Program Rules

To ensure a safe and fun environment for all, we ask that all participants, volunteers, and parents/guardians respect our camp rules.

PARENT RESPONSIBILITIES:

A. Communicate all important medical/allergy information to the camp administration and to the participant’s instructor
   As a safety precaution, we require that parents of participants who may suffer from a life-threatening medical condition or allergic reaction submit a Medical Information Form on the Monday morning of the first week of camp. We also ask that parents also take the time to brief the camp instructors about their child’s health conditions.

B. Communicate all behavioural conditions with the instructor
   It is important to communicate all behavioural conditions that your child may have to the instructor. This ensures that the instructor can take all the necessary measures to create a safe environment for your child and for all other participants.

C. Respect drop-off and pick-up times
   Please drop off your child no earlier than 8:00 am and pick him/her up no later than 5:00 pm. Our instructors are unable to stay with your child after 5:00 pm. We are therefore not responsible for your child outside of these hours.

D. Sign in / Sign out your child
   All parents must sign in and sign out their child at their arrival and departure. This must be done on an instructor iPad. For a child to sign out alone, he/she must be at least 12 years of age and his/her parent must have provided this authorization while completing the online registration. To change your child’s ability to sign in and out alone, please contact the camp administration by e-mail, telephone, or in person.

New this year: Participants registered for Enrichment Courses are authorized to sign out at the beginning of their lunch period and sign back in at the end of their lunch period ONLY IF a parent has authorized their child to sign in and out alone. Lunch breaks are either from 11:30 to 12:30 or from 12:30 to 1:30 and will vary daily according to the instructor’s schedule. Please note that the University of Ottawa is not responsible for participants who are not signed in.
E. **Provide a peanut/nut-free lunch**
   All participants must bring a peanut/nut-free lunch every day. We provide a pizza lunch (no additional fees) on Fridays. Participants will get a choice of cheese, pepperoni, or combination pizza (we unfortunately cannot accommodate for allergies or dietary restrictions). When signed in, participants are not be authorized to purchase a lunch from the SITE cafeteria (including the Tim Horton’s) nor vending machines on campus.

F. **Ensure your child is wearing closed-toe shoes daily**
   We will visit biology, chemistry, electrical, and mechanical engineering labs. It is therefore mandatory for participants to wear a pair of closed-toed shoes every day that will protect their feet.

G. **Pack sunscreen**
   Please ensure your child brings and applies sunscreen before taking part in outdoor activities which will run throughout the week, weather permitting.

H. **Keep electronic devices and collectibles at home**
   Please leave all Nintendo, cell phone, and any other expensive electronic devices at home. We are not responsible for lost or stolen devices.

**PARTICIPANT RULES:**

A. **Respect all participants and instructors: no violent behaviour or verbal abuse**
   Everyone deserves to have fun without worrying about disruptive participants. We will not tolerate violent or abusive participants; they will be sent home if they cause harm to other participants or instructors.

B. **Respect the materials, classrooms, and labs**
   The University of Ottawa, the CECCE, the CEPEO and Cedar Ridge High School lend us many classrooms, labs, and equipment for camp. It is important to respect this privilege. For safety reasons, participants who do not respect the rules regarding the equipment will not be given permission to take part in the activities.

C. **Listen to your instructor and stay with them at all times**
   It is essential for participants to remain with their designated instructor, as well as to respect their guidelines at all times. Participants who do not respect instructor guidelines will not be permitted to take part in the planned science and engineering activities.

**VOLUNTEER RULES**

A. **Communicate all important medical/allergy information to the camp administration**
   As a safety precaution, we require that volunteers that may suffer from a life-threatening medical condition or allergic reaction submit a Medical Information Form on the Monday morning of the first week of camp.
B. Arrive and leave on time
Please arrive early for your 8:30 to 4:30 volunteer shift. You are expected to remain with your assigned instructor throughout the duration of your volunteer shift; we are counting on your help and active participation. Any requests to leave before 4:00 pm will require permission from a parent or legal guardian.

C. Sign in / Sign out
You must sign in at and sign out on an instructor iPad daily. It is by signing in and out that we can track your volunteer hours and know if you’re on campus or not.

Note to parents: Volunteers must be permitted to sign in/out alone for them to be able to volunteer for the University of Ottawa camps.

D. Refer to the volunteer code of conduct
It is important to refer to the code of conduct for volunteers as it constitutes your volunteering contract. The form, which you have already filled out online, contains all the information you need to know about your volunteering week. To review the volunteer code of conduct before your volunteer week, click here.

IMPORTANT CAMP INFORMATION

- Drop-off is between 8:00 a.m. and 9:00 a.m., while pick-up is between 4:00 p.m. and 5:00 p.m. in the SITE building at 800 King Edward Avenue. Our team will be at the entrance of the building on the ground floor to welcome you and direct you to the right rooms. Please note that during the summer there will be construction to the exterior of the SITE building, but that the main entrance will always be accessible.

- You may park for free at Lots M and W to drop-off and pick-up your children between 8:00-9:00 a.m. and 4:00-5:00 p.m. Voir la carte ci-dessous pour l’emplacement des lots de stationnement. See the map below for the parking lot locations. Outside of these hours, you must pay at a Pay and Display machine, otherwise you run the risk of being ticketed. (Please note that parking permits are not required during drop-off and pick-up hours.)
If you are using public transit, board any 85, 95 or 98 bus along a transitway station and get off at King Edward and Templeton.

Instructors will contact you (by phone) during the week/weekend before your child’s week of camp. They will share important information about the week of camp. This is the ideal time to share medical/behavioural information to the instructor.

**New this year:** Between July 4 and August 11 inclusive, our youngest EngSci participants will be completing a variety of hands-on engineering/science activities at the nearby Francojeunesse elementary school, which will be outfitted with uOttawa 3D printers, iPad minis, microscopes, dissection tools, and chemistry equipment. This school provides a more appropriate environment for our youngest campers, including smaller furniture and outdoor play structures. Please note that drop-off and pick-up will remain in SITE. Additionally, these participants will have the chance to visit the Sandy Hill Community Center Wading pool on Wednesdays between 11:00 and 12:00. Please pack a bathing suit and a towel for your child. The wading pool is small, shallow, and guarded. Campers will be given the choice to play in the water or to play dry games during that time. If this paragraph applies to you, our instructors will make sure to inform you during their pre-camp phone call.

At 9:00 a.m. groups will be leaving for their homerooms. **Parents dropping off or picking up their children between 9:00 am and 4:00 pm will need to report to the camp administration first.** The camp administration is located at the information kiosk at the entrance of the SITE building at 800 King Edward Ave.

**IMPORTANT:** the camp administration will be unable to facilitate pick-ups between 3:15 pm and 3:45 pm due to a high volume of activity (except in emergency situations). For pick-ups before 3:15 pm, please notify the camp administration in advance. Failure to do so will result in longer wait times.

**CAMP PICTURES:** [Click here](#) to see our 2017 camp pictures!

Thank you!