades, forces consumption or risks emotional and/or physical harm, or breaks policy, regardless of the person's willingness to participate. Hazing, initiations, unwanted and hurtful pranks are a form of harassment.

### **Community Reputation**

Our relationship and reputation with the people and businesses in the local community is very important to Wahanowin. When outside of camp on staff or camper excursions or time off, staff must demonstrate positive behaviour that is representative of the camp's values. Damage or theft of public property or inappropriate language or conduct is unacceptable and will be dealt with on an individual basis by the Camp Directors.

## Staff Policies

Camp Wahanowin's Staff Policies include the information in your Staff Agreement, the Code of Conduct and the Staff Manual, and the following points which provides each staff member with a clear understanding of appropriate behaviours and conduct during their employment in keeping with our values of respect, growth, community, and tradition.

- 1) Staff found keeping or consuming alcoholic beverages, marijuana in any form, e-cigarettes or illegal drugs or drug paraphernalia of any kind or are in the presence of others who are actively using/consuming them, are subject to immediate dismissal. In addition, the camp reserves the right to contact the police and parents of minor staff in this regard.
- 2) Staff willfully neglectful or abusive (physical, mental, verbal, sexual or emotional) to campers or other staff are subject to immediate dismissal.
- 3) Initiation or hazing of staff or campers of any kind is strictly forbidden.
- 4) Smoking is only permitted in designated areas and only at designated times as specified by the Director and only if staff are officially off duty.
- 5) Staff are required to participate in pre-camp training, ongoing training and attend any "all staff" or job specific meetings throughout the summer.
- 6) Staff must remain on camp property at all times, except for days off and official camp business unless permission is given by the Director.
- 7) Staff will receive one day off per week, exclusive of Visitor's Day and the first and last weeks of Camp Wahanowin. Staff may not take consecutive days off without permission from a Director and only for special circumstances. Outside appointments should be scheduled to coincide with your day off.
- 8) If leaving camp during their day off, staff are required to sign in and out. Staff returning late from their day off shall lose time from their next one.
- 9) Staff are responsible for their own transportation on their time off.
- 10) Staff may not receive visitors at camp unless permission has been granted by a Director. This includes on-site free time, after camper bedtime, Visitor's Day, during meals, etc. Overnight guests are not permitted at any time.
- 11) Camp is a nut free site and no products that contain or may contain peanuts or tree nuts may be brought into camp.
- 12) Staff may not bring any outside food into camp without permission from a Camp Director nor can they give outside food or drinks of any kind to a camper.
- 13) Program staff are responsible for night duty (OD) once or twice per week from camper bedtime until curfew.
- 14) The camp curfew must be observed by all staff.
- 15) Male staff may not enter female cabins. Female staff may not enter male cabins. The same holds true for campers.
- 16) Any and all staff relationships must be respectful, discreet, responsible and appropriate at all times, particularly in the presence of campers.
- 17) The camp reserves the right to conduct cabin and/or lock box checks to ensure that policies are being upheld. In this regard, cabin doors or lock boxes may not be locked unless permission is given by the Director and a key or combination to the lock provided.
- 18) Counselling staff are expected to actively participate in every activity with their cabin, including all waterfront activities and canoe trips.
- 19) Program staff are required to be on time and in attendance for all meals and eat at their assigned table.

- 20) Planning or participating programs or activities, whether with or without campers, that are sexually suggestive, inappropriate, negative or dangerous will not be tolerated.
- 21) All staff must complete a swim test to use the waterfront area. Staff may swim during their free time with permission from the Camp Director and only with a buddy and the presence of a lifeguard. Swimming and use of any boats after sunset are strictly forbidden.
- 22) If a need arises that a staff member is asked to change cabins, Units or jobs during the course of the summer, we ask that the staff member remains flexible and complies with the request.
- 23) In accordance with our camper and CIT policy, staff may not bring to camp or keep in their cabin any of the following contraband and/or electrical items; candles, incense, fans, food, fridges, coolers, pop, bottled water, hot pots, inflatable or collapsible chairs, kettles, indoor grills, mosquito coils, etc. Such items will be taken away and the camp will NOT take responsibility for their return. Any confiscated items shall be donated to a local charity or food bank. Additionally, campers are NOT permitted cell phones or any device that has a screen, including iPads, iTouch, etc.
- 24) Staff may bring cell phones to camp but may only use them after camper bedtime, during a period off and in a discreet manner. Staff may not take photos of campers on their cell phones or have campers use their cell phones at any time for any reason. Abuse of cell phone use will result in the removal of cell phone privileges for one week of camp. Using a cell phone for music is also not permitted unless approved by a Director.
- 25) Staff may bring lap top computers to camp but must use and store them outside of camper site and may only use when staff are officially 'off duty'.
- 26) Staff may not take or post pictures of campers on social media or "friend" campers, without express permission from the Camp Director's and camper's parents. Additionally, Staff will not post on social media personal issues of sexuality, alcohol consumption, parties, drug use, issues or concerns about the camp, with other campers, staff members, the Camp Director, and other issues that seem inappropriate, unprofessional or compromise the Camp's reputation.
- 27) Staff that are over 18 are permitted to bring a personal vehicle to camp which is to remain in the staff parking lot except when being taken out of camp on official time off. They may not be driven to cabins or around camp. Failure to comply will result in loss of privilege.
- 28) Driving a vehicle of any kind, including cars, trucks, golf carts, boats without the express permission of the Camp Director is not permitted. Boats are only to be driven by waterfront staff who are qualified to do so and only for the completion of their job or upon direction of a Camp Director.
- 29) Tips may not be accepted by any staff in accordance with Ontario Camps Association guidelines.
- 30) Staff are responsible for a thorough clean up and are required to work until 5:00pm, unless otherwise stipulated, on their end date.
- 31) Any staff leaving their cabin and/or assigned cabin in unsatisfactory condition upon departure will incur a cleaning charge of \$20.00/hour determined at the Director's discretion. In such event, the staff's cheque will be withheld until such charges are paid.
- 32) The camp is not responsible for the loss or damage to any staff member's personal effects including, but not limited to, clothing, cell phones, vehicles, computers or money. The camp encourages staff to hand in valuables to the office for storage.
- 33) In addition to the aforementioned policies, staff must adhere to any guidelines and additional policies stipulated by the Directors throughout the summer.

## **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, etc.

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.

## **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.

## **Health Centre and Staying Healthy at Camp**

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.

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.

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 medical form: health card number, your medical conditions, daily prescription medications, allergies and medical history. All medical details are held in the strictest confidence.

## **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, firecrackers 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.

## **Workplace Harassment and Violence Protocol**

Camp Wahanowin is committed to ensuring that all staff are treated with respect and dignity and are able to work in a safe and healthy workplace. This Protocol is intended to help prevent Workplace Harassment and ensure staff understand the process to be followed to address and manage complaints of Workplace Harassment.

## **Workplace**

Workplace is defined as the time you are employed by Camp Wahanowin and performing your job description/duties as a staff member while onsite at camp and while on days off etc.

## **Workplace Harassment**

Is an upsetting comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. It includes comments or conduct towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Behavior that constitutes harassment at camp includes, but is not limited to:

- stalking or other intimidating conduct;
- bullying;
- uninvited, unwanted and threatening physical conduct (i.e., hitting, grabbing, pushing, pinching, throwing, use of a weapon);
- displaying or circulating offensive pictures, photographs or materials;
- pressuring others to perform demeaning, humiliating or dangerous acts;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- behaviours not directed towards a specific person or group but the goal is to create a negative or hostile environment;
- retaliation or threats of retaliation against an individual who reports harassment to a Camp Director.

## **Workplace Violence**

Is a threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:

- Verbal or written threats to attack;
- Sending to or leaving threatening notes or emails;
- Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
- Wielding a weapon in a Workplace;
- Hitting, pinching or unwanted touching which is not accidental;
- Dangerous or threatening horseplay;
- Physical restraint or confinement;
- Blatant or intentional disregard for the safety or wellbeing of others;
- Blocking normal movement or physical interference, with or without the use of equipment;
- Sexual violence; and
- Any attempt to engage in the type of conduct outlined above

## **Reporting Workplace Harassment**

If you feel you are being harassed, you should first advise the person harassing you to stop, if you feel comfortable in doing so. If you do not feel comfortable doing so, or if the harassment continues, you are encouraged to report any incidents of Workplace Harassment to the Workplace Harassment Officer. You will not be penalized or disciplined for reporting an incident or for participating in an investigation involving Workplace Harassment.

## **Where to Make a Workplace Harassment Report**

An incident or a complaint of Workplace Harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

A Workplace Harassment incident or complaint must be reported directly to the Workplace Harassment Officer, Tia Wintre. If the Workplace Harassment Officer is the alleged harasser, you should report the complaint to Elijah Geller, another member of the Director Team.

All incidents or complaints of Workplace Harassment will be kept confidential except to the extent necessary to protect others, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

### **How to Make a Workplace Harassment Report**

You may report incidents or complaints of harassment verbally or in writing. When submitting a written complaint, please answer the following questions or obtain the Workplace Harassment Incident Report Form from the office. When reporting verbally, the Workplace Harassment Officer will assist you to complete the Workplace Harassment Incident Report Form.

The report of the incident should include the following information:

- Your name
- Name(s) of the alleged harasser(s)
- Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any)
- Details of what happened including date(s), frequency and location(s) of the alleged incident(s)
- Any supporting documents you may have that are relevant to the complaint (e.g., emails, texts, etc.).
- A list of any documents that may be relevant to the complaint.

### **What Happens After Making a Workplace Harassment Report**

All incidents or complaints will be kept confidential except to the extent necessary to protect the Worker, to investigate the complaint or incident, to take corrective action, or otherwise as required by law.

In particular, the Workplace Harassment Officer may inform the other Directors that a Workplace Harassment complaint has been filed and needs to be investigated.

The Workplace Harassment Officer is not required to reveal your name or that of the alleged harasser(s), or details of the incident, at this stage of the process unless the safety of people at camp may be at risk and/or if temporary action (e.g., an isolation of the alleged harasser(s) while an investigation takes place) is required.

## **GENERAL INFORMATION**

### **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.

### **Arrival at Camp**

Pre-camp officially begins on Sunday, June 26th for all Counsellors and Support Staff. Head Staff are required to arrive at camp on June 24<sup>th</sup>, Heads of Specialty on June 25<sup>th</sup> and all other staff on June 26th. All staff are expected to attend pre-camp since it is crucial to your employment at camp. Components of pre-camp include icebreakers, camp programming, policies, emergency procedures, training 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 26<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.

## 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 a Camp Director.

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 staff meetings. It must be coordinated with your co-counsellors or specialists, since cabin groups and activity areas must always be sufficiently staffed.

Days off are 24 hours in duration, beginning at 6:00pm.

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.

## 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. 4:00pm at SilverCity, Richmond Hill. Staff that depart camp on irregular departure dates are responsible for providing their own transportation to Toronto.

## 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. In addition to our internal camp insurance, **ALL international staff must have their own medical insurance** to offset any unexpected medical expenses.

## 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 connected to your mandatory deduction which includes staff shirt, staff activities and laundry once a week while at Camp. This deduction will be removed as per the following schedule: \$96 - summer only and \$12/week for other contract lengths.

*Wahanowin takes no responsibility for damages to personal belongings sent out to the laundry service.*

## Staying in Touch

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

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.

Cell phone use is outlined in the 'Staff Policies' section above.

## 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 who attend camp starting in the Spring and ending in the Fall may request one payment in advance of the end of season paycheque by speaking directly to a Director.

Any deductions incurred over the summer will be deducted from your final paycheque. These include; income tax, CPP contributions, laundry, prescriptions paid for by the camp on your behalf, etc.

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 (RoE) must request it.

## 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 (passports, work visas, 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. In addition, staff must receive permission from a Director before bringing a bike to camp.

In respect of each other's privacy and property, staff may not go into other cabins unless accompanied by the occupant. As well, male staff are not permitted in female cabins where campers reside and visa versa.

## Vehicles

Camp Wahanowin owns a number of vehicles that staff may have an occasion to use for camp business and 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. 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. Staff must get permission from a Director before driving any camp vehicle.

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.

## **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 the office of any maintenance 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.

## **Personal Vehicles**

- 1) Your car can never proceed past the designated staff parking lot except for the following;
  - a. arrival and departure days
  - b. official camp business or with specific permission, as directed by the Camp Directors
  - c. 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.
- 5) 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.

## **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.

Right now our Visitors Day is scheduled for Saturday, July 23<sup>rd</sup>, but we have yet determined if it will proceed due to COVID-19. We will keep you all posted! Staff may not receive visitors or leave camp on this day, as they are expected to work.

# What to Pack for Camp

## Helpful Hints

- Label everything clearly and permanently
- Pack belongings in maximum 2 soft sided duffel/hockey equipment bags (no suitcases). Shelf space is limited.
- Do not bring expensive clothing or equipment - staff work in all kinds of weather and although all reasonable precautions are taken, the camp is not responsible for loss, damage or theft of any belongings.
- The following list is only a suggestion of what to bring. We encourage staff to use what they have on hand and limit any new purchases.
- All campers and staff wear white shirts and “nice” bottoms for Friday dinner

### BEDDING

Duvet or thick comforter  
Heavy blankets - 1  
Pillow and 2 Pillow cases  
Sheet sets - single size - 2  
Sleeping bag

### CLOTHING

Bathing suits - 3 (nothing too tight or revealing)  
Hats - baseball, toque, sunhat - 2  
Jeans or other casual work pants - 2 pairs  
Long-sleeved/warm shirts - 4  
Pajamas/sleepwear - warm, 3 pairs  
Rain jacket  
Shorts - 4 pairs  
Socks - 12 pairs  
Sweatpants - 2 pairs  
Sweatshirts - 4  
T-shirts - 8  
“Nicer” clothes - banquets, staff events, etc.  
Underwear - 10 pairs  
Work clothes - 1 set - can get painted/dirty  
Red and white clothing for camp programs  
Pink T-shirt for “Pink Day”

### FOOTWEAR

Running shoes  
Flip flops, slides or water shoes  
Hiking boots or rain boots  
Casual shoes

### PERSONAL ITEMS

Box of medical grade disposable & 7 reusable masks  
Hand sanitizer  
Refillable water Bottles x2  
Facecloth  
Hairdryer  
Nail clippers  
Prescription medication  
Razor  
Shampoo, conditioner  
Body wash or soap/soap container  
Sunscreen  
Towels (bath and beach) - 4

### ADDITIONAL ITEMS RECOMMENDED

Alarm clock  
Backpack or cinch bag  
Books or reading material  
Flashlight or headlamp, extra batteries  
ID (for driving and proof of age)  
Insect repellent  
Ontario/Out of Province Health Card/Insurance  
Whistle - “Fox 40” brand (waterfront staff)  
Sunglasses  
Watch  
Baseball glove

### OPTIONAL ITEMS

Bluetooth speaker  
Musical instrument (guitar, etc)  
Sports equipment (frisbee, football, etc.)

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

Bicycles  
Candles, lighters, matches, mosquito coils  
Food - No food, gum or drinks of any kind. Camp Wahanowin is also a peanut/nut free site.  
TV's or Gaming devices - PS4, Nintendo switch, Xbox  
Electric appliances - electric blankets, curling irons, fans, hair straighteners, hot pots, kettles, lamps  
Furniture - inflatable or folding chairs, plastic shelves  
Weapons, Swiss Army knives, water gun

## 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 four different staff categories at camp; Head Staff – Coordinators and Unit Heads; Heads of Specialty; 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 four 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 activity 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
- 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 meals, 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.

## Evaluations

It's important for every Director, Head of Specialty, Unit Head etc. to regularly evaluate their staff. Performance evaluations help pinpoint areas where staff members have been effective and where they can improve. These evaluations let staff know where they stand and what steps they need to take to do their best: how they can change their behavior, try harder and meet their own goals and yours.

Camp is not just a place for campers to have a great summer; it's also a workplace where staff can grow as employees and as people. Staff want to be where they feel they're growing and evolving. All Staff will be formally evaluated at least twice during their employment, but ongoing feedback will be provided to support the successful fulfillment of your job.

## Typical Program Day

7:45am	Wake Up
8:20am	Flagpole and First Bell for Breakfast
8:30am	Breakfast
9:10am	Cabin Clean Up
9:50am	Round Up
10:20am to 11:20am	Period 1
11:30	Snack Attack
11:50am to 12:50pm	Period 2
1:00pm	First Bell for Lunch
1:10pm	Lunch
1:50pm to 2:50pm	Rest Hour
2:50pm to 3:50pm	Period 3
4:00pm to 5:00pm	Period 4
5:10pm to 6:00pm	General Swim
6:00pm	First Bell for Dinner
6:10pm	Dinner
7:00pm to 7:45pm	Free Play
7:45pm	Evening Programs Begin
8:45pm – 9:30pm	Camper Snack
9:00pm to 9:45pm	Bedtime
10:00pm	OD Checks on
12:15am	Dining Hall and Staff Lounge Close
12:30am	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 four different periods, General Swim and Evening Program. In addition to activities 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 work with their supervisors to implement them if possible.

## **Activity Areas**

Qualified, skilled staff lead all of our activity areas. All waterfront staff have a minimum Bronze Cross 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 • Bungee Trampoline • Canoeing • Dance • Fitness  
Fishing • Kayak • Mountain Biking • Overnights • Photography  
Princess Cruise • Low and High Ropes • Sail • Sports (Baseball, Basketball, Soccer, Volleyball) • Swimming  
Zipline • Tennis • Trapeze • Waha Café (cooking)  
Waterskiing • Wake Surfing/Boarding • Waterpark • Woodworking

Staff that work in our Support areas, will have the opportunity to enjoy all of our activities during their free time.

## **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. This will be planned in advance with the Unit Head so that the appropriate space is reserved i.e. specific buildings, activity areas, supplies, etc.

Some examples of Evening Programs are:

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  
Overnights • Pictionary • Rotating Games • Scavenger Hunt • Slop Bowl Game • Stock Ticker • Talent Show

## **Special Programs and Activities**

In addition to our regularly scheduled activities, our Program Coordinators are hard at work planning special activities and camp wide programming for everyone at camp. The success of these programs is dependent on staff support and spirit! Throughout the summer, special programs are also planned by counsellors who have gone above and beyond in their role and are awarded Special programs include;

Colour War • Olympiad • Carnival • Survivor • Unit Service Rehearsal

## **Theatre Program**

Each week, a different Unit is responsible for performing on Saturday evening in a musical theatre production. It is the responsibility of the counsellors and specialists in each Unit to support the hard work of their campers and the Theatre staff during the week of rehearsal. This is everything from helping to run lines, work on scenes and work on sets, props and costumes. It is the responsibility of the counselling staff in collaboration with the Theatre staff to make their Unit shine!

## **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 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). 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

An integral part of the camp experience is sharing the songs that have become part of our tradition. Whether around the campfire, in the Dining Hall or throughout the program day, music and song convey the reasons why camp means so much to us - the activities we do, the friendships we form and the sense of family and community that stays with us always.

### 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!

### This Place I Know

Countdown, finally done, waited all year for July  
I can feel my heart when that cheering starts 'cause we finally arrived  
Down to main camp or up to the grove doesn't matter where I am  
'Cause I finally made it back to Wahanowin

#### Chorus

This place I know, where summer lasts a lifetime  
Where I can grow, into who I want to be  
And the memories I make, I'll be able to take them wherever I go,  
From this place that I know

Spotlight, Saturday night, my first time up on stage  
My friends are here, I can hear them cheer, I know everything's ok  
Down at the docks after five long tries I get up on waterskies  
Up at camp there's always gonna be a place for me

#### Chorus

This place I know, where summer lasts a lifetime  
Where I can grow, into who I want to be  
And the memories I make, I'll be able to take them wherever I go,  
From this place that I know

On the beach with my friends, staring out at the sunsets, in those the  
moments we all share  
More than friendship, it's my waha family, I can't wait until I'm there

#### Chorus

This place I know, where summer lasts a lifetime  
Where I can grow, into who I want to be  
And the memories I make, I'll be able to take them wherever I go,  
From this place that I know

### The "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 hearing the end  
W...A...H...A...N...O...W...I...N  
That is the way we spell Wahanowin!

### 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  
Wahana Wahana Wahana Wahana Wahanowin  
Wahana Wahana Wahana Wahana Wahanowin  
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!

# 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 clean-up 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.

## 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.

## 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.

## **Blessing**

Camp Wahanowin is rooted in Jewish values and approximately 95% of our campers throughout the 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-aretz*

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.*

## **Friday Night Shabbat**

The Jewish Sabbath (Shabbat) begins Friday evening and ends at sundown 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, kiddush (blessing for wine) and Hamotzi (blessing for bread: Challah). Following dinner, everyone attends a Friday night service. Each week a different Unit leads the service, which is comprised of poems and songs. Subjects in the past have included friendship and giving back. Our services’ underlying focus is related to our Wahanowin Values.

## **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.

## HOW TO FIND US

### CONTACTING OUR DIRECTORS OR OFFICE

#### TORONTO OFFICE

Closed June 19 to September 6

##### Address

227 Eglinton Avenue West  
Toronto, ON M4R 1A9

##### Phone

416-482-2600 or 1-800-701-3132

(Our Toll Free number is not connected to the camp office during the summer)

##### Fax

416-482-2860

##### Website

[www.wahanowin.com](http://www.wahanowin.com)

#### CAMP OFFICE

June 21 to Sept 6

##### Mailing Address

If sending mail to your child, be sure to include their name (first and last)

PO Box 850  
Orillia, ON L3V 6K8

##### Phone

705-325-2285

##### Email

No Email Access

##### Website

[www.wahanowin.com](http://www.wahanowin.com)

##### Courier Address

6726 Rama Road  
Longford Mills, ON  
L0K 1L0

Please DO NOT send Canada Post Priority or Express Mail to this address, as it is not delivered to our door.

#### EMAIL ADDRESSES

**General**      [info@wahanowin.com](mailto:info@wahanowin.com)

#### Camp Directors

Elijah Geller - [elijah@wahanowin.com](mailto:elijah@wahanowin.com)

Tia Wintre - [tia@wahanowin.com](mailto:tia@wahanowin.com)

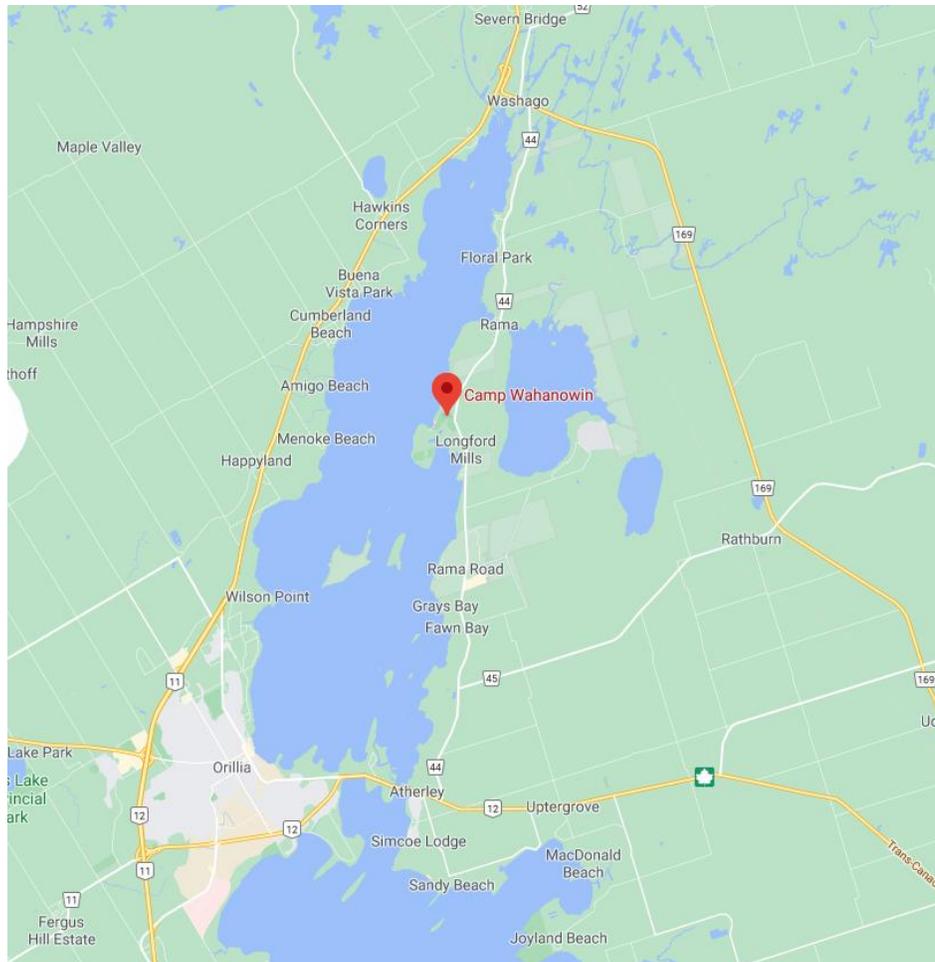
#### Manager – Camp Experience & Logistics

Paige Kruger – [paige@wahanowin.com](mailto:paige@wahanowin.com)

#### Manager – Outdoor Education Centre/Administrative Coordinator

Sydney Singh – [sydney@wahanowin.com](mailto:sydney@wahanowin.com)

# DIRECTIONS TO CAMP



## DISTANCES AND DRIVING TIMES TO CAMP

Toronto	150km	90 minutes
Montreal	600km	6 hours
Buffalo	450km	4½ hours

## DIRECTIONS TO 6726 RAMA ROAD LONGFORD MILLS, ON L0K 1L0

### FROM SOUTH OF CAMP

Hwy 401 to Hwy 400 north towards Barrie  
Continue onto Hwy 11 north towards Orillia  
Exit onto Hwy 12 south  
Continue along 12 to Rama Road.  
Turn left (north) on Rama Road  
Camp Wahanowin is on the left (west side of Rama Road).

### FROM NORTH OF CAMP

Take Hwy 11 South  
Exit on to Road 169 South at Washago  
Continue through the town of Washago  
Turn right (south) on Rama Road and travel for 8km  
Camp Wahanowin is on the right (west side of Rama Road)