



PLEASE READ THOROUGHLY - STAFF 2010

Remember, please, it's far too time-consuming to phone staff in regards to missing forms! Please return the staff information form and health form by April 19th

NOTE CAREFULLY: Please read all the following instructions carefully. It is a big job to open camp and assistance from the staff in returning forms on time, pitching in for a work weekend, and arriving on time are essential in assuring a smooth start.

This package provides an opportunity to let you know plans for this coming spring and summer. The following details are included in your package:

1. Map to Government Dock
2. New Campers' Afternoon – a must for ALL staff – APRIL 25th
3. Upcoming Staff training in the Spring in Toronto.
4. Work Weekends:
 - May 8 - 9
 - May 15-16
 - May 22 – 23
 - May 29 -30
5. Travel Dates in June for orientation
6. Changeover Dates, July 24th – July 27th and related travel
7. Flyer and order form for staff clothing- good looking stuff! Order online.
8. Suggested clothing and equipment list
9. Privacy Policy Statement

FORMS: the following forms are included in this mailing. Please return these forms to the Toronto office by April 19th, or bring forms to the New Camper's brunch.

- a) A Health form
- b) A Staff Information form re New Camper's Party April 25th, /work weekends in May/ arrival at camp for orientation/travel dates.

***Also, be sure to notify the office of the following:**

- Work weekend availability (or alternative 2 day stay at end of camp)
- Attendance at the New Campers' Party, April 25th
- Travel dates for coming to camp (Orientation opens 21st June)
- Cabin request/ cabin mate request

**If you have difficulty with orientation dates because your exam schedule is not available, please send in all forms by April 19th and then send in your arrival time by email (hurontario@sympatico.ca).

PLEASE DO NOT HOLD UP YOUR FORMS WHILE WAITING FOR EXAM SCHEDULES



IMPORTANT INFORMATION FOR ALL STAFF

1. NEW CAMPERS PARTY AND WELCOME: SUNDAY APRIL 25^h

This is a very important day as it is the first time new campers and their parents will meet and see Hurontario's staff in action! We need everyone at this event, please!

ARRIVE: 1 Ridge Drive Park at 11:30 am for briefing, bagels, muffins, juice and coffee, meet our new staff.

FROM: 12:30 to 4:00pm at Northern Secondary School with campers & parents.

2. * NEW SPRING TRAINING IN TORONTO at 1 Ridge Drive Park

CIT's	Saturday April 18 th 4 pm – 6 pm
1 st YEAR COUNSELLORS	Saturday April 24 th 3 pm – 5 pm
ALL OTHER COUNSELLORS	Sunday May 2 nd 4 pm – 6 pm
INSTRUCTORS	Date to be announced by email

3: WORK WEEKENDS

ALL STAFF (Senior counselors, included) – Opening a camp as large as Hurontario requires assistance from many. Every staff member will choose a weekend suitable to his/her timetable and in this way we can ensure that Hurontario will be ready opening day. Thank you for your assistance.

****If you are unable to make a work weekend, please count on Staying after camp for two days** (until August 25th)**

- DO YOU NEED A RIDE to a WORK WEEKEND?
Fill out the work weekend form
Meet at Toronto address 6:30 am
- DO YOU HAVE YOUR OWN RIDE?
Meet at Government Dock at 9:00am
- CAN YOU TAKE OTHERS?
Please let the office know if you can give others a ride on form provided
This is very helpful, so let us know if you have room in your car.

BRING ONLY: sleeping bag, bug juice, rain suit (just in case), work gloves, warm clothes, & flashlight. We can transport little, so pack small! Leave cigarettes at home as no fire fighting equipment will be in place. Please come prepared to butt out for the weekend.



4. TRAVEL DAYS - Orientation

Staff Orientation begins on the evening of Monday, June 21st. We ask that all staff try to be in camp by this day. It's a week full of fun activities and lots of learning! Whether you are coming by bus, by car, by private boat, or by plane, plan to arrive on one of the following days as a MAXIMUM of 15 staff members can arrive per day.

TRAVEL DAYS ARE: Wednesday, June 16th, Thursday, June 17th, Friday, June 18th, Saturday, June 19th, Sunday, June 20th

If there are difficulties with your travel, please let the office know. Please use email as much as possible, as it is so much easier than trying to return phone calls. Thanks.

LATE EXAM SCHEDULES: For those high school staff whose exams may run past June 21st, please let the camp know the date of your last exam. We will then endeavor to group up late staff so that rides from the city and cost of the Marina taxi boats can be shared. Unfortunately, the camp is unable to pick up staff after the 20th.

INSTRUCTORS – Please try to arrive by Friday, June 18th at the latest in order that your area will be ready for orientation.

TRAVEL METHODS:

PLEASE fill out your travel plans on the form provided. Those staff with their forms in first will reserve their date for travel (maximum of 20 per day).

BY BUS: Take Gray Coach line from Toronto to Mactier. On the spring schedule, the bus presently leaves at 12:45pm, arriving at Mactier at 3:39pm. The bus schedule may change, however, **so please check with Gray Coach.** Take the bus to arrive in Mactier by mid-afternoon. You will be met at the bus station in Mactier and then driven in the camp van to the Government Dock to meet our boats.

BY CAR: If you are driving to camp, come to the Government Dock on Twelve Mile Bay Road. Plan to arrive at 4:00pm to meet the boats. See map enclosed in this package.

BY PRIVATE BOAT: If you are arriving by private boat please plan to arrive at the camp dock between 4:30-5:00pm on a scheduled day.

5. CHANGEOVER DATES – JULY 24th – JULY 27TH

The break between the two camp sessions, known as 'changeover', will be from July 24th – July 27th. Most staff choose to go to Toronto or to cottages for this time. Please let your parents know these dates now. The camp will close for these two days.



CHANGEOVER DETAILS. Cont'd

At the time of changeover, it will be too busy for staff to call parents to make changeover plans. Please arrange your pick up details before camp, based on the information below, as the office will be closed for staff calls for the three days before camp closes for July session.

TRAVEL RE CHANGEOVER: July 24th –27th

The camp will provide **buses** to the city from the Government Dock leaving at 7:00pm, July 24th .The buses will only stop at the Municipal public parking lot just south of the Jolly Miller Tavern on Yonge near York Mills. For the return trip to camp from the Municipal public parking lot (south of the Jolly Miller Tavern), the buses will leave at 8:00 am (sharp) on July 27th.

If you are being picked up **by car** for changeover, please arrange to be picked up at the Government Dock at 7:00pm, July 24th and to return to the Government Dock by 11:00am July 27th .

If you are being picked up **by private boat**, please arrange to be met at the camp at 6:00pm, July 24th and return to camp by 11:00am, July 27th.

*Staff with **brothers in camp** (July campers) are unable to receive special permission to leave early for changeover. We need all our staff to help get camp ready for the August session. We apologize for any inconvenience.

DAYS OFF POLICY: The camp will strive to assure every staff member two days off each session and a three day changeover to cover the days off for the first week of each session when it is too busy to have days off.

Staff who are sixteen and seventeen will be required to let their parents know their whereabouts on their days off. Further, they will have to leave a phone number where they can be reached on their day off.

MONEY: For days off, a total of \$80 for the summer should be sufficient. Again this summer, the office will be unable to sign out any money to the staff. Please bring what cash you will require for days off. This cash should be left in the camp safe for security. The camp is not responsible for any lost money or items.

For safety reasons and in order to be able to keep in touch with our staff at all times, all staff will leave a phone number in the office as to their whereabouts on their day off. If you are 18 and under please see the staff information form where a parent will sign to give permission for our young staff to leave Hurontario property.



6. EQUIPMENT NEEDED BY ALL STAFF

It is very important that the staff be well-equipped to lead all the activities which Camp Hurontario offers.

Therefore, such things as a paddle, rain gear, a flashlight, personal flotation device - lifejacket, suited to tripping are very much part of being a leader at the camp. Please check the list below carefully. It is the responsibility of the staff to come equipped.

PLEASE READ THE FOLLOWING HEADER VERY CAREFULLY

The following items will not be made available to the staff by Camp Hurontario.* NEW *** If staff comes without the proper equipment and the Directors consider it either to be a safety hazard or of such importance that everyone should have this item then the staff member will be given the forgotten item and charged for its purchase.**

1. **Lifejacket** (camp is unable to supply unless you are from overseas)
2. Flashlight and rechargeable batteries
3. All bedding
4. Sleeping bag, trip needs
5. Clothing
6. **A paddle** (camp is unable to supply unless you are from overseas)
7. A Dry Bag for trips
8. A water bottle (or purchase at camp) *order nalgene from Camp Hurontario
9. **A whistle** (a must for safety for all staff)
10. A fishing rod and reel (only counseling staff; this includes C.I.T.'s)
11. Warm hat and gloves
12. Full rain gear (top and pants)
13. Biodegradable soap, shampoo, toothpaste – Save our environment!
14. Insect repellent (non-aerosol)
15. Small camera, **not disposable** (for trip pictures)
16. A pelican box to waterproof on trip(counselors and C.I.T.'s)
17. A battery operated lantern (if you will living in cabins without electricity)
18. A fishing license if you are over 18 and a counselor



7. A FEW ADDED DETAILS: **VERY IMPORTANT ******

BRONZE LEVEL: All Counsellors & C.I.T.'s must have their bronze medallion level as per the requirement of the Ontario Camping Association.

Please make sure that counselors and C.I.T's take a course before camp.



TRIPPERS:

*****Remember*** Staff hoping to go on long canoe trips must come to camp with certification that they have their Bronze Cross. Otherwise, it becomes increasingly difficult to send staff on canoe trips. Staff will be unable to take long trips if their Bronze Cross is not up to date. This is a law now and we must be sure to be on board.**

Counselors and C.I.T's must send to the camp a photo copy of their swim qualifications before June 2nd .

8. All staff must have an up to date first aid/CPR course before coming to camp. You must send in a photo copy of your certification to the camp office before June 2nd The fax number is 416 486 0865.

9. CELL PHONES & RADIOS: If you are bringing a cell phone to camp, the camp is not liable for the loss or damage to this phone. A cell phone may only be used in the privacy of your own staff cabin and never in front of a camper. If a cell phone is taken on trip, this must first be cleared with a Director and used only for safety purposes while on trip.

10. BAGGAGE: Please use dunnage bags, hockey bags and/or suitcase – NO trunks please. Tagging baggage is a good idea in case it is misplaced. Please do not lock bags as they must be checked on arrival.

Please remember that all food items will be taken at the t-dock – save our screens! Please do not bring any food or beverages to camp.

11. Staff Privacy Policy 2010

The Personal Information Protection and Electronic Documents Act (PIPEDA) or the “privacy act” balances an individual’s right to the privacy of personal information with the need of an organization to collect, use and disclose personal information for legitimate business purposes.

All forms which staff has sent to the office: all camper reports written by staff: fall under this privacy act. To further understand Hurontario’s privacy policy under this Legislation, please go to our web site at www.camphurontario.com

Please sign in the space provided on the staff Health form that you understand and agree to the privacy act as it applies to you. Thank you.

NOTE: If you need a new form at any time re these dates, please download the required forms from our website, www.camphurontario.com & fax to 416 486 0865. When faxing ,please use dark ink so we can read the details, thanks.

ADDRESS INFORMATION:



A): Please use this address/number until June 14th:

**1 RIDGE DRIVE PARK
TORONTO, ON
M4T 2E4**

**PH: 416-488-2077 /
FAX: 416 486 0865
email:hurontario@sympatico.ca**

B) Please use this address while at camp - June 17th –Aug 25th:

**CAMP HURONTARIO
MACTIER, ON
PoC 1Ho
PH: 705-375-5306 (No fax or e-mail available)**

****NEW FOR 2010- PURCHASE YOUR HURONTARIO CLOTHING ONLINE****

This year we are launching an ONLINE STORE for our camp clothing. It's simple to order. We have put together some great STAFF CLOTHING- Ladies take a look at our girls only clothing !

**VISIT: www.rightsleeve.com/hurontario
LOGIN: Password is hurontario**

SHOP: Click through the designed staff clothing and purchase your staff wardrobe! The store will be open from April 12th to June 2nd .

CHECKOUT: Please be sure to check out all fields to ensure your clothing arrives at Camp Hurontario for you to enjoy!

INFORMATION FOR PARENTS :

- 1. Please note that parents and friends of staff are requested not to visit.**
- 2. Social Insurance Numbers & a health card are required before salaries can be paid to staff.**
- 3. Please note that staff with brothers in camp (July/August campers) are unable to receive special permission to leave early for changeover or the end of camp. We are sorry for any inconvenience but we require all our staff in camp for the day to prepare the camp for our next session and to close camp at the end of August.**

STAFF REMINDER PAGE

Have I done the following?:

1. Read the staff spring manual carefully, cover to cover. _
2. a) Sent in my staff information and health forms. _
b) Sent in copies of my Bronze certification(counselors and C.IT's and any staff taking out trips-sea kayaking).
3. Marked on the calendar the following important dates: _
 - a) New Campers' Party - April 25th. Meet at Polly's at 11:30 am. Sent reply to the office that I'm coming. _
 - b) Picked a work weekend. Do I need a ride, have a ride, or can I offer a ride to others? _
 - c) Arranged for a first aid course and sent in a photocopy of my certification to the camp ? _
 - d) Sent in the date of my arrival for orientation. _
or
 - e) Will let the office know when I will arrive as soon as I get my exam schedule.(But I have sent my forms). _
3. I am spreading the word about available staff positions _
4. I am keen and ready for the BEST SUMMER EVER! _

Keep in touch hurontario@sympatico.ca