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# Camp Odyssey

## Wildsight Kimberley/Cranbrook Summer Day Camp Handbook



Updated March 2022



**wildsight**  
Kimberley | Cranbrook

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## Introduction

The following handbook provides an overall guideline to the Camp Odyssey summer day camp program to ensure that you and your child get the most fun and excitement possible from the experience. Please read this information carefully and share important details with your child to ensure that they understand what the instructors expect from campers and what items your child should bring along with them.

## What is Camp Odyssey?

Camp Odyssey is a chance for children aged 5-12 to get outside, explore, be active, and have fun in the outdoors! Hiking and nature exploration is the focus of this camp, but there will be plenty of time for free play and creativity. Activities may include gardening, wilderness survival skills, forts, splash park, crafts, and games! We will be spending most of the day outside and we cannot stress enough how important it is for your child to be dressed appropriately for the weather conditions.

- Regular Hours
  - 9:00 am to 3:30 pm
- Facilities
  - Camp Odyssey runs in two communities and for two age groups. Locations vary accordingly
  - Kimberley ages 7-12:
    - Drop off from 8:45am – 9am at the Kimberley Independent School (73 101 Ave, Kimberley, BC V1A 1A5)
    - Pick up from 3:15pm – 3:30pm at the Kimberley Splash Park on Rotary Drive
  - Kimberley ages 5-8:
    - Drop off from 8:45-9am at Lions Park in Marysville
    - Pick up from 3:15-3:30 at Lions Park in Marysville
  - Cranbrook ages 7-12:
    - Drop off from 8:45am – 9am at Cranbrook Alliance Church (1200 Kootenay St N, Cranbrook, BC, V1C 5X1)
    - Pick up from 3:15pm – 3:30pm at Cranbrook Alliance Church (1200 Kootenay St N, Cranbrook, BC, V1C 5X1)
- Contact Information
  - For camp-related communications, please email Camp Coordinator, Kim Urbaniak at [kim@wildsight.ca](mailto:kim@wildsight.ca)
  - In the case of an emergency, or during camp hours, Kim can be reached at 250-427-9745

- Wildsight Kimberley/Cranbrook office: 250-427-2535, [kimcran@wildsight.ca](mailto:kimcran@wildsight.ca)

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## **Coordinator/Camp Lead**

The program coordinator is hired for their experience and expertise in outdoor experiential education, their passion for the environment, and experience working with youth. The coordinator must have first aid training and have cleared a vulnerable sector screening (in-depth criminal reference screening) with the RCMP.

Kim Urbaniak (Ms Kim) is the Camp Odyssey Lead Instructor and Coordinator. Kim dreamt up Camp Odyssey in 2019 and has had support from various other experienced educators throughout the years.

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## A typical day at camp

While we will have different activities planned for each camp, we do have a general schedule for our day. Program blocks could be hiking time, planned activities, group games, crafts, or child lead activities.

8:45-9:00 am	Camper arrival and sign in
9:00-9:30 am	Free play / self directed activities
9:30-10:00 am	Opening circle and snack
10:00 am	Morning program block / walk to Nature Park
12:00 pm	Lunch
12:30 pm	Afternoon program block
2:00-2:15 pm	Snack
3:00-3:15 pm	Arrive at pick up location
3:15-3:30 pm	Closing circle and free play until departure

## Terms & conditions

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### Program fees

- Weekly rates are
  - (5 days) \$270 per participant (includes Wildsight t-shirt)
  - (4 days) \$215 per participant (includes Wildsight t-shirt)
- Single day rate is \$55 per participant

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### Registration and payment information

- In order to participate in Camp Odyssey, registration forms must be completed in full and payment must be received in full before the program begins.
- Wildsight Waiver forms must also be completed (printed and signed) and returned directly to the Camp Leader on or before the program begins.
- All links and forms can be found on the Camp Odyssey website:  
[www.wildsight.ca/camp](http://www.wildsight.ca/camp)

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### Refunds and cancellations policy

- Please understand that Wildsight Kimberley/Cranbrook is a non-profit organization and Camp Odyssey operates on a minimal budget as a service for the community.
- A \$15 fee will be deducted from all refunds unless a program is cancelled due to insufficient registrations, in which case a full refund will be given.
- Full refunds (minus the \$15 fee) can be available if cancellation is requested with 7 or more days notice. No refund will be issued for cancellations 6 days or less in advance of the Monday of the camp week booked.

## Health & safety policies

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### Privacy policy

Wildsight Kimberley/Cranbrook takes the privacy of its members seriously and we have taken steps to protect it. Any personal data shared with us, including photographic images, will be processed strictly in accordance with privacy legislation and will be used for the purposes that you have consented to. We will not share details with third parties without consent, except where we are legally compelled or obligated to do so. Please note that where consent is given to share images on the internet, they can be viewed worldwide including countries where Canadian data protection law does not apply.

Please contact us if you have any questions or concerns about protecting the privacy of the information you provide.

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### Illness policy

In the following cases, we ask that participants (including children, parents, staff, guest speakers, and volunteers) stay home from day camp for at least 24 hours after their last symptom has subsided:

- Temperature over 101 degrees F or 38.3 degrees C
- Vomiting
- Diarrhea (watery, profuse stools)

Should the above-mentioned situations arise while at day camp, the affected participants will be asked to return home.

Participants affected by communicable diseases including but not limited to measles, chicken pox, mumps, flu, strep throat, viral pneumonia, conjunctivitis (pink-eye), etc., are asked to stay home from day camp until their health care provider (i.e. naturopath, doctor, nurse, etc.) has communicated that it is safe for them to attend. Any outbreak of communicable disease will be communicated to parents via email.

Head lice is not considered a communicable disease but rather an annoying condition which spreads rapidly. If a participant is affected by head lice or nits are present we ask that you:

- Contact staff immediately so that other families can be informed (the affected individuals will remain anonymous)

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## **Medication administration policy**

Parents/guardians are to indicate any and all necessary medications in the registration package. Parents/guardians are to bring all medications to day camp and notify staff. Appropriate administration (participant/parent/staff) will be discussed and determined on a case-by-case basis.

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## **Food policies**

### **Nut-Free Zone**

Due to the prevalence of life-threatening nut allergies, we ask that participants refrain from bringing nuts to day camp. Soy and sunflower seed substitutes for nut butters are welcome. Since camp is located in public space, we cannot guarantee that they are nut free.

### **Snack-Sharing**

In addition, we ask that participants do not share or trade snacks, as this ensures the health, safety, and happiness of the community.

### **Litter-Less Lunches**

We encourage participants to try to bring a litter-less lunch. At the same time, we ask that parents/caregivers consider the size/weight/safety of the containers in which their child's snacks are packed. At day camp we seek to empower even our youngest participants to carry their own snacks and water bottles on our adventures, which is totally possible with small containers.

### **Hand Washing and Drinking Water**

Participants will be asked to wash their hands with soap and water or use an appropriate alternative (such as hand sanitizer) if in the field before and after eating and after using the bathroom. Water refills will not be available at all locations, particularly in the Kimberley Nature Park and Cranbrook Community Forest. Please pack sufficient water for the full day.

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## **Emergency procedures and first aid**

Wildsight Kimberley/Cranbrook has written emergency procedures with which all educators and volunteers are familiar. A copy of the procedures, including camper emergency contact information, is carried by the Coordinator at all times. Every camp leader is first aid trained and carries a first aid kit and bear spray.

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## Risk Management 2

### Definition

Risk is an inherent and an integral part of nature day camp and indeed of healthy child development. Risky Play can be defined as “a thrilling and exciting activity that involves a risk of physical injury, and play that provides opportunities for challenge, testing limits, exploring boundaries and learning about the risks of injury” (Little and Wyver, 2008).

Camp Odyssey Coordinator and Leaders endeavour to co-assess and co-manage risk with participants. We believe this to be an essential skill for children to acquire and for adults to support. By embracing physical, emotional, and social risk taking we provide an environment for children where they feel in control, capable and trusted to make decisions for themselves.

### Risk Assessment

The Coordinator and volunteers implement dynamic risk assessments every day, based on need, as we visit various natural sites and determine suitability of the site for the goals of the lesson and safety of the children. The following risk assessments are conducted:

- seasonal risk assessments
- activity or experience risk assessments
- daily risk assessments

### Activities

When we are assessing risks in an area or related to an activity, we are always balancing the benefits with the risks, as we guide the children toward safe behavior in nature. During day camp, children may partake in perceived ‘risky’ activities including, but not limited to:

- Hiking off trail
- Playing with sticks
- Throwing rocks
- Climbing trees and rocky outcrops
- Digging in the soil
- Tasting edible plants
- Making a fire
- Exploring in and around a body of water
- Using tools to build, create and explore

## **Safety in nature**

Instructors and volunteers are provided with safety training, policies and procedures. These measures create an environment and culture that takes safety seriously and uses a proactive approach to risk management. Participants and leaders actively play a role in personal and group safety.

### **Our safety principles include:**

- Constantly assess risk as conditions change (dynamic risk assessment)
- Set up a safe space with boundaries and safety guidelines
- Observe the children's interactions with each other and with nature
- Spot the children during more challenging physical activities
- Gently guide the children to safer activities if required
- Head counts are carried out throughout the day, especially before and after transitions to different sites
- Two-way communication will be maintained by the Coordinator and volunteers assisted with cell phones
- In depth seasonal trail checks- looking for dangerous conditions
- Weather and environmental safety including- teaching students about hydration, application of sunscreen and insect repellent, changing of wet clothes
- Educating campers on safe water ways practices; such as safety equipment needed, and guidelines for safe water way play

If we feel that the children's play is becoming dangerous, we will redirect the children and remind them that it is important to stay safe outdoors. If your child gets a bump, scratch, or a bruise, we will provide necessary first aid and let you know at the end of the day.

### **Some of the risks inherent to Camp Odyssey and outdoor play include, but are not limited to:**

- Injuries from executing strenuous and demanding physical activities, possibly on uneven ground in the forest, swimming in a lake/creek
- Injuries from failing to properly use tools
- Injuries resulting from matches or fire
- Health problems relating to the sun and heat
- Contracting skin irritations
- The presence of wild animals and ticks
- Inclement weather

## **Procedures for tools used at camp**

Camp Odyssey may use tools that include but are not limited to carving knives, mallets, saws, and pruning shears. The use of tools gives children a great sense of accomplishment, authentic experiences and independence as well as develops confidence and self-esteem. Tool use also enhances gross, fine motor development and hand- eye coordination. Children learn to manage age-appropriate risks, use, safety and care of tools. Tools will be used only after instruction, following proper safety procedures, and with direct supervision to ensure the safe use of any tool.

## **Adult : youth ratios**

At day camp, the ratio of unaccompanied school-aged children aged 5-12 to educator/volunteer is 7:1.

If your child requires one-on-one support in the classroom, with the help of an EA or support staff, then parents/guardian will be responsible for providing this support during day camp, at their own expense. We are unable to provide 1:1 child to educator ratios at day camp and we want every child to have the same opportunities and experiences available to them.

## **Coordinator responsibilities**

The responsibilities of a day camp leader/volunteer are wide-ranging and include, but are not limited to, the following:

- Ensuring the physical safety of participants by co-assessing and co-managing risk with them on an ongoing basis such that all participants feel connected to and comfortable in the natural world
- Considering the social and emotional safety of participants, and endeavouring to foster a caring and respectful community so that the risk taking and question posing necessary for deep, inquiry-based learning can occur
- Modeling care and respect for the natural world
- Modeling the safe use of the tools and supplies
- Engaging with and closely observing campers – following their lead during programming as well as the evolution of their interests, their questions, and struggles

## **Behaviour guidelines**

Our goal is to ensure that Camp Odyssey is a positive experience for all our campers. Please inform staff ahead of time if your child has any special needs or considerations so that we can make your child's experience a positive one.

### **Here are our Behaviour Principles:**

- No Violence
- Zero tolerance for bullying
- Respect all living things
- Respect diversity
- Respect all people – yourself, your peers, your educators
- Respect the learning environment
- Use things with care
- Enjoy learning
- Help others learn
- Be prepared
- Listen and respond to safety instructions (i.e. coming back to educators when called if they are too far from the group, staying within boundaries and safe areas, etc.)

Our staff are trained to deal with mild to moderate behaviour issues as they occur. If issues arise with a camper's behaviour at day camp, including bullying of another participant, staff will separate the participants, communicate the issue with the participant's parent/guardian, and offer an opportunity for remedying the situation.

If a camper's behaviour proves to be an ongoing issue in relation to our behaviour principles, day camp staff will work with the family and the camper to develop a behaviour plan to help resolve the issue. In the rare case where this process is not successful, the camper may be asked to leave the program if their behaviour proves to be unsafe for themselves, the other campers, or the staff.

If your child is severely misbehaving or is verbally or physically abusing or bullying another camper or instructor, or should their behaviour be deemed unsafe for themselves or others, Wildsight Kimberley/Cranbrook reserves the right to expel or suspend a child from the program. In this event, a phone call home to parents/guardians will be made, the child will be asked to leave day camp immediately and no refund will be issued. This is only used in extreme circumstances when other children and instructors' safety is in danger.

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## Preparing for camp: supply list

Please pack the following well labeled items for our day camp adventures. Weather forecasts are helpful but often change, so plan accordingly.

- Backpack
- Nut free lunch and lots of snacks
  - There will not be access to a microwave or refrigerator.
- Water bottles and drinks.
  - Water refills will **not** be available through the day in the Kimberley Nature Park and Cranbrook Community Forest, please pack enough for your child(ren) to stay hydrated throughout the day.
- An extra change of clothes including socks and/or swim gear
- Rain gear (i.e. waterproof boots, pants, jacket, or one piece suit)
- Closed toed shoes suitable for hiking
- Sun hat
- Lightweight breathable clothing (i.e. cotton) that can get dirty
- Insect repellent and sunscreen
- We recommend the following things for visits to any natural area as seasonally appropriate:
  - Long light coloured pants and long-sleeved shirts in lightweight fabric for breathability
  - Closed-toed shoes
  - Insect repellent
  - Sunscreen and hat
  - Checking thoroughly for ticks when you return home

**DO NOT BRING:** Gum or candy, electronics (including video games, iPods/MP3 players, cell phones, etc.), money, valuables, special belongings that may be lost or broken. Knives and multi- tools are only to be brought if/when requested and must be approved by a camp leader at drop off. These tools will be carried by a camp leader and only used during supervised tool time.

## Weather Tips

We suggest that your child wear lightweight breathable fabrics such as cotton, and come prepared for the possibility of rain and cold wind. Children are encouraged to wear a hat at all times and have layers with them. Program activities may be altered to limit exposure to extreme weather conditions.

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## **Sunscreen & bug spray**

Wildsight Kimberley/Cranbrook does not assist in applying sunscreen and/or bug spray to children. We ask that you apply and pack your own for your child, and that they know how to apply for themselves. Leaders do carry sunscreen and bug spray as part of our first aid kit, that can be shared if the situation requires.

## **Lost items**

Wildsight Kimberley/Cranbrook is not responsible for any lost or stolen items while at camp. We encourage parents to label everything coming with your child to help ensure it ends up back home. Any items left at day camp will be placed in a Lost and Found, which will be available until the last day of camp. Any unclaimed items will be sent to the Thrift Store.

## **Drop off & pick up time & location**

Camp Odyssey runs in two communities for two different age groups. Drop off and pick up locations vary. Drop offs and pick ups are not always the same location. This will be communicated a minimum of 48 hours before camp starts.

Children may be dropped off at day camp between 8:45-9:00 am. All children must be promptly picked up by a designated person between 3:15-3:30 pm.

For safety purposes, you must sign your child in each morning when they are dropped off. At pick up time a child will not be released into any adult's care until the child has been signed out.

## **Drop off & pick up authorization**

Parents/guardians must notify Camp Odyssey staff in advance of who will be picking up their child(ren). We understand this may not always be the same person, and we want to keep your child safe. We always act in the best interests of the child if there is any confusion or uncertainty.

A camp participant will not be released to an individual:

- If a person appears intoxicated or impaired
- A family member/friend comes to pick up your child without written or verbal consent

The Coordinator and volunteers are legally responsible to protect the children in their care from any perceived risk.

## **Inclement weather policy**

If the weather forecast is deemed unsafe for either staff or participants and we need to cancel programs for that day, we will notify you by telephone and/or email at least one hour prior to the time the program would have started. Financial refunds will not be given, but your child will be invited to participate on an alternate date, based on registration.

If the weather changes drastically throughout the day, we will move activities indoors and will not move forward with the planned outdoor activities. No refunds will be given.

## **Extreme weather policy**

The Camp Coordinator will consult the forecast regularly, and weather-related safety is considered in all decision-making (i.e. how far to venture away from the building, how long to be outside, etc.).

In the case of predicted thunder and lightning or high-winds, the Program Coordinator will ensure participants are close to shelter so that it may be sought quickly should thunder and lightning or high-winds occur. During thunder and lightning and high winds, participants will stay under shelter (in the building, or under the picnic shelter, for example).

In the case of extreme heat (30C), day camp educators/volunteers will limit participants' length of exposure based on age/outerwear, and will constantly assess participants' comfort and safety, and watching for sign of heat related health issues.

## Communication

### General communication

Generally, Wildsight Kimberley/Cranbrook will communicate with parents predominantly via email. Please contact the Camp Odyssey Coordinator, Kim Urbaniak by emailing [kim@wildsight.ca](mailto:kim@wildsight.ca). For urgent concerns or during camp hours, Kim can be reached at **250-427-9745**. If Kim is unavailable, the Wildsight Kimberley/Cranbrook office may be reached at 250-427-2535, although this number is not monitored every day.

Please be sure to communicate the following:

- If your child will be late/absent
- If your child is ill with a communicable disease
- If your child is being treated for lice

### Emergency communication

In the event of an emergency at day camp, parents/guardians will be contacted by telephone once emergency personnel (if needed) have been contacted.

In the event that Camp Odyssey needs to cancel programs or close early for the day, families will be notified by telephone.

Please make sure to complete the registration process by completing these forms:

- Registration Form
- Payment
- Wildsight Waiver & Photo Release

**The registration package must be completed prior to camp start.  
For any questions, contact [kim@wildsight.ca](mailto:kim@wildsight.ca)**