



“ A summer of fun, excitement and adventure! ”

PSP Recreation

SUMMER CAMPS



**HANDBOOK
2026**
for parents
and guardians

**National
Capital
Region**

**330 Croil Private
Gloucester
Ottawa**



FUN FOR THE WHOLE SUMMER
29 June - 28 August

Get in touch with the PSP Recreation staff by emailing **NCRRecreation.LoisirsRCN@cfmws.ca** or calling **613-998-8216**.

**Outdoor games,
crafts, storytelling,
swimming, sports,
pizza lunch and
more!**



CHECK OUT OUR SUMMER PROGRAMMING WITH **PSP RECREATION**

For further information and registration, please visit: **cfmws.ca/ncr/summer-camp**



cfmws.ca | Call us 613-998-8216



Welcome!



Thank you for registering for PSP Recreation's summer camp. Our camps are held at the Uplands Military Community Centre, located at 330 Croil Private on the Uplands Military Base. This handbook contains essential information about our summer camp programming. For further details, please reach out to the PSP Recreation staff. We look forward to welcoming your camper(s) to our fun and safe activities.

Hours of operation

Camp programming runs from 08:00 to 16:00, Monday to Friday, except for statutory holidays. Early drop-off and late pick-up packages are available for purchase upon registration.

Our team

The Recreation team is dedicated to making our summer camp programming a wonderful experience for everyone involved. Our team includes Recreation Coordinators, Recreation Supervisors, and Recreation Counsellors.

All summer staff are certified in First Aid & CPR C and have up-to-date Vulnerable Sector Checks (police

records checks). Their training includes High Five's Principles of Healthy Child Development, Commit2Kids courses, and child safeguarding workshops.

PSP Recreation's programming follows the guidelines set out by Parks and Recreation Ontario, specifically the High Five programming standards.

A day in the life

Our program activities include a mix of low-energy activities (such as crafts, circle games, and songs) and high-energy activities (such as running games, sports, and swimming) that are appropriate for the ages of the camp group. We spend most of our time outdoors, unless there is inclement weather. Each week features a unique theme that inspires the activities and crafts. Special guests will visit the camp for specialty activities, and every Friday, campers can enjoy a pizza lunch.

What to bring to camp

We want you to enjoy every ounce of fun with PSP Recreation! To ensure you have everything you need each day, please pack the following items in your camper's bag:

- Sunscreen
- A refillable water bottle
- Footwear suitable for running and playing
- A nut-free lunch with plenty of snacks. (Note: There is no microwave available for campers to use.)
- A hat
- A towel and bathing suit (goggles if needed)*

Please ensure that all items are labelled with your child's first and last name or family name. Check the lost and found regularly for any missing items. We discourage campers from bringing money and other valuables to camp.

Registration

A registration package must be completed and signed prior to the camper's first day of camp. The registration package is available online at cfmws.ca. Printed copies will be available for completion on-site, but we encourage parents/guardians to complete the registration package ahead of time. Please ensure that all of information on your and your camper's Univerus Rec account is up to date.

Behaviour management

At PSP Recreation, we believe that respect, positive reinforcement, valuing diversity, inclusion, and good sportsmanship are essential for healthy child development. Behaviours that are aggressive, bullying, disrespectful, inappropriate, disruptive, or threatening will not be tolerated. If your child is involved in such behaviour, they may be suspended until a behaviour management strategy is implemented. Parents/guardians will be consulted, and their input in these situations is highly valued.

Allergies

PSP Recreation is committed to minimizing the risk of exposure to life-threatening allergens in our programming. Please inform us of any severe allergies your child may have by noting them on their registration package.

Medication administration

PSP Recreation staff are authorized to administer prescribed medication upon completion of a Medication Administration form, included in the registration package. The form must include the medication name, dose, administration, and storage instructions.

Please note that PSP Recreation staff are not authorized to administer over-the-counter medication like acetaminophen, ibuprofen diphenhydramine, etc...

Attendance and Absenteeism

A parent/guardian is required to sign in their child(ren) upon morning drop off and afternoon pick up for summer camp programming. Please notify camp staff if you will:

- Drop your camper(s) off late (past 09:00)
- Pick your camper(s) up early (before 15:00)
- Keep your camper home for the day

If PSP Recreation staff have not been notified of any of the above and your camper is not dropped off in the morning, a call will be made to the parent or guardian. If a camper falls ill at camp, parents/guardians will be contacted and asked to pick them up.

Cancellation and refund policy

If PSP Recreation cancels a program, lesson or activity in adherence to provincial and local health authorities' regulations and guidelines, all fees will be refunded in full.

Camp cancellation and refunds must be requested 2 weeks prior the start date of the week. Refunds and cancellations are subject to a \$20 administration fee.

Refunds requested within less than 1 week prior to the start date of the camp week will not be issued except under extraordinary circumstances, and with proof of such circumstance. (e.g., medical note).

Swimming at camp

As part of PSP Recreation's summer camp programming, there will be a daily camp swim. For safety and to meet aquatic supervision ratios, swimmers under 6 years old will wear lifejackets.

Campers aged 6-10 can take a swim test at the beginning of each week if they wish to swim without a lifejacket. Those who pass the test can swim without a lifejacket under the supervision of a camp counsellor.

To enhance flexibility for families, swimming lessons are now registered separately from camp registration. This is a new change for 2026—your child's camp registration does not include swim lessons. Families may choose to register for optional swimming lessons delivered through the Lifesaving Society's Swim for Life curriculum. Swimming lesson sessions run daily for two weeks and will be pro-rated for campers registered for one of the two weeks.

