



2017 Parent Handbook

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On behalf of the Board of Directors and the entire staff of Camp B'nai Brith of Ottawa, a heartfelt welcome to all of our new and returning campers and their families! We welcome you to the summer of 2017!

We are often asked what makes Camp B'nai Brith of Ottawa different from other camps. What makes CBB of Ottawa so special is simple...it's you!

Because of you, we are able to create the most meaningful and positive experiences possible for your child. Because of you, we are committed to creating a safe and supportive community. Because of you, we are able to share the magic that is CBB of Ottawa each and every summer. Because of you and the trust you have in us to take care of your children, we feel so fortunate to have gained a second home and a second family. Because of you, we are Camp B'nai Brith of Ottawa!

What we love and value most is the community that we have created – a community that is respectful and considerate of one another. Each year, we look forward to working together with you to ensure your child(ren)'s happiness and well-being throughout the summer.

As we look forward to the summer, we hope that this handbook will help you prepare for camp, answer any questions you might have, and simplify the preparation process. If you or your child has any questions, suggestions, feedback or concerns prior to or during the camp season, please do not hesitate to contact us.

We are so looking forward to a safe, happy and incredible summer for all! Please find enclosed useful information regarding your child's camping experience at CBB for this upcoming season. If you have any questions or concerns, please feel free to contact our Associate Director, Cindy Presser Benedek.

CBB Board of Directors

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A. CAMP CONTACT INFORMATION

The Associate Director, Cindy Presser Benedek, deals with all matters pertaining to campers and parents. Any information that the camp should know but has not been provided in the health form should be provided in an email.

We welcome all phone calls and questions during the camp season. Should you have any questions or concerns during the camp season, please call the camp office and the Office Administrator will gladly direct you to the appropriate person.

PHONE INFORMATION

Until June 21:

Office: (613) 244-9210
(514) 396-7091
(416) 607-6529

From June 21 until August 20:

Camp: (819) 458-2660
Fax: (819) 458-3183
Email: cindy@cbbottawa.com

MAILING INFORMATION (June 21 – August 20)

1. CBB of Ottawa
P.O. Box 23108
Ottawa, ON K2A 4E2
2. For ALL campers/staff:
Child's Name, Unit
c/o Camp B'nai Brith of Ottawa
7861 River Road
Quyong, QC J0X 2V0

B. IMPORTANT DATES

2017 SESSION DATES

Full Session: Sunday, July 2 to Sunday, August 20

Transition: Sunday, July 2 to Sunday, August 13

First Session: Sunday, July 2 to Sunday, July 30

Starter Session 1: Sunday, July 2 to Sunday, July 16

Starter Session 1b: Sunday, July 16 to Sunday, July 30

Starter Session 2: Sunday, July 30 to Sunday, August 13

Second Session: Sunday, July 30 to Sunday, August 20

The Weekender: Friday, August 4 to Sunday, August 6

PJ Library Does Junior Day @ B'nai: Sunday, August 6

OTHER IMPORTANT DATES

Open House at Camp: Sunday, June 11 from 10am – 1pm (RSVP to cindy@cbbottawa.com)

CIT Days Off: Sunday, July 16 to Monday, July 17 and Thursday, August 3 to Friday, August 4

Visiting Day: Sunday, July 23 from 11am – 3pm

C. YOUR CAMPINTOUCH ACCOUNT

By now, your CampInTouch account has been created and activated. This was done once you completed your child's application for the summer. This account can be used throughout the summer to:

- View and purchase camp photos;
- Purchase CampStamps and send your child online mail;
- Update your contact information;
- Manage your financial details.

If you have any questions regarding your CampInTouch account, please don't hesitate to contact the camp office at any time.

D. FINANCIAL ARRANGEMENTS

Financial details can be found in your CampInTouch account. If you have any questions regarding your account, please contact Associate Director Cindy Presser Benedek at cindy@cbbottawa.com.

E. HEALTH INFORMATION

**PLEASE NOTE THAT NO CAMPER WILL BE ALLOWED TO BOARD THE BUS WITHOUT COMPLETED HEALTH HISTORY AND HEALTH INSURANCE AND IMMUNIZATION FORMS, FOUND IN YOUR CAMPINTOUCH ACCOUNT.*

HEALTH FORMS

A health form and a health insurance and immunization form must be completed for each child, and can be found online in your CampInTouch account. A valid health card number is required for all campers – please ensure that the expiry date on the health card is valid for your child(ren)'s entire stay at camp. Please do not send your child's health card to camp; simply ensure that it is accurately recorded on the health form. Although no one will ever be denied life-saving measures, lack of a valid health card number when there is less than an urgent visit to a hospital/clinic/physician's office may present a problem. [For Ontario Campers, please ensure that the OHIP Version Code number (to the right of the health card number) is clearly identified on the health form.]

For campers living outside of Canada, please complete the *Medical – Governing Law and Jurisdiction Agreement*, also found in your CampInTouch account. Please check with your insurance provider to ensure that your child has medical coverage for his/her entire stay at camp. Please verify that, should any medical attention be needed beyond what the camp can provide, he/she will be covered for medical expenses. It is the parent(s)/guardian(s) responsibility to verify that medical coverage is appropriate, and to provide the camp with a photocopy of the policy plan name and number.

Camp fees include all medical costs, with the exception of any medical care, medical equipment or prescription drugs not covered by the regular Provincial Medical programs. In the event that your child incurs uninsured medical expenses, including drugs, you will be contacted and asked to reimburse the costs for these expenses. The appropriate material will be forwarded to you so that you may claim these expenses on a third-party insurance policy. The camp will mail the actual prescription information/costs (included with the prescription), plus all receipts, to the parents upon receiving the appropriate remuneration.

F. LUGGAGE INFORMATION

All luggage must be clearly labeled and packed in duffel bags. No boxes, trunk, suitcases or stackable plastic drawers will be accepted. All items must be contained within two duffel bags. Please refer to the suggested packing list, available on our website (www.cbbottawa.com -- Current Parents & Campers – Suggested Clothing List).

Luggage tags, with the name of your child's unit, will be sent to you in the next couple of weeks. Please write your child's name in black marker where indicated.

**New campers will also receive plastic luggage tag holders (with rubberized bands). Please insert the luggage tags into the plastic luggage tag holders, and use the rubberized bands to attach the luggage tag holders to your child's duffel bags.*

LUGGAGE DROP OFF

***All children receiving daily medication MUST have their medication blister-packed by their pharmacist and sent to camp when the luggage is picked up.** There will be a staff member at each luggage drop-off to receive the medications.

Ottawa

- For Starter Session 1, First Session, 6-Week Session and Full Session campers
- Thursday, June 29, 6-7pm
- Main Parking Lot of the Ottawa Jewish Community School (OJCS), 31 Nadolny Sachs Private

Montreal

- For Starter Session 1, First Session, 6-Week Session and Full Session campers
- Wednesday, June 28, 6-7pm
- Fairview Mall Parking Lot, east side – close to St. Jean, Post #4

Toronto

- For Starter Session 1, First Session, 6-Week Session and Full Session campers
- Wednesday, June 28, 6-7pm
- Parking Lot of Beth Tikvah Synagogue, 3080 Bayview Avenue

*Starter Session 1b, Starter Session 2, Second Session and Weekender campers should bring their luggage with them to the point of departure at the same time as they leave for camp.

Other Departure Points

If your child is not departing from Ottawa, Montreal or Toronto, but is coming to Ottawa to take the bus to camp on July 2, please inform our office of your travel arrangements. Your child's luggage should accompany him/her.

LUGGAGE PICK UP

Ottawa

- For First Session, 6-Week Session, Starter Session 2, Second Session and Full Session campers
- Luggage will arrive approximately 30 minutes before campers arrive at OJCS

Montreal

- For First Session, 6-Week Session, Starter Session 2, Second Session and Full Session campers
- Luggage will accompany the campers upon their return.

Toronto

- For First Session, Second Session and Full Session campers
- Luggage will accompany the campers upon their return.

G. TRANSPORTATION

Please have your child at the bus at least 30 minutes prior to departure.

We ask that you do not bring cases of drinks, luggage, etc to the buses, as campers will not be permitted to bring these items on the bus.

Members of the administration team and several supervisors and staff will be present at the buses to answer the questions that you may have. Please note, if your questions require a lengthier conversation, we suggest that you contact the Camp Office in advance.

**If your child is not departing from their home city, please contact the Camp Office immediately to let us know.*

OTTAWA CAMPERS

*CITs will depart from Ottawa to camp on Friday, June 30 from OJCS at 11am sharp.

Reminder: Luggage returning with campers will arrive approximately 30 minutes prior to camper arrival.

Session	Dates	Departure/Return Time	Location
First Session	Sunday, July 2 nd	9:30am	OJCS (31 Nadolny Sachs Private)
	Sunday, July 30 th	10:00am	OJCS (31 Nadolny Sachs Private)
Second Session	Sunday, July 30 th	11:30am	OJCS (31 Nadolny Sachs Private)
	Sunday, August 20 th	10:00am	OJCS (31 Nadolny Sachs Private)
Transition	Sunday, July 2 nd	9:30am	OJCS (31 Nadolny Sachs Private)
	Sunday, August 13 th	10:00am	OJCS (31 Nadolny Sachs Private)
Full Summer	Sunday, July 2 nd	9:30am	OJCS (31 Nadolny Sachs Private)
	Sunday, August 20 th	10:00am	OJCS (31 Nadolny Sachs Private)
Starter Session 1	Sunday, July 2 nd	9:30am	OJCS (31 Nadolny Sachs Private)
	Sunday, July 16 th	1:00pm	Parents pick up at camp
Starter Session 1b	Sunday, July 16 th	4:30pm	Parents bring to camp
	Sunday, July 30 th	10:00am	OJCS (31 Nadolny Sachs Private)
Starter Session 2	Sunday, July 30 th	11:30am	OJCS (31 Nadolny Sachs Private)
	Sunday, August 13 th	10:00am	OJCS (31 Nadolny Sachs Private)
Weekender	Friday, August 4 th	10:00am	OJCS (31 Nadolny Sachs Private)
	Sunday, August 6 th	1:00pm	Parents pick up at camp

MONTREAL CAMPERS

*A bus will pick up CITs from Montreal at the Train Station (Tremblay Road) or bus station in Ottawa and take them to camp on Friday, June 30 after picking up the Ottawa CITs. Please refer to the previously sent CIT Welcome Letter.

Reminder: Luggage will be returning with campers.

Session	Dates	Departure/Return Time	Location
First Session	Sunday, July 2 nd	8:30am	Fairview Mall Parking Lot (East side, close to St. Jean, Post #4)
	Sunday, July 30 th	11:00am	Fairview Mall Parking Lot (East side, close to St. Jean, Post #4)
Second Session	Sunday, July 30 th	9:00am	Fairview Mall Parking Lot (East side, close to St. Jean, Post #4)
	Sunday, August 20 th	11:00am	Fairview Mall Parking Lot (East side, close to St. Jean, Post #4)
Transition	Sunday, July 2 nd	8:30am	Fairview Mall Parking Lot (East side, close to St. Jean, Post #4)
	Sunday, August 13 th	11:00am	Fairview Mall Parking Lot (East side, close to St. Jean, Post #4)
Full Summer	Sunday, July 2 nd	8:30am	Fairview Mall Parking Lot (East side, close to St. Jean, Post #4)
	Sunday, August 20 th	11:00am	Fairview Mall Parking Lot (East side, close to St. Jean, Post #4)
Starter Session 1	Sunday, July 2 nd	8:30am	Fairview Mall Parking Lot (East side, close to St. Jean, Post #4)
	Sunday, July 16 th	1:00pm	Parents pick up at camp
Starter Session 1b	Sunday, July 16 th	4:30pm	Parents bring to camp
	Sunday, July 30 th	11:00am	Fairview Mall Parking Lot (East side, close to St. Jean, Post #4)
Starter Session 2	Sunday, July 30 th	9:00am	Fairview Mall Parking Lot (East side, close to St. Jean, Post #4)
	Sunday, August 13 th	11:00am	Fairview Mall Parking Lot (East side, close to St. Jean, Post #4)
Weekender	Friday, August 4 th	10:00am	OJCS, in Ottawa (31 Nadolny Sachs Private)
	Sunday, August 6 th	1:00pm	Parents pick up at camp

TORONTO CAMPERS

*A bus will pick up CITs from Toronto at the Train Station (Tremblay Road) or bus station in Ottawa and take them to camp on Friday, June 30 after picking up the Ottawa CITs. Please refer to the previously sent CIT Welcome Letter.

Reminder: Luggage will be returning with campers.

Session	Dates	Departure/Return Time	Location
First Session	Sunday, July 2 nd	6:30am	Beth Tikvah Synagogue (3080 Bayview Ave. Front Parking Lot)
	Sunday, July 30 th	12:30pm	Beth Tikvah Synagogue (3080 Bayview Ave. Front Parking Lot)
Second Session	Sunday, July 30 th	11:30am	OJCS, in Ottawa (31 Nadolny Sachs Private)
	Sunday, August 20 th	12:30pm	Beth Tikvah Synagogue (3080 Bayview Ave. Front Parking Lot)
Transition	Sunday, July 2 nd	6:30am	Beth Tikvah Synagogue (3080 Bayview Ave. Front Parking Lot)
	Sunday, August 13 th	10:00am	OJCS, in Ottawa (31 Nadolny Sachs Private)
Full Summer	Sunday, July 2 nd	6:30am	Beth Tikvah Synagogue (3080 Bayview Ave. Front Parking Lot)
	Sunday, August 20 th	12:30am	Beth Tikvah Synagogue (3080 Bayview Ave. Front Parking Lot)
Starter Session 1	Sunday, July 2 nd	6:30am	Beth Tikvah Synagogue (3080 Bayview Ave. Front Parking Lot)
	Sunday, July 16 th	1:00pm	Parents pick up at camp
Starter Session 1b	Sunday, July 16 th	4:30pm	Parents bring to camp
	Sunday, July 30 th	12:30pm	Beth Tikvah Synagogue (3080 Bayview Ave. Front Parking Lot)
Starter Session 2	Sunday, July 30 th	11:30am	OJCS, in Ottawa (31 Nadolny Sachs Private)
	Sunday, August 13 th	10:00am	OJCS, in Ottawa (31 Nadolny Sachs Private)
Weekender	Friday, August 4 th	10:00am	OJCS, in Ottawa (31 Nadolny Sachs Private)
	Sunday, August 6 th	1:00pm	Parents pick up at camp

CAMPERS FROM OTHER DEPARTURE POINTS

Campers who do not live in any of these cities (or surrounding areas) have permission to be driven to camp. Campers should arrive at camp on Sunday, July 2nd between 10:30am and 11:30am.

Your child's safe and efficient commute is important to us. If necessary, we will pick your child up at the bus station, train station, or airport. For campers traveling by bus, train or air, please ensure that they have a return ticket or that funds for the return trip have been given to your child. We will keep the tickets, money and passport in the camp safe for safekeeping.

Please email office@cbbottawa.com to confirm your child's travel arrangements.

H. COMMUNICATION WITH CAMPERS

1. **MAIL** – Please send sufficient quantities of stationery and stamped envelopes with your child so that letters can be sent home with ease. In the case of younger children, it might be helpful to pre-address the envelopes. When sending mail to the camp, please indicate the correct unit in which your child is registered. For parents of first-time campers, we suggest that you write and mail a letter about one week before camp begins so that your child will receive it upon their arrival at camp. In addition, hiding a letter in their duffel bag is a nice idea as they will be surprised when they are unpacking.

**While a decision was made last year to utilize CampInTouch's camper-parent "email" system due to the potential of a mail strike, we have decided that, moving forward, we will be keeping camp "camp", and will no longer be offering this service. After much discussion amongst our Board and Administrative team, we have decided that, despite the ease of use and quick response time, it took away from the experience of the campers. Please note, however, that you can still email your children using CampStamps (see *Email Messaging: CampInTouch* below), but there will be no ability for them to "email" you back. Regular snail mail will be the only method of communication from campers to parents.*

The camp's mailing address is as follows:

CAMPER'S NAME, UNIT
Camp B'nai Brith of Ottawa
7861 River Road
Quyon, Quebec J0X 2V0

2. **EMAIL MESSAGING: CAMPINTOUCH** – You will be able to send your child emails with our one-way email messaging system. You may purchase CampStamps, in order to do so, through your CampInTouch account.
3. **FAX** – We no longer accept faxes for camper communication. Please use Canada Post or purchase CampStamps through your CampInTouch account.
4. **TELEPHONE** – Campers are not allowed to use the phone or receive calls. Should you need to reach someone at camp, the camp telephone number is 819-458-2660. Our Office Manager will answer the phone between 8:30am and 9:00pm (except at mealtimes). The camp has a voice mail system, and the appropriate person will return your call promptly.
5. **PACKAGES** – Campers love receiving packages from their parents or friends! Comic books, small toys and stickers, etc. are some examples of items you can include in the packages. **Please do not send food – it will not be distributed to the campers.** The practice of sending food items to camp encourages unwanted critters and insects. In addition, there are plenty of healthy snacks available all day long, and when combined with their access to the canteen, there is plenty to eat in between the well-planned and balanced meals.

I. TELEPHONE CALLS & TAKING CAMPERS OUT OF CAMP

Telephone Calls

1. Camp policy discourages parent-child telephone communication for anything other than emergencies. It is our intention to keep you well informed of any situations affecting your child and to respond to all telephone calls in a timely manner. An exception to this policy is **birthdays** – parents may arrange with the camp to call their child on the child’s birthday. The best time to reach your child is 8:25am, Sunday through Friday, and 8:55am on Saturday. **As indicated in the camper application form, all cell phones or any other kind of communication devices brought to camp will be confiscated and returned at the end of the summer. Campers are forbidden to use them during the course of the summer.**
2. Parents of first-time campers will receive a “progress report” phone call within 72 hours of your child’s arrival to camp. Please try not to call us, as the senior leadership team will spend a minimal amount of time in the office during this time in order to assist with all campers adjusting to a new environment. For parents of experienced campers, please do not get alarmed if you do receive a call from the camp – we might just be informing you about a special “first experience” your child might have had (ie. got up on waterskis, learned a song on the keyboard, said the Kiddush in front of the camp, etc.).

Taking Campers Out of Camp

1. Parents are asked not to take campers out of camp for any reason. **Doctor or dental appointments should be made either prior to or after camp is over.** In the case of an emergency, the camp will assist in any way possible to ensure that the situation is handled in a sensitive manner and any necessary arrangements are made accordingly.
2. If a camper absolutely must leave camp (concerts and other optional events are not included), parents should contact the Associate Director to arrange for the child to get into the city. Upon pick-up or delivery of the camper, no one will be allowed to go further than the Infirmary (near the entrance to the camp). All parcels and bags will be checked, and no food, cases of drinks, etc. should be brought into camp.

J. WORKING TOGETHER

We understand that you worry about your children every day, especially while they are away from home. While the mail you receive from your child will likely be about all the fun things they’re doing and how much fun they’re having, your child may raise a concern in a letter. Do not ignore it – acknowledge it, and encourage them to try and solve it with the help of their counselors, other camp staff, and the senior leadership team. **It is important to note that most of the concerns mentioned in letters are resolved and long forgotten by the time that you receive the letter.**

The Camp Directors will call a parent, if it is needed, in order to help solve a problem, or to inform parents of a situation that has already been resolved. If you are concerned about anything that might be affecting the happiness of your child at camp, please do not hesitate to call the camp at any time.

We are committed to responding to parent phone calls with openness and in a timely manner. The Associate Director will review all telephone messages from parents and, based on the situation, assign the appropriate member of the leadership team to return your call. Every effort will be made to contact you that same day. We recognize that the care of each and every child is important, and we strive to offer the most support that we can for your child(ren).

A few things to note:

1. Ensure that your contact information in your CampInTouch account is accurate and up-to-date. A cell phone number for each parent is required.
2. Please keep the camp informed of your travel plans and special situations in your child's life that may influence their stay at camp.
3. Keep the letters coming! They are the highlight of your children's day. Please note that, despite our efforts in keeping the mail flowing, the camp is in a rural area and mail delivery may be slow at times.

K. VISITING DAY – SUNDAY, JULY 23, 11am-3pm

Parents and relatives are invited, on Visiting Day, to see their children and visit the camp. Further information about Visiting Day will be sent to parents early on in the camp season. It is recommended that parents bring their own picnic lunch that day for their family. It may also be a good idea to bring a portable picnic table and chairs, as our camp supply is limited.

There are sometimes situations where it is not possible for parents to attend the scheduled Visiting Day. An alternate meeting time can be arranged by contacting the Associate Director. If you are unable to attend and no other relatives or friends are present, the camp is happy to provide alternate programming for your child(ren) that day.

Tipping Policy

We know that there are those amongst you that feel you need to show your appreciation by giving a gratuity. While it is not necessary, we ask for your cooperation if you wish to do so.

1. Please be reasonable. We suggest a gift card or something modest. A sincere, well-worded card is very meaningful as well.
2. Please leave it in a clearly marked envelope with a member of the senior administration team in the main office. We will distribute them as soon as possible. We have instructed our staff to not accept them personally.

L. SESSION EXTENSIONS

Children registered for any 2-week Starter Session may want to extend their stay. We kindly ask, however, that you not assume and then discuss with your child the possibility of a stay-over prior to the start of the summer, as it may not be an option for them. The Associate Director, Assistant Director and the staff responsible for your child will evaluate each child and determine the child's readiness to stay over. There are times that we feel that a child's additional time in camp may not necessarily be in their best interest. Although they may have had a great time to date, extending for another 1, 2 or 3 weeks may prove to be too much. For Starter Session campers, a member of the Director team will contact you towards the end of the first week to give you an update and ask if you give permission for your child to extend, should they wish to. We want every child's time in camp to be a positive experience, right up until the very end.

Parent communication with their child by phone is strongly discouraged as it most often has a negative impact. Although the child is having a great time, the sound of a parent’s voice can often elicit a momentary homesick response.

For First Session campers considering extending for the Full Summer, please contact the camp as early as possible during the First Session to make the necessary arrangements. On Visiting Day, there will be people in the office to assist you in arranging for your child’s Second Session stay-over

M. CABIN ASSIGNMENTS

CBB of Ottawa has always, and will continue to try and fulfill as many of the camper cabin requests as possible. The Associate Director is responsible for all bunk placements of campers and will try and accommodate all reasonable requests. We value the importance of children being with their friends, and we also value the importance of making NEW friends. Please assure your child that we will do what we can to accommodate their requests.

N. GENERAL PROGRAMMING & CIT PROGRAM

Returning Camp Favourites:

Once again, the staff look forward to planning CBB Flagship Special Activities such as: Grey Cup, Super Bowl, Pro Bowl, World Cup, CBB Olympics, Colour War, Sign ‘n Song, and many more!

In general, our camp program has been designed to provide the opportunity for participation in a wide range of activities. We are aware that some children may prefer some activities over others; however, we do expect that all campers will participate in all camp activities to the best of their abilities.

A Typical Day at Camp B’nai Brith of Ottawa (programs and schedule subject to change)

8:00 am	Wake-Up
8:30 am	Flagpole & O Canada
8:35 am	Breakfast
9:10 am	Cabin Clean-Up/Health Clinic
10:00 am – 10:50 am	Period 1
11:00 am – 11:50 am	Period 2
12:00 pm – 12:50 pm	Period 3
1:00 pm	Flagpole & Lost and Found
1:05 pm	Lunch
1:45 pm – 2:35 pm	Rest Hour
2:40 pm – 3:30 pm	General Swim
3:35 pm – 3:45 pm	Snack
3:55 pm – 4:45 pm	Period 4
4:55 pm – 5:45 pm	Period 5
6:00 pm	Flagpole & Hatikvah
6:05 pm	Dinner
6:40 pm – 7:30 pm	Camper’s Choice/Evening Program for Juniors
7:45 pm	Evening Program and Snack for As and Bs
8:15 pm	Bedtime for Juniors
9:00 pm	Bedtime for As
9:30 pm	Bedtime for Bs
8:00 pm – 9:15 pm	Evening Program and Snack for Senior Camp
10:30 pm, 11:30 pm, 12:00 am	Bedtimes: Seniors, Pathfinders, CITs

Shabbat

Friday Night:

Each week, we welcome Shabbat by gathering around the fire pit and singing songs together. Wearing clean and fresh clothing and a white shirt, we then gather in the dining hall and say the blessings on the candles, wine and challah. Following a traditional Shabbat dinner, the camp gathers together on the football field for Israeli Dancing, followed by unit evening programs related to Judaism and/or Israel.

A Typical Saturday at Camp B'nai Brith of Ottawa (schedule subject to change)

8:30 am	Wake-Up (Sleep-in)
9:00 am	Flagpole & O Canada
9:05 am	Breakfast
9:40 am	Basic Shabbat Service
10:15 am	Clean-Up
12:00 pm – 12:50pm	Elective Programming
1:00 pm	Flagpole & Lost and Found
1:05 pm	Lunch
1:45 pm – 2:35 pm	Rest Hour
2:40 pm – 3:30 pm	General Swim
3:35 pm – 3:45 pm	Snack
3:55 pm – 4:45 pm	Elective Programming
4:55 pm – 5:45 pm	Elective Programming
6:00 pm	Flagpole & Hatikvah
6:05 pm	Dinner
6:40 pm – 7:30 pm	Camper's Choice/Special Evening Activities
8:00 pm	Havdalah
Bedtimes as Usual	

Traditionally, campers participate in activities with their designated activity/specialty groups (one group for waterfront activities and one group for land activities). These groups are made up of campers from the same unit/gender but do not necessarily include all of their cabin mates. This allows campers to meet and mingle with a larger group, expanding their social network. CBB of Ottawa believes that this unique way of matching campers to activities adds to the overall magic of the camp. **Judaic Programming is not a choice specialty. Even on a typical day, however, a conscious effort will be made by all of our staff to add an element of Jewish Ruach (spirit) to many activities. The newly added position of a Head of Judaic Programming will help ensure this.**

Camper's Choice

Following dinner, Camper's Choice allows for campers to experience free play, whereby all specialties are open. Several staff are posted around camp for supervision. Campers are free to participate in any activity of their choice; they may also participate in a sports league, play pick-up basketball, or just hang out with their friends.

Trips/Overnights

Campers of most units will be given the opportunity to go on overnights and/or canoe trips. They will learn how to build shelters for the outdoors, participate in camping, and learn essential survival skills.

CIT PROGRAM

This summer, the CIT program will be supervised by Lianna Krantzberg. The program will consist of the following:

- a. Leadership Program and Character Development
- b. On-the-job Training (unit and specialty placements)
- c. Planning and Implementation of an All Camp Program
- d. Planning and Implementation of Peer Evening Activities
- e. An incredible out-of-camp trip
- f. An opportunity to attend staff sessions, staff social activities
- g. SO MUCH MORE!

All CITs will receive weekly evaluations and periodic feedback as to their leadership performance throughout the summer. This evaluation process, as well as general behaviour, role-modeling, respect for others, respect for camp property and respect for camp policies are factors that will be examined when selecting CBB of Ottawa staff for the following summer.

CITs are expected to take responsibility for themselves as well as their cabin mates, and to follow camp policies and procedures. CIT summer is known as “the best summer” and we are confident that this program will be very successful and will provide a great learning experience for each and every one of our CIT campers.

O. HOMESICKNESS & A LETTER TO MY COUNSELOR

When children are away from home, especially for the first time, it is reasonable to assume that, until they become adjusted to the new setting, they may experience periods of homesickness. This occurs at camp as well. The majority of campers will miss something about home when they are away at camp; homesick feelings are absolutely normal. Feelings can vary from mild to a stronger preoccupation with home, and can produce symptoms such as stomachaches, headaches, and even fear or anxiety. Our staff are trained to detect early symptoms of homesickness – they will respond with as much TLC as required for each camper in order to help ease their transition into camp and to make them feel comfortable throughout their camp experience. Special attention is given at nighttime.

It is our experience that homesickness passes with time, with caring support, and keeping campers busy. Fortunately, severe homesickness is rare.

While practical experience has helped us to develop a number of effective ways to deal with homesickness at camp, there are some simple things that you can do before camp begins to reduce the chance that your child will feel homesick. In addition, there are lots of things that you can do to support your child if he/she should experience serious homesickness while at camp.

Prior to the start of camp, talk with your child about homesickness. Most children are pretty good at predicting how strong their own homesick feelings will be, and talking about it won't cause it or make it worse. Suggest the following coping mechanisms:

- **Do something fun** – stay busy at camp, both during activities and with friends in between activities.
- **Do something to feel closer to home** – write letters to family, look at pictures, read letters, etc.

- **Think about the good side of being at camp** – think of all the cool and fun things you can do at camp that you can't do at home!
- **Try to be happy and have fun** – sometimes just thinking about feeling happy is enough to change your mood.
- **Remind yourself that camp isn't really that long** – school lasts about 40 weeks!
- **Talk with someone who can help you feel better** – talk to the staff in your bunk or your supervisor, and try to problem solve in a positive way.

We recommend that you start talking about these coping strategies early, but timing is up to you – you know your child best! Working with them on coping mechanisms prior to camp will help them enjoy every moment at camp to its fullest!

Here are some things you can do, as a parent, to help reduce the potential that your child will feel homesick at camp:

- **Keep doubts to yourself** – If you are uncertain about your child's ability to cope with homesickness, it is best not to share with them. If you let them know that you believe they can do it, they will be more likely to succeed.
- **Send your child a letter before the first day** – Personal, positive letters from home are often the cure for almost any illness. Receiving mail at camp helps children feel loved and remembered. Ask lots of questions so they can respond to you: about activities that they've participated in or friends that they've made. Please write often.
- **Do not make deals about early pick-ups or count the days until they're home** – Experience teaches us that this is not a good strategy. A promise to pick children up if they are homesick almost guarantees homesickness. They inevitably remember the discussion and hold onto your promise no matter how wonderful their camp experience.

We will work with campers and parents to do whatever is possible to keep the child at camp. Only after efforts on all of our parts will we discuss sending a camper home. Our goal is to support, care for, and assist every child and make sure that their overall camp experience is one that they enjoy and never forget.

A Letter to My Counselor

In order to best prepare for your child's camp experience, you may choose to complete *A Letter to My Counselor* which can be found online, in your CampInTouch account, under "Forms and Documents". This letter will be given to your child's staff and supervisor prior to their arrival. This can help staff get to know a little bit about your child and will help ease their transition to camp throughout the first few days.

P. HEALTH CENTRE/INFIRMARY

CBB of Ottawa's health centre will have qualified and professional coverage throughout the summer. Should the need arise, there is also a hospital 20 minutes away, and the Children's Hospital of Eastern Ontario (CHEO), one of the best children's hospitals in Ontario, is 60 minutes away. Parents will be contacted by our Health Centre staff if:

- A child is placed on prescription medication;
- A child undergoes tests that are requisitioned by the doctor (ie. throat swab);
- A child has an accident causing injury of more serious nature (ie. more than bumps and bruises);
- A child has to be taken to hospital;
- A child spends a night in the infirmary;
- A child requires stitches or glue to close a wound.

Your Health History and Health Insurance and Immunization forms (available in your CampInTouch account) are crucial to our medical staff and we ask for your full cooperation to ensure that all information is completed and is as detailed as possible in order for CBB to be able to provide the most suitable care for your child. The Health History form does not have to be signed by your family doctor. If not done already, please make sure that these forms are completed as soon as possible. **Campers will not be allowed to board the bus if we have not received complete Health History and Health Insurance and Immunization forms.** All medication (needles, prescription drugs, etc.) MUST be kept in our Health Centre, as this is in the best interest of all campers. Our medical staff, upon arrival at camp, will make arrangements for the administration of these medications. Coolers will be made available at the departure points for those medications that require refrigeration. Parent(s)/Guardian(s) will be charged separately in the event that your child requires a prescription drug that has been prescribed by a camp doctor.

NOTE: PLEASE ARRANGE FOR MEDICAL AND DENTAL APPOINTMENTS EITHER BEFORE OR AFTER THE CAMP SEASON. IF AN APPOINTMENT IS UNAVOIDABLE, IT IS THE PARENTS' RESPONSIBILITY TO TRANSPORT THEIR CHILD TO AND FROM CAMP.

Should your child require a visit to a hospital, they will be driven to the hospital accompanied by the appropriate staff member. The camp will notify you if your child is being taken out of camp for medical reasons.

Concussion Policy

While we take every precaution to ensure a safe environment for our campers, concussions may occur in an active setting. Our medical team will contact you should your child be diagnosed with a concussion. We kindly ask that you DO NOT contact or communicate with staff or supervisors regarding your children. Please understand that staff and supervisors are not equipped to address your medical concerns, and by contacting them, you place them in a very difficult and compromising position. Please direct all questions and concerns to our medical team.

GENERAL WELL-BEING FOR 2017

Our medical staff is fully aware of the symptoms of highly contagious viruses and infections, and will act appropriately and quickly to contain the spread of any infection should it occur within the camp setting. Campers and staff will continually be reminded about basic prevention control, such as hand hygiene, cough etiquette and self-isolation. Please take the time to review these procedures with your children before they come to camp this summer. Everyone will be reminded to frequently use the hand sanitizers that are strategically placed around the camp.

Q. SUN SENSE & INSECT REPELLENT

Sun Sense

The risks associated with the depletion of the ozone layer and the Earth's atmosphere and the potential hazards to those involved in outdoor activity are, unfortunately, on the rise. Staff will be reminded to check on all campers (especially Junior, A and B) to ensure that they are appropriately protected from the sun and that they remain hydrated.

The guidelines of the Ontario Camping Association Health Care Committee will be adhered to. It is our intention to educate the staff and campers as to the importance of the guidelines.

Except in extreme cases of sunburn, no single exposure causes specific skin damage. Because the cumulative effect of a lifetime of outdoor activities is the issue, the approach of moderation is at the heart of any sun protection education program.

Therefore, our camp is committed to the following practices:

- Having campers wear hats, especially at peak times during the day;
- Having campers wear sunglasses, when practical;
- Having campers wear sunscreen (preferably waterproof or at least water resistant with a Sun Protector Factor (SPF) of at least 30) and re-apply after being in water – **please send your child with the lotion variety as the spray-on varieties use alcohol as a carrying agent which tends to dry out the skin;**
- Having campers continually re-hydrate throughout the day.

Please ensure that a sufficient amount of sunscreen is sent to camp with your child. Sunscreen loses its effect after two hours – reapplication throughout the day is a necessity.

Insect Repellent

Most mosquitoes come out at dusk. Campers will be encouraged, on a daily basis, to apply insect repellent after dinner. Although sprays are easier to apply, they are also more likely to be inadvertently sprayed in the eye and can also be breathed in more easily. Therefore, we recommend lotion. Please educate your children about mosquito bites. Resisting the temptation to scratch for a couple of minutes will usually cause the itchiness of the bite to disappear.

R. LICE CHECK

On the day of their arrival at camp, all campers will be checked for head lice/nits. This has become common practice in most schools and camps, and it helps to prevent the spread of lice. You will be notified if your child has lice/nits.

It is helpful if parents do weekly and thorough head checks for all members of the family prior to their child leaving for camp.

If your child has been treated for lice recently, please let us know. We need to provide follow-up treatment in a timely fashion, if needed. We do not want to over-treat a child because we were not informed.

Should we determine that your child has arrived at camp with lice, a member of the professional lice removal team will be there to treat your child, and Camp B'nai Brith of Ottawa will bill you accordingly for the service.

Please ensure that your child is aware of the following:

- DO NOT PANIC – head lice are a nuisance but not a health hazard.
- ANYONE CAN GET HEAD LICE – head lice are not a sign of poor hygiene.
- BE METICULOUS – getting rid of head lice takes time and patience. Careful removal of the nits is a crucial step in getting rid of head lice.
 - What to look for: head lice are tiny, grayish-brown, crawling insects that live and breed in human hair. They move quickly and are often difficult to see. They lay their eggs, called nits, on hair shafts. Nits appear as small, whitish-beige oval specks, often seen close to the scalp. They cannot be removed easily from the hair, such as a piece of lint or dandruff, but stick to the hair shaft and need to be slid off of each strand of hair. A nit (egg) takes 7-10 days to hatch and lice takes 7-10 days before they can reproduce and begin to lay eggs. Head lice are wingless and they, therefore, spread by direct head-to-head contact, and through sharing of personal items such as hats, helmets, kippot, combs, brushes, hair clips, scarves and bedding.

S. CAMP CLEANLINESS

Cabin and general camp cleanliness is a major focus of the summer and is the responsibility of everyone living in a close-knit community. [Staff will actively assist in the unpacking and preparing of beds, personal belongings, general organizing of shelves, etc. of all Junior Camp campers.]

Prior to sending their children to camp, parents are asked to do the following:

1. Review the basic elements of cleanliness with their children (personal hygiene, as well as keeping personal belongings and personal areas clean);
2. Remind your child of the need to keep track of personal items (labels on items are recommended) and to respect the possessions of others;
3. If your child usually has a bath at home, we recommend that you introduce to them how to shower as all of our cabins have showers only;
4. Children, especially younger ones, should be supervised at home and should be taught how to wash properly (soap, water, shampoo) and how to practice proper oral hygiene (toothbrush, toothpaste, floss);
5. Remind your child that they must actively contribute to, and participate in the clean-up process;
6. Send a reasonable amount of clothing for your child. Encourage your child to actively take pride in and care for their possessions. The volume of Lost and Found items can drastically be reduced if campers look after their belongings carefully and all items are clearly labeled.

T. BEDDING, CLOTHING & LAUNDRY

Sheets, pillow cases and blankets will be required to be changed at least once a week – please provide enough sets. A sleeping bag may be used as a top blanket, but is not to be used to sleep inside of on a daily basis. A laundry service is provided to every camper once per week. There is usually a one-day turnaround for completion of the laundry. **Please label everything clearly.** *Lovable Labels* can help you out: www.cbbottawa.lovablelabels.ca. Your child has a better chance of retrieving Lost and Found articles if they are well labeled. We suggest you include a laundry bag with your child's name and unit written visibly on the outside with a permanent marker.

Want to help your child be more organized at camp? Check out *Cubbie Cubes!* www.cubbycubes.com (and enter promo code **CBBO2017** at checkout!)

U. LOST & FOUND

The bulk of lost articles at camp are those that are unlabelled. Lost and found articles are distributed daily at flagpole. It is suggested that all items are clearly labeled, including water bottles, baseball gloves and shoes. At the end of the summer, the camp donates all unclaimed articles to charity after parents have had the opportunity to see the lost and found items.

Lost and found items will be displayed on Visiting Day outside of the dining hall, and in the gymnasium at OJCS (formerly Hillel Academy) in Ottawa on Wednesday and Thursday, August 23rd and 24th from 9am to 5pm.

V. FOOD, DRINKS & CANTEEN

Food

The Food Services Committee is committed to utilizing the excellent feedback we received last summer from campers, staff and parents to help us continue to focus on healthy, fresh and delicious food – and plenty of it! We are pleased to announce our hiring of a new food services catering company – Bonfire Phoenix Foods Inc. With over 25 years of experience, they are excited to be a part of the CBB of Ottawa family, and were eager to hear your suggestions for an improved menu. In addition to some new meal and snack options, you can rest assured that many of our staple camp favourites will be returning this summer!

Please take a moment to read the following note from Bonfire Phoenix:

“We are really excited and proud to be part of the CBB Ottawa family this summer!!! Our amazing kitchen crew is anxious to get cracking! We look forward to preparing some delicious meals, great salad bars and fresh baked goods. All our food is made on site by experienced chefs and bakers. As a professional catering company, special care and attention is given to allergies and intolerances - nut and peanut-free, gluten-free, vegetarian and vegan options. Our team is headed by Alain Assouline and Alex Morselli. This dynamic duo has been servicing schools, summer camps, mining camps and banquet halls for over 25 years! See you this summer!”

Because your children’s nutritional needs are well taken care of, **please do not send food to camp (including in care packages)**. This applies to both campers and staff. CBB of Ottawa is a PEANUT and NUT SENSITIVE camp, as well as a Kosher camp. Many of the campers and staff have food allergies and restrictions; for these reasons (as well as to avoid inviting furry visitors into the living area), we kindly request that you respect our food policy and not send any with your children. All parents must ensure that any snacks brought on Visiting Day do not contain any peanut or nut products, peanut oil, etc. We also ask that, on Visiting Day, you respect that CBB of Ottawa is a Kosher camp, and absolutely NO OUTSIDE FOOD is allowed in the Mess Hall.

Special Dietary Needs – Extreme caution will be taken with campers who have food allergies.

Special Diets (ie. vegetarian, gluten free, etc.) will only be accepted if indicated on the health form.

Drinks

The canteen will continue to sell bottled water throughout the summer. However, in an effort to reduce the amount of waste generated by the camp, we recommend that you provide your child with a reusable water bottle. **Please do not send soft drinks to camp.**

Canteen

We are extremely excited to announce that, along with our standard fare of ice cream, popsicles, chips and drinks, we have some fun surprises and new offerings in store for our campers this summer in the new and improved canteen!

As in previous years, all campers will receive canteen at least twice a week. Our canteen serves a variety of drinks, ice cream, popsicles, etc. The canteen charge is already included in the camper's fees.

Absolutely no cooking/heating appliances (hot pots, kettles, microwaves, etc.) are to be brought into camp. Campers' luggage will be checked for these items and they will be confiscated.

W. VALUABLES, MONEY & ELECTRONIC DEVICES

We strongly recommend that campers do not bring any valuables or money to camp. It is easy for these items to get lost or damaged in a camp setting, and the camp will not be held responsible for any items that are lost or damaged.

Please do not send electronics with gaming capabilities built in, or any device that has the capability to hold a SIM card (regardless if the SIM card is in or out). All devices of this nature will be confiscated and returned to the camper on the last day of camp. Camp is a chance to disconnect from the electronic world. However, we strongly encourage music (during down time, night time, etc.), and an old-fashioned mp3-type player is welcome.

Hot pots, fridges, DVD players, cell phones and televisions are not permitted at camp. Campers live in wooden cabins and these items are fire and safety hazards. If they are brought to camp, they will be confiscated and given back on the last day of camp. We expect full cooperation by all parents, campers and staff with regard to this matter.

X. RAIDS, VANDALISM, DRUGS, ALCOHOL

Raids

The objective of our camp is to ensure that all campers are being provided with a safe, fun-filled environment, free from harassment. In order to fulfill these objectives, we have a set of rules and policies that we expect every camper and staff member adhere to at all times. Some campers, for example, feel that "raids" are fun. A camper out after curfew – when there are no longer staff members on duty – roaming in strange areas in the dark where the terrain is uneven and tree-lined, is dangerous. It also disturbs the sleep and privacy of others. **Nighttime visits or "raids" will not be tolerated.**

Boys' Side – Girls' Side

CBB of Ottawa provides a fun-filled program each and every day, and some activities will be co-ed. Units are divided across the camp so that one side of the camp is the boys side, and the other side of the camp is the girls side. Campers found on the opposite side of camp will have a consequence. If the same campers are repeatedly found where they are not supposed to be, parents will be contacted and campers risk being dismissed from camp.

Vandalism

Campers must understand that destruction of the property of others is wrong. This includes writing over the outside of buildings or in the washrooms. CBB of Ottawa will not condone the defacing of camp property or the property of others. Parents will be made aware of any wrongdoings and an offence might lead to the dismissal of the camper from camp (plus the cost for repair, cleaning or replacement of the damaged property). **As there are several new cabins and some of the cabins have been upgraded, we kindly ask that campers do not write on any of the new items, including beds, shelves and floors.**

Drugs & Alcohol

CBB of Ottawa strongly enforces a zero-tolerance policy for any camper or staff found in possession of alcohol, tobacco products, weapons, and any illegal drugs (including prescription and over-the-counter medications not turned over to the infirmary upon arrival at camp). Campers or staff who violate this policy will immediately be sent home. In these above situations, the camper will be isolated from their unit until their parents pick them up. There will be no warnings, second chances, or refunds of any kind (see registration form). If necessary, depending on the circumstances, the appropriate authorities could be called in. In the case of minors, parents will be notified immediately.

Y. BULLYING & INTERNET POLICIES

CBB of Ottawa reserves the right to immediately send home any camper who engages in fighting, taunting, bullying or who is emotionally, verbally or physically threatening to another camper or staff member.

Internet Policies

CBB of Ottawa will be proactive and we will train our counselors. Please make it clear to your child that we will not tolerate any association of CBB of Ottawa with any negative reference to any camper or staff or to the camp itself – on website, blogs, or other Internet mediums, whether as a photo or written word. We are committed to the emotional safety of our camp family. Accordingly, we believe that all campers should be respectful in all written and graphic communications on the Internet, and campers and staff must not use it to disparage, embarrass or malign the camp, its staff, or its campers. If your child feels harassed, please encourage him/her to see a staff member or a member of the senior leadership team. A camper that singles out another person or group in a negative way, either verbally or in writing (via email, instant messaging or online social networking sites) will not be allowed to attend camp. We encourage parents to monitor their children's social networking sites and help identify and remove inappropriate pictures, language and/or any hurtful comments. Furthermore, out of respect for the privacy of all members of our camp community, campers and staff may not take videos at camp (other than our contracted photographers and videographer).

Z. TRAVEL DIRECTIONS

FROM OTTAWA:

Cross the Champlain Bridge (at the north end of Island Park Drive) into Quebec. Pass the first set of lights and the end of the bridge and proceed straight ahead to the next set of lights. Turn left. You are now traveling westbound on Highway 148. Proceed for approximately 10 minutes into Aylmer. Passing Tim Horton's on your right, proceed until a set of traffic lights where a park is on your right and City Hall is on your left. Turn right at these lights, which places you on Eardley Road (the continuation of Highway 148). Stay on this highway for approximately 30 minutes, proceeding past Lusville and beyond the four-lane stretch. Look for a sign on the right side of the highway reading "MOUNTAINVIEW Golf and Athletic Turf Specialists". Approximately two minutes past this sign, as you come over an overpass, turn left onto a gravel side road called River Road/Chemin River. As you veer left on the gravel road, turn right at the first entrance off this road, which is the main gate of Camp B'nai Brith of Ottawa.

FROM TORONTO:

1. Highway 401 to Highway 416 (to Ottawa)
2. Highway 416 North to Highway 417 East (you are now in Ottawa)
3. Highway 417 East to Carling/Kirkwood exit
4. At the end of the off-ramp, move over to the left lane. At the lights, turn left under the 417 bridge, move to the right lane and travel north. You are now on Kirkwood Avenue.
5. Proceed approximately 3 minutes to the set of traffic lights at Richmond Road (there is a large Loblaws on your left). Turn right at these lights, onto Richmond Road.
6. Continue east on Richmond Road for about 2 blocks until you come to Island Park Drive. Turn left onto Island Park Drive.
7. Continue north on Island Park Drive, which crosses over the Ottawa River via the Champlain Bridge. At the end of the bridge, there is a set of lights. Continue straight through these lights and continue about 100 metres until you come to another set of lights. Stay left, and turn left. You have now turned onto Highway 148 West (in Quebec).
8. Continue on Highway 148 for about 10 minutes into the centre of the town of Aylmer (Gatineau). On your left, you will see the City Hall with a large brass fountain in front and, on the right, a park. There is a set of lights here – turn right at these lights. You are now on Eardley Road (which is a continuation of Highway 148).
9. Travel this road for about 25 minutes. You will then see a sign on the right side of the road "MOUNTAINVIEW Golf and Athletic Turf Specialists". Once you see this sign, you are about two minutes away from the camp.
10. Continue over an overpass and, just as you come over the overpass, turn left at the first street sign on your left, which is River Road/Chemin River.
11. As you turn onto River Road, the first gate on your right is the camp gate.

FROM MONTREAL:

1. Take the 417 West to Ottawa, and get off at the Island Park Drive North exit.
2. Follow Island Park Drive North, and continue as per the Toronto directions above, starting at #7.