



RKY CAMP

**Program
Planning
Guide 2011/2012**

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Welcome to RKY Camp

Firstly, thank you for choosing RKY! We look forward to hosting your program at our beautiful site on Eagle Lake. If you are returning to RKY, you can attest to the magic that is felt from even one day on Eagle Lake, and if you are coming for the first time – get EXCITED! RKY is a wonderful place for learning and reflection, for group bonding as well as self-exploration.

We are open year round, rain or shine and look forward to working with you to design a program that fits the needs, goals and objectives of your group.

This booklet is designed to make the planning process for both new and returning groups as smooth as possible, and contains vital information for your visit. Please note that there is extra added in area's of this guide that will be new information for returning groups as well!

Important: RKY Camp is a Nut & Shellfish Sensitive Site!

Please make special note that do to the growing number of shellfish and nut related allergies, RKY Camp has committed to being a **nut, peanut and shellfish sensitive site**. Please help us make sure that RKY Camp is a safe place for all of our participants in helping us enforce this policy. If your group is bringing bagged lunches or snacks of any kind – **please make sure this is communicated to all participants & parents so they not bringing any nuts, peanuts or shellfish to our site!** Thank you for your cooperation 😊

How to Use the Outdoor Centre Guide

This guide has been broken down into many sections to make it as user friendly as possible. If you are new to RKY – we encourage you to read the entire manual. If you are returning, please review the sections that pertain to your group

- Section 1 – About RKY & Outdoor Centre Rates
- Section 2 – RKY Programs & Activities
- Section 3 – School Programs
- Section 4 – Non – School related Programs
- Section 5 – Important Forms (waivers & packing lists!)



SECTION 1: About RKY Camp & Outdoor Centre

The RKY Site & Facilities

RKY Camp is situated on 12 wooded acres of waterfront property on Eagle Lake. During our Outdoor Centre seasons, our program areas allow us to have over 100 campers engaged in program around site at one time. For our overnight programs in the Spring and Fall seasons; we have 13 cabins that sleep 8-16 people each, as well as our Churchill Leadership Centre which sleeps 22 people, all available for overnight groups. In the winter months (January- March) we can sleep up to 60 people in heated accommodations, and The Homestead continues to be our dining hall as well as a large heated indoor space.

Directions

RKY Camp is conveniently located approximately 45 minutes North of Kingston. Please note there are no public signs to RKY Camp!

- From Kingston take Highway 38 North until Parham; make a slight right, and then make a left on Eagle Lake Road. Follow Eagle Lake Road until Sugar Bush Lane on your left. Follow Sugar Bush Lane until the RKY Eagle Sign (Y in the road) Please make a right to come to main camp – WELCOME TO RKY!
- From the Ottawa area come west along Highway 7 until Sharbot Lake; head south on 38 for about 15minutes, and then right onto Eagle Lake Road [and follow directions above]
- From the GTA drive East on the 401 until exit for Wilton Rd. Follow signs to Harrowsmith, make a left in Harrowsmith towards Verona/Sharbot Lake (this puts you on Highway 38) Follow Highway 38 North until Parham; then follow above directions from Parham to CAMP!

Please note that RKY is located off of a classic “camp road”. School buses are completely fine but NO COACH BUSES! They are too low to the ground.

Our Staff

The RKY Outdoor Centre program staff team is led by both a Full Time Camp Director & Assistant Camp Director. All staff participate in a training prior to each season, which has a heavy focus on program facilitation & risk management. All staff must have a minimum of Standard First Aid and CPR, and experience working in a camp environment. Many have their National Lifeguard certification (NLS) and Wilderness First Aid. Most of our Outdoor Centre staff are college & university students, or recent graduates. All staff must present a clear criminal record check prior to the beginning of their contract. Our staff are chosen for their commitment to the values, mission and vision of RKY Camp, their ability to work well with people and their love for camp!



2011 Outdoor Centre Program Rates

Day Groups Fee (bringing their own lunches)

- under the age of 15 **\$25pp** (no HST)
- aged 15+ **\$25pp** (plus HST)

Day Groups Fee (RKY Providing Lunch)

- under the age of 15 **\$30pp** (no HST)
- aged 15+ **\$30pp** (plus HST)

Overnight Programs *** Please note for all overnight programs with participants 14 years of age and younger NO HST is charged, but all overnight programs with participants 15+ we must charge HST ***

Arriving between 9:00am and 11:00am with bagged lunches, staying until after lunch on Day 2
All program provided, dinner, snack, breakfast and lunch -- **\$60pp**

Two Night Program

Arriving between 9 and 11am with bagged lunches, staying until after lunch on Day 3
All program provided, dinner x 2, lunch x2, snack x 2 -- **\$90pp**

Facility Rental Fees

Our facility rental fees are based on the number of people, what support you require from the RKY Camp Staff and the time of year. An average weekend site booking (arriving after dinner Friday, and departing after lunch on Sunday) would be \$90 pp with RKY providing all catering.

Please note in 2012 all of our fee's will be increasing slightly

Deposit & Payment Information

Once booking your program dates you will receive a group agreement with a calculated 10% deposit. **If RKY does not receive your deposit by one month prior to your program date then your spot will be made available to other groups.** This is applicable to ALL Outdoor Centre groups.

As stated in the group agreement confirmation letter, all Outdoor Centre groups will be charged a minimum **90%** of their estimated number of participants given one month prior to the trip. Final Invoices will be issued the day of the program at RKY Camp, and payments can be made by cash, cheque or credit card either at the YMCA or over the phone.

Example: If when booking your visit to RKY Camp you estimated 100 students, and only 82 students arrived, the group will be invoiced for 90 students. Changes to the estimated number of participants can happen up to one month prior to your visit without an additional charge. If there is less than one month remaining, please still let us know as soon as you can 😊

The Tuck Shop

Tuck – a time-honoured camp tradition. The Tuck shop does not keep regular stores hours, but opens on a demand basis. During the Outdoor Centre seasons, our tuck shop does not sell candy and treats, but it DOES sell lots of RKY camp souvenirs! The types of souvenirs it sells vary from season to season, but can include things such as RKY water bottles, tee shirts, toques, stickers, bookmarks and pencils! In order to ensure it is stocked, if your group would like to visit the tuck shop please let us know prior to your arrival and we will do our best to make sure there are some RKY souvenir options!

Health Care at RKY Camp

Quality Health care for visitors at RKY is a team effort between teachers, supervisors, and our staff. Our RKY waterfront staff are all qualified lifeguards and all staff are qualified in CPR and Standard First Aid. First aid kits are carried throughout the day by RKY staff. There are also various first aid kits located around site.

Each student must provide to us the enclosed, completed Health Information Form, completed by a legal guardian. Please bring these forms with you when you come to camp. If there are any concerns that you may have, or anything that you think that we should know, please call the camp office at least one week **at least one week prior to your class's visit**, so that we can ensure that our staff are prepared for your visit.

Furthermore, RKY has extensive risk management and emergency response plans. The closest hospital, Kingston General, is 45 minutes away. For major emergencies the closet ambulance dispatch is in Parham, so we have an extremely good response time! **We ask that all groups have at least one emergency vehicle on site (so a teacher/chaperones vehicle) for if a student/participant requires medical attention.** For minor injuries requiring medical attention, the Sharbot Lake Medical Centre as well as Verona Medical Centre are both around a fifteen-minute drive from camp.

Planning to meet the health care needs of your group is an important part of a successful trip. Please remember the following when preparing for your trip to camp:

- Basic health information must be brought up for all group members. This information must include Emergency Contacts, Health Card Number, Allergies, and Dietary Requirements.
- With the exception of EpiPens, or Asthma Puffers, students should not have medications in their possession. This should be kept and dispensed by supervisors. Ensure that medications remain in their original packaging, which indicates the type of medication and dosage prescribed.
- For participants under the age of 18, teachers or supervisors will be responsible for the administration of all medication. In addition, whenever possible, contact such as parent notifications, school notifications, or calls to a student's home will be done by a school representative.
- RKY staff are experienced in managing health issues and problems common to children attending the program. They are happy to assist teachers and supervisors in the care for students.

RKY staff will manage the evacuation of program participants if the need arises. In addition, RKY Camp staff will manage all emergency situations according to our emergency procedures.

Our Environmental Commitment



At RKY Camp we have a strong appreciation for the natural world, and are committed to minimizing our environmental footprint. Please help us do this by encouraging your groups to do the following:

- Have everyone **bring water bottles!!** It cuts down significantly on our water usage if we don't have to run the large dishwasher just for cups a billion times a day 😊
- **CARPOOL!** Not only is this good for the environment, and a great opportunity for people to get to know each other, at RKY we don't have a large parking lot and prefer to use our space for running around and playing games.
- Please help us encourage turning lights off, picking up litter and using our recycling & composting systems that will be explained when you arrive!
- At meals please help us encourage participants to follow our motto to help minimize food waste...

“Take what you need and eat what you take”

SECTION 2: RKY CAMP ACTIVITIES

There are countless programming options at RKY Camp. The following list is comprised of our more traditional and popular activities. *** Means we can do this activity any time of the year!*

Lake Swimming

A CAMP CLASSIC! Definitely a highlight for many participants, swimming in a lake is a new and exciting experience, and is very different from swimming in a pool. ALL PARTICIPANTS regardless of swimming ability must complete a very basic RKY swim assessment prior to swimming without a lifejacket at RKY. This is part of our risk management plan. The swim consists of 4 laps of our swim area (approx 20m each way) and 1 minute of treading water. **If you would like to have participants do the swim assessment and swim without PFDs, swimming must be a rotation activity to allow the timing for everyone to do the swim assessment.**

Many groups that would like to just offer an open swim instead of rotation; if that is what you are interested in then we can just have all participants wear PFDs.

With or without PFDs; all swimming takes place under the supervision of RKY Lifeguards. There is a designated swimming area that is surrounded by dock with a small sand beach along the shoreline. The dock system also includes a floating boardwalk to the boating area and a jumping tower.

Polar Bear Swim

Ah, yes, a time-honoured tradition at summer camp. Jumping in the lake before breakfast! The lake is calm, the mist is rising, and the cottagers are sleeping. The perfect time to splash around in what feels like sub-zero temperature water. Be sure to wait for the chipper RKY Camp staff member at the top of the stairs, so everyone can head down to the waterfront together.

Canoeing

With over 30 canoes and 80 years of history, RKY Camp has well-established canoeing program, with both aluminum Grumman and ABS canoes. Canoeing can be a activity rotation or a group adventure (i.e. paddle to an island for lunch – provided there is less then 40 people)

Kayaking

The kayaking program has continued to grow over the last several years. Due to the nature of this sport, participants usually get wet, therefore participants are encouraged to wear a bathing suit or have a change of clothes. Kayaking is great for all ages!



RKY Camp provides PFD's. It is ***mandatory*** that all participants wear a properly fitting PFD properly when boating. This policy applies to ***all visitors*** at RKY Camp, regardless of age and ability.

Archery

A camp staple! Not only is our archery program safe and fun, but archery is a great activity for young people to work on their coordination! Grades 3+ recommended.

Nature walk

Old beaver ponds, muskrat lodges, the bog and the boreal forest are just a few of the natural resources we can explore around our beautiful wilderness site. Our staff have a ton of fun games up their sleeves to make the walk informative, interactive and fun!

Fire Building &/or Shelter Building **

The staples of summer camp: fire building, knot tying and shelter building. Shelter Building is fun in every season! We'll teach you to build it, and help you build it, and then build our own. Fire building can be accompanied by bannock roasting, marshmallow roasting or even an out-lunch. Let us know what you want to do!

Orienteering **

Even with GPS's becoming more and more common, we believe that knowing the basics of how to use a map and compass are still important skills. Our staff will ensure that learning how to use a compass is fun by wrapping up the lesson with a little orienteering adventure around camp!

Campfire**

Campfires can be a wonderful way to finish off a day's activity. This program can be planned in a structured way allowing for lots of group participation or simply a causal event where people can enjoy a snack around the fire. We strongly encourage participants to get up and give a song or a skit a try. Let us know exactly what you want.

Skit-in-a-bag **

This is slightly more structured than a basic skit night. Participants are given a bag of props and have the opportunity to let their creative skit-making juices flow!

Group Initiatives: Trust, Communication & Cooperative Activities **

Participants are required to work together and communicate in order to solve a problem around an imaginary scenario or a given task (i.e. tie a rope around a tree without anyone letting go of the rope!) Emphasis is on group success, rather than individual success. These activities are a perfect lead into the Challenge Course activities because they foster trust, communication and working together.

Low Ropes Course **

The low ropes course is a series of wood, cable & rope elements that challenge the group's teamwork and communication. They require agility, coordination and persistence to accomplish. During these activities RKY Camp Staff offer a supportive team environment, to help participants to work together & succeed. Participants are taught how to "spot" each other on the elements, and must wear helmets when on any element off the ground.

High Ropes Course & Climbing Wall **

A series of challenges designed to build group and individual confidence. Participants are fully trained in all procedures so each can develop a sense of accountability for the support and

safety of others. This component can include the use of our outdoor Climbing Wall and/or our other two high ropes initiatives (Postman's Walk and Vertical Playground).

Capture the Flag **

A classic! At RKY we even sometimes play with three teams or multiple flags. A great activity for the whole group to play together, the more people the better!

Survival **

This is also a great game for larger groups, as it requires a minimum of 30 participants to play. Survival is essentially a giant game of tag, except participants are split into Herbivores, Omnivores and Carnivores and can only "eat" (catch) the type of prey that they do in real life.

Large Group Games **

Our RKY staff have a ton of fun games up their sleeves to get kids moving, interacting, being silly and having fun. Large group games are a great way to start or end your time at RKY Camp! Examples include "Giants, Wizards & Elves" (essentially Rock Paper Scissors with actions) & "Groups" a game where the Staff shout out things like "Get in groups of your favourite type of ice cream" where participants learn about similarities with their peers.

Giant Running Pictionary **

A camp twist on the well know game of Pictionary. We split the large group into smaller groups, give each group a large piece of paper and a marker, and challenge each group to be the first to make it through a very long list!!

Iron Chef **

A great way to challenge a group to be creative and work together. Small teams of 6-10 participants are given a bunch of ingredients, and challenged to come up with a creative, delicious and nicely presented dish! This activity can be done inside or outside, on stoves or on a campfire! (Grades 6 + recommended)

Arts & Crafts **

We like to focus on arts and crafts that incorporate recycled goods or natural materials. Examples include: Tin lanterns out of soup cans, nature frames, charcoal drawings, bird feeders or dream catchers. Camp classics such as boondoggle bracelets or macramé can be made available but please mention this when sending in your program request! An additional fee might be necessary to cover the cost of supplies.

WINTER SPECIFIC PROGRAMMING OPTIONS

Cross Country Skiing

Eagle Lake is a great place to learn to cross country ski, or challenge yourself if you already know how! Our trails are great to explore & learn how to go up & down hills on skis! We can teach from the very basics & love to educate a bit about the history of cross country skiing & why it is such a great leisure activity to enjoy!

Snowshoeing

Explore our site on one of North America's oldest modes of transportation! Snowshoeing is a great way to be active and have fun while learning about the way our ancestors would travel around the backcountry. Snow shoeing can be a fun program just on it's own, or paired with a ***Winter Ecology or Animal Tracking*** session.

Winter Ecology: Learning about why we are one of the lucky countries with beautiful snow, what animals do in the winter, local tree identification as well why some trees loose there leaves is just the basics of what we can learn outside in the winter while exploring the beautiful winter wilderness!

Animal Tracking: RKY is a great place to explore and see what kind of little critters brave our winter season. Animal tracking in the winter is best done on snowshoes so the group can explore more areas more efficiently!

Quinzee Construction & Sleep Out

This is a winter program geared for older participants (**grade 8 & above**) as it involves a lot of dedication and time! Quinzee's are essentially hollowed out mounds of snow constructed in a specific way to ensure safety and optimal warmth! At RKY the sleep out is optional and it is instructor judgement based on the construction of the quinzee and the participant's preparedness whether we allow the group to sleep out. Please fee free to contact Leigh for more information about quinzee construction and sleep out! **Note: This program can only be done if a group is at RKY for at lest 2 & a half days, and 2 nights.**

Snow Soccer

The classic game of soccer is fun in the winter because falling down doesn't result in skinned knees! We like to add another ball or two to keep everyone on their toes!

Winter Fire Building & Outdoor Cooking

Many people think winter = wet = it's hard to start fires. Our staff can teach participants how fun and rewarding (and easy!) it is to build outdoor fires in the winter. There is nothing like roasting marshmallows on a fire you built in the snow!

Evening Program: Winter Night Hike

Some people see the early sunsets in the winter as a bad thing, we see it as an opportunity to enjoy our billion star resort! RKY has no overhead lighting so it's a perfect place to appreciate the night sky, learn some fun facts about our senses in the dark and point out some constellations!

SECTION 3: School Group Programs

1. Teacher & Volunteer Supervisor Expectations

We at RKY have always appreciated the support and hard work provided by our group leaders, teachers and parent volunteers. Without your dedication, we could not provide the exciting program that we do (so pat yourselves on the back!). We hope that everyone who comes to RKY, regardless of age or role in the group, enjoys their time at camp. Here are some ways that you can assist our RKY program team to make your time at RKY as smooth as it can be!

Supervision Ratios

For school programs at RKY Camp **an ideal ratio is one chaperone (parent/teacher) for every 8-14 participants**. What we have found to be the most successful, is to have at least one adult for every program rotation group, plus 1-2 extra chaperones floating around for if a participant is having challenges within the group, or not feeling well and needs to sit out. The RKY staff's focus on is group program facilitation & safety, and thus need the support of parent/teachers for behavioural issues and anything that requires a participant to not be in his/her program group. **Teachers/chaperones within a 1:8 ratio are free of charge!**

Program Time

During program times, one or several RKY Camp staff will be present to facilitate the program. We ask that group leaders and parent volunteers participate in the program or remain close by. This will help us with any specific participant needs that we might need to attend to. It's also great watching your group or students interact! RKY staff will instruct program activities but we ask that chaperones/teachers step in to help with behavioural issues so that that RKY staff can focus on the group as a whole.

Non-Program Time

In times where your group is not directly involved in program, we still require that you take responsibility for your group's participants. This could include hanging out in the centre-of-camp, going for a short hike, setting for meals, or just sitting on the porch of the Homestead, enjoying the fabulous weather. It is very important for all your teachers/parent volunteers to understand that non-program time supervision is the responsibility of the school (and therefore could be them). This gives our program team time to prepare for the up-coming programs! 😊



2. Sample RKY Camp Programs

The following itineraries are examples of programs at RKY. Things to consider when choosing your programming options:

- Activity rotation group sizes can be between 8-16 students
- An ideal activity rotation is between 45minutes to an 1hour and 15minutes *The more students there are in a group the more time you might need for activities such as the climbing wall so everyone has a chance to climb!

Sample One Day Visit:

Rotation 1 - 1 hour - Canoeing

Rotation 2 - 1 hour - Kayaking

Rotation 3 - 1 hour - Archery

Rotation 4 - 1 hour - Climbing Wall

“You can learn more about an individual in an hour of play, then a year of conversation” - - PLATO

Overall Schedule

9:00 - 9:30 am	Arrival Window
9:30 - 10:00	WELCOME, Large Group Games & Community Meeting
10:15 - 11:15	1 st activity period
11:15 - 12:15	2 nd activity period
12:15 - 1:00pm	Lunch (Enjoy bagged lunches outside)
12:45 - 1:45	3 rd activity period
1:45 - 2:45	4 th activity period
2:45 - 3:45	Capture the Flag with the whole group!!
3:45 - 4:00	Clean-up/Departure at 4:00 p.m



Sample Overnight Program

90 Students

6 Activity Rotation Groups

<p>9:15 – 9:30am Buses Arrive! Welcome & Community Meeting Move into cabins & Site Tours</p> <p>10:30am Large Group Games Break into 4 Groups</p> <p>11:15am Rotation 1</p> <p>12:00pm Bagged lunches in Centre o’ Camp</p> <p>12:45pm Rotation 2</p> <p>1:45pm Rotation 3</p> <p>2:45pm Rotation 4</p> <p>3:45pm Rotation 5</p> <p>4:45pm Free Time</p> <p>5:15pm Homestead Meal-time Procedures</p> <p>5:30pm Dinner</p> <p>6:15pm Campfire Preparation Time</p> <p>7:00pm Outdoor Campfire @ Duffy’s</p> <p>8:30pm Snack & Good Night</p>	<p>7:30am Optional Polar Bear Dip</p> <p>8:00am Breakfast</p> <p>8:45am Back to cabins to pack up, clean cabins & move back to Homestead Porch</p> <p>9:30am Rotation 6</p> <p>10:30am Camp wide Capture the Flag with Everyone!</p> <p>11:30am Group Swim</p> <p>12:30pm Lunch</p> <p>1:30pm Load buses & Depart Thanks for coming!</p>
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3. Detailed Explanation of Program Components

Arrival & Departure Times

Please make sure when you receive your schedule, that the arrival time is as accurate as possible. This is very important to minimize any changes in the schedule. RKY Camp staff will be waiting to greet you. Once off the bus the group walks directly into the Welcome & Community Meeting.

Community Meeting

The community meeting takes place as soon as the group arrives. The community is made up of the participants, group leaders, parent volunteers and RKY Camp Staff. It is a chance for RKY staff to cover a few safety guidelines for your stay at RKY camp. This session covers emergency procedures, the 4 R's (Respect) and little "need to knows" for your stay at RKY camp. An additional meeting takes place with one of our Senior Camp Staff and the teachers and volunteers to quickly review the schedule and cabin assignments.

Site Tour

Every group that is staying overnight at RKY Camp will receive a guided tour. This is to ensure that a safe and enjoyable stay is had while visiting. The tour will cover boundaries, trails and safety guidelines (ex. waterfront safety rules).

Program Rotations

Program Rotations will include all previously chosen program activities over the course of your stay. Like prior mentioned, groups of 8-16 students with at least 1 parent volunteer or teacher are ideal!

Meals

RKY Camp does not provide lunch on the first day (unless requested, at an additional cost). Please make sure everyone remembers to bring their own bagged lunch & waterbottles! We also ask that all visitors use the garbage and recycling bins found at camp, and encourage everyone to bring reusable or recycled containers. *Please remember to inform parents & participants that RKY Camp is a nut and shellfish free site.* Dinner is typically the first meal served by RKY Camp, so we allow a few extra minutes to explain Mealtime Procedures prior to eating. All meals are served in the Homestead building, which is where our dining hall is located. Students and supervisors sit together as a school.

Free Time/ Downtime

RKY Camp programs are typically very scheduled so that participants get the most out of their short time at Camp. That being said we believe structuring in "unstructured" time is important so that your group has a chance to relax and enjoy the site. During this time supervision is on the school chaperones, but we encourage participants to hang out OUTSIDE, catch up with peers, toss a Frisbee, play hackie sack or prepare something for campfire!

Campfire Program/Evening Program

Campfires can be a wonderful way to finish off a day's activity. This program can be planned in a structured way allowing for plenty of group participation, or simply a casual event where people can enjoy a snack around the fire. Let us know exactly what you want! Other evening programs can be paired up with Campfire depending on the age of your student. For instance just a campfire then back to the cabins at 8:30 works well for younger students, but high school students could have an Iron Chef competition followed by a campfire!

Snack

A light snack is provided by RKY Camp at the end of the day. Typically we try to serve snack around 8-8:30pm, but your school is welcome to hang out in the Homestead or around the Campfire after that. **After snack the students are the responsibility of the teachers/chaperones.** Before heading back to the cabins, we recommend that the lead teacher has a talk with the students about staying in their own cabins in the night, travelling to the bathrooms in pairs with a flashlight, and where to find them in case of emergency etc.

Polar Bear/Quick Dip

Please let us know if you are interested in offering a Polar Bear Dip in the morning! Typically we send a lifeguard down for 7:30am for those daring individuals that would like to jump in the lake!

Pack-up/Clean-up

In many cases we have overnight programs leapfrogging each other, meaning that on your second day of program a new overnight program will arrive. **For this reason we typically move out of cabins after breakfast on the second day, to allow time for our staff to go in to double check they are clean as well as sanitize all the mattresses!** Please ensure that the cabin is left in the same condition that you found it. If there is any damage to the cabin please let an RKY Camp staff member know as soon as possible. If the damage (i.e. graffiti) is intentionally caused, the individual, if they can be identified, or the school will be charged for the cost of repairs.

Please make sure the students check the cabin clothesline and the Homestead porch for Lost and Found items. We will keep lost and found items for approximately 2 weeks and then we donate the items to charity.

4. Living / Learning Environment

Cabin groups and bedtimes

Something to keep in mind when selecting cabin groups - participants are learning and living in a very close, intimate environment. Please remember to take personalities and group dynamics into account when selecting who will go in each cabin.

The overnight cabins at RKY Camp are clean, rustic buildings designed to accommodate between 9 and 14 people. Schools are strongly recommended to provide an adult supervisor for each cabin group of students. We provide bunk beds, storage units, and mattresses.

No linens or pillows are provided by RKY.

This may be the first time that a student will experience a group living environment, and sometimes it may be the student's first time away from home. This is an important time in the students' development of the independence necessary to make them self-reliant, mature individuals. Patience and support are important tools of the supervisor. In the evening, supervisors should make sure students are in wind-down mode, focused on things like teeth brushing and going to the washroom before bed. Do not assume that the students will organize themselves in this process. Checking in with each individual and the whole group as to how the day's activities went can help you gain insights into the development of your students. Hopefully, you can achieve a quiet end to an exciting day.

5. Food Service

At RKY Camp, we strive to serve delicious and nutritious meals. Our food service team work hard to accommodate any special dietary needs or choices that your group members might have, but please note that any extreme dietary restrictions or limitations (i.e. vegan or gluten) might be charged an extra fee or asked to bring some of their own food. **Like prior mentioned, RKY Camp is a peanut, nut and shellfish free facility.** If you are bringing your own food, please ensure that meals do not include peanut butter or other products containing nuts or shellfish. Any product served from our dining hall will not contain nuts, peanuts or shellfish.

Students will eat with their cabin groups in the Homestead (our dining hall). Although the diet at RKY is well balanced and nutritious, we ask that each cabin supervisor eat at the table with his or her students to provide guidance and structure, and to ensure clean up runs quickly and efficiently!

6. Pre-Trip Activity Ideas for Schools

Preparing your group for their trip to RKY Camp is an important part of the entire experience. We strongly suggest that you do pre-activities to help your students prepare for their experience, as well as post-activities to help them follow up and build upon the experiences they had during their trip. Below are some suggestions.

Letter to Self - Have the students write a letter to themselves about their expectations of the upcoming trip. What are they looking forward to the most on the trip? What are they nervous about? What do they hope to get out of the experience? Seal the letters and give them back to them at the end of the trip. This could also be a post-trip activity about what they accomplished, what they are proud of and any post-trip goals they have set for themselves.

Journal writing - Journals are a very effective way for students to process and evaluate their experience before, during, and after their trip. In the case of overnights, you may want to include worksheets or questions that they will work on during the trip in the journal; include a page or two for each activity they will be doing plus a space for them to react to mealtimes, cabin times, and free time.

Full Value Contracts - Go over expectations for your RKY Camp visit with your students. As a group you may want to come up with goals for your visit. In addition, you can discuss appropriate behaviour with your students, and discuss such items as no fighting, no swearing, respecting each other, trying new things etc. Decide as a group what the natural consequences should be if rules are broken. A great way to do this it by writing everything on a big sheet of paper and having everyone sign it.



8. Lead Teacher's Checklist

Please take the time to check the Lead Teacher's Checklist to ensure that all the preparations necessary for your school's trip are taken care of (and on time!) By making sure that all paperwork and correspondence is taking care of before you arrive at Eagle Lake, we can concentrate on what is important: making your students' RKY experience the most amazing class-trip ever!!

- *Two Months before the trip*
 - _____ Deposit sent into RKY Camp
 - _____ Transportation to and from camp arranged – remember NO COACH BUSES ☺
 - _____ Preliminary program planning discussed with RKY Camp
 - _____ Find enough chaperones to accompany your group

- *One Month before the trip*
 - _____ Distribute RKY Parent Packages (including waiver, health form & 'What to Bring' list to participants)
 - _____ Discuss trip goals and behaviour with students
 - _____ Make sure RKY Camp has received your PROGRAM REQUEST SHEET
 - _____ Deposit MUST be in at this stage to secure your spot!
 - _____ Confirm number of participant attending with RKY Camp

- *Two Weeks before the trip*
 - _____ Collect the RKY Camp the RKY Camp Health Information forms from students
 - _____ Collect the RKY Camp Parent Consent/Liability waivers from students

- *One Week before the trip*
 - _____ Finalize Cabin Lists (if applicable) & program rotation groups
 - _____ Call RKY Camp to finalize all Dietary and Health Care Needs
 - _____ Reconfirm transportation & chaperones

- *Before you leave school*
 - _____ Confirm return transportation
 - _____ Count participants and chaperones/teachers
 - _____ Bring the following paperwork along
 - _____ List of cabin groups & rotation groups (if applicable)
 - _____ A master list of students & a summary of Health and Dietary Needs
 - _____ Map / directions to RKY
 - _____ Sit back, relax and enjoy the trip. See you at RKY.

** Please note every participant needs a signed waiver in order to participant in ANY RKY programs**



Section 4: Non-School Related Groups

You name it, we can do it! Non-school related programs RKY Camp has hosted in the past include but are not limited to; Scout groups, University Varsity teams, Weddings, Conferences, Choir groups, Reunions, Training events, self-organized women weekends, Adventure Races, Church youth groups, etc.

Flexibility

At RKY Camp, we pride ourselves in our programming flexibility. We will look at your individual group, and mould the program around your needs and what you would like to get out of your time at camp. We understand that a family reunion will have different needs than a scout group, or a wedding. We can also offer options around self-programmed groups, and specific kitchen needs. If you have any requests or needs, please contact us and ask. We'll do our best to accommodate all of your RKY Camp Outdoor Centre desires!

Facilities and Equipment

The facilities at RKY Camp are more than capable of hosting several groups at one time. Please refer back to Page 4 more specific information on RKY Camp facilities. If you require exclusive use of the site (i.e. weddings), please let us know when making your booking. Often times several groups are scheduled and co-exist in harmony when scheduled properly. This is done by allowing each group their own time at a specific area (i.e. canoeing or archery).

Meals are served for all visiting groups at one set time. Groups do sit separately of each other in our larger dining hall.

Group are more than welcome to facilitate and supervise their own programs. RKY Camp can assist, and lend supplies if needed. Certain programs at camp however do require RKY Camp staff present to facilitate or help facilitate. The activities that require RKY supervision include anything on the waterfront (canoeing, kayaking, swimming etc) archery and all challenge course activities (low ropes, high ropes & the climbing wall)



Required Forms: Please note that even if you are a fully self sufficient group and not requiring any RKY Camp programming, we do require every person on site to fill out a **Health Form & Waiver of Liability**.

Section 5: Contact Information & Forms

Winter Office

Phone (613) 546.2647 ext. 235/236

Fax (613) 546.6552

Mailing Address:

RKY Camp

c/o Kingston Family YMCA

100 Wright Cres.

Kingston, Ontario

K7L 4T9

RKY CAMP ON EAGLE LAKE

(Director's typically live on site mid-April until November 1st)

RKY CAMP

General Delivery Eagle Lake

Parham, Ontario

K0H 2K0

Phone: 613.375.6295

Fax: Same as above – but call first

Year Round Email:

adventure@rkycamp.org

www.rkycamp.org



Rotary – Kiwanis – YMCA of Kingston

RKY Camp Student Health Information Form

Must be filled out for all participants

Participants Name

Home Address

Parent or Guardian

Emergency contact if parent unavailable

Family Doctor

Birth date

Home Phone

Work Phone

Phone

Phone

Does your child have problems with any of the following?

Asthma

Diabetes

Seizures

Skin Conditions

Allergy to insect sting

Bed Wetting

Sleep Walking

Hearing Loss

Environmental Allergies

Heart Problems

Does your child have any food or dietary restrictions?

Date of last tetanus shot?

Allergies to Medications?

Health Card #

Please list the medications your child must take on a regular schedule

Medication

Dosage

How often

When

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please detail any concerns, limitations, medications, or recent illnesses, operations, or injuries pertaining to your child and their stay at RKY Camp:

Please list any dietary restrictions or concerns about which Kitchen Staff should be made aware:

RKY Camp Parental Consent Form & Liability Waiver

Parents: Your permission is being sought for _____ to participate
in a field trip to **RKY Camp** with _____ (name of school).

The date(s) that we have scheduled, will be: _____

While on this trip, RKY Camp activities that we will have included in our program will be:

We will be leaving from _____ at _____ on _____

We will be returning to _____ at _____ on _____

The transportation we have arranged to and from RKY Camp is _____

Our supervisors for the trip will be:

The trip will cost _____ per participant.

Please sign and return this form, along with the other forms included.

Waiver of Liability

My status to any minor noted above: Parent Legal Guardian

The individual(s) noted above is/are hereby permitted to attend the identified program/camp noted on this form and operated by RKY Camp. In signing this document, I hereby provide permission for the individual(s) noted above to participate in a full range of activities, unless I notify you otherwise in writing. I authorize the Camp Director, or his/her designate, in the event of accident or illness affecting any of the individuals noted above, to approve all procedures and related expenses, including admission to hospital, surgery, anaesthesia, injections, or any other necessary treatment therein, as deemed essential for the care and well-being of such individual(s) in my care. Such action is to be taken only when immediate contact with the undersigned cannot be made. I agree that, having taken such precautions as in your discretion are deemed advisable, RKY Camp shall not be held responsible for any accident or sickness affecting the individual(s) identified above, or for any loss or damage to his/her/their property. I understand that, should any of the individual(s) identified above, in the judgment of the Camp Director, become a hazard to his/her/themselves or to others at the program, then such individual(s) may be sent home from the program without refund. I understand that pictures/videos taken at the program may be used for promotional purposes.

I have read and understand the payment plans and refund policy applicable to this program/camp. To the best of my knowledge, the individual(s) identified above is/are in good health. I agree to inform RKY Camp of any infectious diseases, which any individual identified above, may have been exposed to during the three weeks prior to arriving at this program/camp.

I also affirm that I am legally responsible for any child/minor identified above and have legal binding authority to commit to the terms of this waiver on his/her/their behalf.

Custodial Parent/Guardian Signature

Date

RKY Adult Health Information & Retreat Waiver

I _____ (first & last name) will be participating in a retreat/conference at

RKY Camp _____ with _____
Date Organization/School

Health Card Number:

Emergency Contact Name: _____

Contact number (1) _____ (2) _____

Do you have problems with any of the following?

Asthma	Allergy to insect sting	Hearing Loss
Diabetes	Fainting	Environmental Allergies
Seizures	Sleep Walking	Heart Problems

Any other medical conditions we should know about?

Do you have any food or dietary restrictions?

Allergies to Medications?

Please READ, sign and return this form.

Waiver of Liability

The individual(s) noted above is choosing to attend the identified program/camp noted on this form and operated by RKY Camp, in Parham Ontario. I authorize the Camp Director, or his/her designate, in the event of accident or illness affecting any of the individuals noted above, to approve all procedures and related expenses, including admission to hospital, surgery, anaesthesia, injections, or any other necessary treatment therein, as deemed essential for the care and well-being of myself (if the individual is not able to do so). I agree that, having taken such precautions as in your discretion are deemed advisable, RKY Camp shall not be held responsible for any accident or sickness affecting the individual(s) identified above, or for any loss or damage to his/her/their property. I understand that, should any of the individual(s) identified above, in the judgment of the Camp Director, become a hazard to his/her/themselves or to others at the program, then such individual(s) may be sent home from the program without refund. I understand that pictures/videos taken at the program may be used for promotional purposes.

By signing this I am stating I am in good health and able to participate in the program noted above, taking place at RKY Camp. I agree to inform RKY Camp of any infectious diseases that I may have been exposed to during the three weeks prior to arriving at this program/camp. I understand that RKY Camp can not be held responsibly for any lost or damaged personal items while at RKY Camp. I understand the risk that is involved in the activities mentioned above, and that RKY staff will do their best to ensure the safety of all individuals on site however cannot be held responsible for any injuries that may occur.

By signing this I understand the above paragraphs.

Signature

Date



RKY CAMP
Spring/Fall Day Program
WHAT TO BRING!

At RKY Camp we play OUTSIDE... rain or shine 😊

Please use the following as a guideline to ensure you are prepared to have FUN while at Camp!

- ✓ One Bagged lunch (NUT FREE PLEASE!!)
- ✓ One Water Bottle – all our tap water is drinkable on site!
- ✓ CLOTHES YOU CAN GET DIRTY!
 - Dress in layers and be prepared for all types of weather!
 - Extra set of clothes is a good idea JUST in case!
- ✓ Close Toed SHOES – these are mandatory for many camp activities
- ✓ Bathing Suit & Towel
- ✓ Raincoat is always a good idea JUST in case...
- ✓ A backpack to put it all in!!!
- ✓ Bringing a Camera is recommended to document the good times
- ✓ Please bring your SMILE, a positive attitude, and your hands ready to give lots of high fives!





RKY CAMP
Spring/Fall Overnight Program

WHAT TO BRING!

At RKY Camp we play OUTSIDE... rain or shine ☺

Please use the following as a guideline to ensure you are prepared to have FUN while at Camp!

- ✓ One Bagged lunch for Day 1 (NUT FREE PLEASE!!)
- ✓ One Water Bottle – all our tap water is drinkable on site!
- ✓ CLOTHES YOU CAN GET DIRTY!
 - Layers of clothes works best... we recommend...
 - 2 pairs of pants & a pair of shorts
 - 2 sweaters & a long sleeve shirt
 - 2 t-shirts & clothes to sleep in
 - 2 extra pairs of socks, and a clean pair of underwear
- ✓ SLEEPING BAG AND PILLOW! (RKY does not provide bedding)
- ✓ Close Toed SHOES – these are mandatory for many camp activities
- ✓ Bathing Suit & Towel
- ✓ Raincoat with a hood is always a good idea JUST in case...
- ✓ FLASHLIGHT – there is no overhead lighting at RKY Camp!
- ✓ A backpack or bag you can carry, to put it all in!

