

ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

Native Counsellor Training Program
Day and Youth Camp

Policy and Procedure Manual

TABLE OF CONTENTS:

WELCOME LETTER.....2

ABOUT THE PROGRAM.....3
 Background
 Camp Goals

DAY/YOUTH CAMP REGISTRATION REQUIREMENTS.....4

DAY/YOUTH CAMP FEES.....4

YOUTH AT GRADUATION.....4

FIELD TRIPS/OUTINGS.....5
 Sample Consent Form for Outings

GUIDELINES AND EXPECTATIONS.....6

DAY/YOUTH CAMP APPLICATION FORMS.....7

PARENTAL CONSENT.....10

DAY/YOUTH CAMP AUTHORIZATION FORM.....11



WELCOME

Dear Parents,

Welcome to the Native Counsellor Training Program 2011! The NCTP day camp is here at your convenience for your child(ren). Throughout the next 5 weeks we have many fun games, activities, outdoor play, and outings planned. All costs of activities will be covered by the camp. Should your child need any money for an outing, you will be informed well in advance.

We will post a calendar that will have the scheduled outings at the day camp for your convenience. We will also be going to the beach once a week. Please have your child bring in a beach bag with swim wear, towel, hat, sunscreen, etc.

As per new policy, you will need to sign a consent form for each outing, including the beach days. We will be providing you with these well in advance.

It is much appreciated if you could inform one of the camp educators of when your child will not be attending the camp for the day/week. It is also very important to remind your child(ren) that any inappropriate language or behavior will not be tolerated in our program. We want to give our youth a wonderful experience for the next 5 weeks.

We look forward to providing a fun time and activities for your child(ren). Please feel free to come in and see us if you have any questions or special information regarding your child(ren).

In Spirit and Friendship,

Jessica Manitowabi
NCTP Camp Educator

Jessica Commanda
NCTP Camp Educator

Jennifer Petahegoose
NCTP part-time Camp Educator

ABOUT THE PROGRAM

Background:

Since the establishment of the Native Counsellor & Training Program in 1977, child care has been made available to the students and team members of the program.

Our camp consists of two parts: the “Binoojiiinag Day Camp” is provided for children aged 2 – 6 years, and the “Spotted Eagle Youth Camp” is provided for youth aged 7 – 16 years.

In 2009, the two camps were joined together due to the low numbers of participants. If numbers increase the camp will go back to two separate camps if needed.

Camp Goals:

Our day/youth camp is designed to meet the following objectives and learning goals for the child/youth:

- ✓ To support the academic success and personal well-being of the NCTP student by offering care for their children.
- ✓ To provide child/youth a safe and friendly environment.
- ✓ To provide the child/youth with the opportunity to develop their listening and learning skills.
- ✓ To provide the child/youth with the opportunity to develop and enhance their social skills.
- ✓ To provide the child/youth with the opportunity to learn and play in a safe environment.
- ✓ To provide the child/youth with the opportunity to learn our culture and traditions through teachings and craft making.
- ✓ To teach and encourage the child/youth to learn and speak the Ojibway language.

DAY/YOUTH CAMP REGISTRATION REQUIREMENTS

Prior to or on the first day of camp, the child/youth need to have a completed application form with the following:

- ✓ Emergency Contact Information
- ✓ Name and Address of Family Doctor
- ✓ Health Card Number
- ✓ Any food or other allergies
- ✓ And any other special information that pertains to the child/youth

We would also like for parents to bring with the child/youth:

- ✓ Appropriate clothing – i.e. hat, shorts, bathing suit (for beach days), etc.
- ✓ Sunscreen (for outdoor activities/outings)
- ✓ Any favourite toy/blanket (if applicable)

DAY/YOUTH CAMP FEES

Please refer to the ONECA website under “Native Counsellor & Training Program” (www.oneca.com) for exact amount as changes may occur.

PAYMENT MUST BE RECEIVED PRIOR TO FIRST DAY CHILD/YOUTH ATTENDS.

YOUTH AT GRADUATION

In the past the children & youth of the day/youth camps have prepared something special for the graduates, one year the younger children learned “Oh Canada!” in Ojibway and sang that at the graduation, another year the children made hand-crafted gifts and presented them to the graduates.

We would like to continue this connection and the children/youth will be asked to prepare something for the graduates at the graduation. We decide year to year what they want to do. It could be a gift, a song, a skit.

FIELD TRIPS/OUTINGS

The day/youth camp goes on different field trips throughout the summer to various locations within the host community. In Sudbury our field trips consisted of: SilverCity Movie Theatre, Science North & IMAX, Sudbury Kartways, Jungle Gym, Rainbow Cinemas, YMCA Pool, etc.

We also allocate one day each week to go to the beach. We select different beaches around the host community based on location and only if there is a lifeguard on duty at time of outing.

Sample Consent Form for Outings:

**NATIVE COUNSELLOR TRAINING PROGRAM
FIELD TRIP CONSENT FORM
DAY CAMP**

Completion of this form is required in order for your child(ren) to participate in any field trip/outing the Day Camp attends.

By completing this form, I consent to allow my child(ren) _____ to attend the LU Beach Outing on Monday, July 18th, 2011 @ 1.30pm. I understand that there will be minimal risks during my child(ren)'s participation. I assume all risks, whether known or unknown to me.

Please review the following guidelines with your child(ren) prior to the field trip:

1. Children will not participate in any risky or inappropriate behaviour(s) during the field trip as outlined in the NCTP Policies and Procedures Manual.
2. Children need to report any issues to the NCTP Day Camp Staff at any time.
3. Children need to report to the designated meeting area on time and leave promptly with Day Camp Staff after conclusion of the field trip.

Date: _____

Parent's Name (Please Print): _____

Contact Number(s): _____

Health Card #: _____

Any other important information: _____

Parent's Signature: _____

GUIDELINES AND EXPECTATIONS

****All children are required to participate and attend 100% in daily Day/Youth Camp Activities****

Failure to do so will result in:

CONSEQUENCES:

1ST Time – Verbal warning with child/youth

2nd Time – Verbal warning with child/youth and parent/guardian

3rd Time – Child/youth will be terminated from the Day/Youth Camp for the remainder of the camp

Child Care will be the sole responsibility of the parent/guardian should the child be terminated from camp.

I, _____ understand and agree to comply/ensure the compliance of my child(ren) with the Day/Youth Camp Guidelines.

Parent/Guardian: _____ **Date:** _____

RULES:

- 1) 100% participation
- 2) Hands off Policy
- 3) No swearing
- 4) Respect yourself/others

NATIVE COUNSELLOR TRAINING PROGRAM

DAY CAMP – APPLICATION FORM

In order for us to provide quality care for your child, **PLEASE** complete as much of this application form as possible.

Child's Last Name: _____

Child's First Name: _____

Nicknames – if applicable: _____

Date of Birth: _____

Name of Parent(s)/Guardian(s): _____

Which Part of NCTP is parent registered in? (please circle one)

PART I PART II PART III

EMERGENCY INFORMATION

Name of person(s) to be notified other than parent.

1. Name: _____ Phone: _____

Relationship: _____

2. Name: _____ Phone: _____

Relationship: _____

Health Card Number: _____

Family Doctor: _____ Phone: _____

Does your child have any allergies? Yes No

If yes, what are they and please explain any special instruction:

ADDITIONAL INFORMATION

Has your child attended day care before? Yes No How Long? _____

Does your child nap in the afternoon? Yes No How Long? _____

Does your child have a good appetite? Yes No

Does your child have a favourite toy? If so, please bring it with him/her.

Language: Does your child? Speak English Understand English Read English
(circle each that apply)

Speak Ojibway Understand Ojibway Read Ojibway

Other Languages? _____

Please provide additional information regarding your child that might help us to make the camp more enjoyable for him/her.

The child named in this application form has my permission to participate in the day camp activities (excluding off-campus outings).

Name of parent/guardian: _____

Date: _____

Signature: _____

NATIVE COUNSELLOR TRAINING PROGRAM

YOUTH CAMP - APPLICATION FORM

Name of child: _____

Date of Birth (mm/dd/yy): _____

Nicknames: _____

Parent(s) name(s): _____

Which PART in NCTP is parent registered in? (please circle one):

PART I PART II PART III ENRICHED

NOTE: Children must attend daily and participate fully in the activities. Children are not allowed to leave without parental consent.

EMERGENCY INFORMATION:

Name of person(s) to be notified other than parent.

1. Name: _____ Phone: _____

Relationship: _____

2. Name: _____

Phone: _____

Relationship: _____

Ontario Health Card Number: _____

(must be entered)

Family doctor _____

Phone: _____

Address: _____

Does your child have any allergies? Yes _____ NO _____

If yes, what are they and please explain any procedures that need to be taken:

The child named in this application form has my permission to participate in the youth camp program and all related activities.

Name of parent/guardian: _____ Date: _____

Signature: _____

PARENTAL CONSENT

Name of Child: _____

I hereby give consent to have my child examined by a Medical Officer, as necessary.

Name of parent/guardian: _____

Date: _____

Signature: _____

ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

Day/Youth Camp Authorization Form

I, _____, the parent/guardian of _____, do hereby grant unrestricted permission to the Ontario Native Education Counselling Association (ONECA) to use my child(ren)'s image(s) in the promotion of NCTP. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs and images taken of my child(ren) for use in materials that include, but may not be limited to printed materials such as brochures and newsletters, videos, and digital images such as those used on the ONECA Web Site.

Signature: _____

Date: _____