



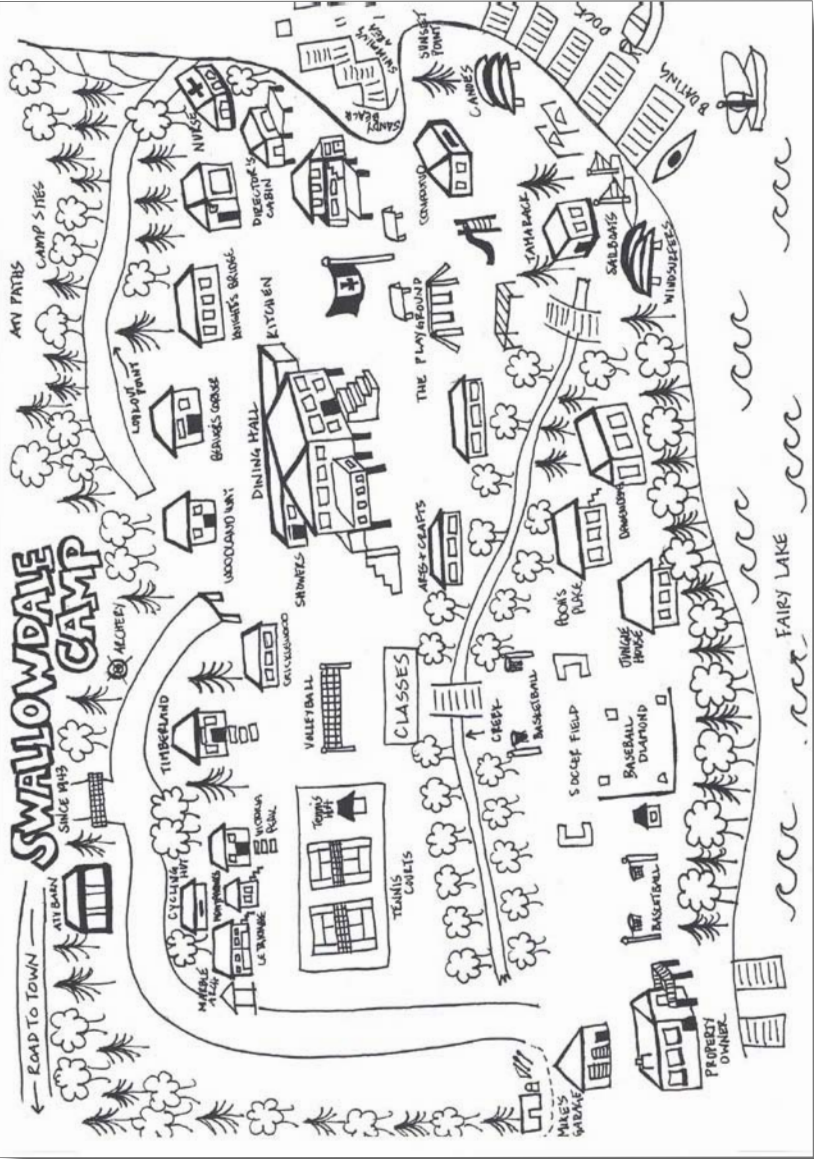
CELEBRATING OVER 65 YEARS OF CAMPING TRADITION

SWALLOWDALE CAMP

2009

*Parent & Camper
Handbook*

SWALLOWDALE CAMP



ANY PATRIS

CAMP STORE

ATTORNEY

ROAD TO TOWN

SINCE 1943

ATTORNEY

CAMP STORE

WOODLAND HUT

DINING HALL

KITCHEN

NURSES' COTTAGE

DIRECTOR'S CABIN

CAMP OFFICE

SANDY BEAR

VALLEYBALL

CLASSES

CREST

BASEBALL

SOCCER FIELD

BASEBALL DIAMOND

BASKETBALL

ROCK'S PUKE

DANCEHALL

WOODLAND HUT

DINING HALL

KITCHEN

NURSES' COTTAGE

DIRECTOR'S CABIN

CAMP OFFICE

SANDY BEAR

SHERIFF POINT

CAMPER'S

CONCOURSE

SARAPAGE

SAILBOATS

WINDMILLS

PROPERTY OWNER

MIKE'S GARAGE

FAIRY LAKE

Welcome to SWALLOWDALE CAMP!

Get ready...camp season is here! We're very excited that you will be joining us at Swallowdale Camp this year. We are pleased to welcome **Jo Ann Jordan** as your new Camp Director. Jo comes to Swallowdale with many years of experience working with children of all ages, in a variety of capacities. She is ready to share an exciting and fun summer with you.

We're sure you and your family have some questions...what will I be doing?...what should I pack? This book is here to help. Inside you can read about the programme and the activities you can choose from. You and your parent(s) can also get to know our policies, designed to help you have a great time. So get ready for a summer you're never going to forget at Swallowdale Camp!

See you soon!

Here are our Session Dates for 2009

		Start	End	
Session A	4 weeks	June 28	July 25	
	3 weeks	June 28	July 18	
	2 weeks	June 28	July 11	
	4 week	July 05	August 01	NEW
	3 weeks	July 05	July 25	NEW
	4 weeks	July 12	August 08	NEW
	3 weeks	July 12	August 01	NEW
	2 weeks	July 12	July 25	NEW
Session B	3 weeks	July 26	August 15	
	2 weeks	July 26	August 08	
	2 weeks	August 02	August 15	



Our Philosophy

Swallowdale Camp, operated by CISS [Canadian International Student Services] is committed to offering a stimulating, challenging, and safe learning environment for campers of all nationalities. We strive to offer the highest quality camper programme available and take pride in presenting it as a distinctly Canadian experience.

Our staff is dedicated to providing a meaningful and exciting learning experience within a warm and caring community. The variety of activities available ensures that each camper has an opportunity to choose those that best reflect his or her individual needs and interests.

We believe that the international experience generates learning on many levels. The unique environment at Swallowdale Camp offers campers the opportunity to communicate with other children from around the world. It encourages them to develop an appreciation and understanding of different cultures.

Your Director



JO ANN JORDAN

Like many of the campers coming to Swallowdale, many years ago I also travelled a great distance to come to a camp here in Muskoka. I had no idea what "Muskoka" was all about. Within a few short days, I felt completely at home. It was the wonderful spirit and energy found within a camp environment, and the beauty of Muskoka that made me feel so comfortable. I spent many years working at camp, and eventually went on to direct a highly specialized camp for children with special needs. I made friends that remain friends today; I have stayed in touch with parents and campers throughout the years, and this summer, my own two boys are off to work at separate camps. I believe that camp brings out the best in nearly everyone. I have often thought that if the world operated like a camp, then it would be a more peaceful and accepting place - more fun, too!

See you soon!

contents

Arrival & Departure information	4
Where to Drop off & Pick up.....	4
Application/Medical Forms.....	4
What Happens at Camp?	5
A typical day... ..	5
Daily Activities	5
Special Activities	5
Excursions.....	6
Accommodation: Boys & Girls Cabins	6
Meals.....	6
Homesickness.....	7
Tuck Shop	7
Mail / Parcels.....	8
Faxes & Email	8
Telephone - Summer Only.....	9
Cell Phones.....	9
Laundry	9
Visitors.....	10
Policies	11
Camper Code of Conduct	11
Camper's Rights and Responsibilities.....	11
Alcohol & Drug Policy.....	11
Smoking Policy.....	11
Harassment / Bullying Policy.....	12
Violence Policy.....	12
On-line Chatting / Blogs / Social Networking sites.....	12
Dismissal.....	13
English as a Second Language Programme (ESL)	13
Leaders-in-Training Programme (LIT)	14
Junior counsellor training programme (JC)	14
Packing List	15
Driving Directions	16

Arrival & Departure information

Where to Drop off & Pick up

We are pleased to offer pick up and drop off services for campers coming from:

- Toronto
- Montréal
- Québec City



We offer you this service on specific days that correspond to certain programme sessions. If you wish to use this service but did not check (✓) the appropriate section on the application form, call our office at least 2 weeks prior to the start of your session.



We are on-line: www.swallowdalecamp.com

- Pick Up Service locations and times can be found under the
- "For Parents" section of our website.
- We update this information as specific details come available.

Of course, we welcome parents to drive their child(ren) to and from camp. This gives us a chance to meet the family.

- Please off your child(ren) at the camp between 2pm and 4pm.
- Please pick up your child(ren) between 9am and 11am.

Application/Medical Forms

- If you haven't done so already, please be sure to complete the application and medical form and submit it to our Head Office in Toronto.
- It is essential that we are aware of allergies and/or other medical needs to ensure the safety of your child(ren).
- Photocopies of provincial medical cards should be submitted at the time of application.
- CISS health-care providers cannot administer needle injections to students except in the event of a life-threatening situation (ie. epi-pen). Students who require injections must arrive at camp prepared to administer the injections themselves, under the supervision of Camp staff.
- Medication carried by students will not be administered if contents and instructions are not properly labelled.

What Happens at Camp?

A typical day...

7:15	Polar Bear Swim...good start to the day (optional)
7:30	Non-Polar Bears wake-up!
7:50	Flag raising
8:00	We eat breakfast together
9:00	It's cabin clean-up time
9:40	Go to Activity Period 1
10:45	Go to Activity Period 2
11:50	Go to Activity Period 3
1:00	Time for lunch
1:40	Rest period...or Tuck Shop
2:50	Go to Activity Period 4
4:00	Go to Activity Period 5
5:00	General Swim
6:00	Dinner!!
7:00	Evening Programme
9:00	Evening snack
10:00 – 11:00	Good night! (according to age)



Daily Activities

You can choose from:

Water Sports

- Canoeing
- Kayaking
- Fishing
- Sailing
- Swimming
- Windsurfing

Land Sports

- Archery
- Ball Hockey [NEW]
- Basketball
- Disc Sports
Ultimate, Frisbee Golf
- Mountain biking
- Soccer
- Tennis
- Volleyball

Specialty Programmes

- Arts & Crafts
- E.S.L.*
- Woodworking

** If you wish to take ESL classes, we will test your English language level on your first full day of camp.*

Special Activities

Throughout the camp session, we offer:

- Campfires and cookouts
- Talent shows
- Skit nights
- Camp games
- Overnight camping
- Theme days & meals
- Optional Excursions
- Sports tournaments

Excursions

Included

- Shopping Trip

Optional

- Niagara Falls (\$115 CAD)
- Canada's Wonderland (\$75 CAD)

- Campers should bring enough money to cover a small amount of personal shopping during the included shopping trip.
- **Optional excursions:** You may choose to pre-pay for your child to attend, or give your child sufficient money to cover the trip cost. Spending money is not included in the rates shown.
- Note: These operate on specifically scheduled days each session, but not all excursions operate in every given week. In the event that our schedule changes and the trip does not operate during your child's session, any pre-payment will be refunded.

Accommodation: Boys & Girls Cabins

Campers share cabins with other campers of a similar age. Boys and girls are accommodated separately.

- Our cabins accommodate between 6 – 12 campers
- They are equipped with a toilet, sink and electricity
- Central shower facilities are available and separated by gender.

One of the objectives of Swallowdale Camp is to provide a co-educational environment in which boys and girls participate together in the many activities offered at camp. To protect the privacy of all campers, we do not permit boys and girls to be in or around each other's residences.

Meals

- We provide three nutritious meals each day plus an evening snack
- All campers eat meals together with staff in the camp dining hall.
- If your child is a vegetarian or has a special dietary need, let us know in advance. We can accommodate most requests.

Peanut Allergy: Swallowdale Camp is not a peanut-free environment. We cannot ensure that all food served, items in the tuck shop or items brought into camp by campers do not contain peanuts or other nut traces. *If your child has a peanut allergy, please let the camp office know prior to arrival. Campers with peanut allergies attend camp at their own risk.*

Homesickness

We understand that coming to camp is fun and exciting. But it can also be daunting, especially for younger children or first-time campers. It is normal for children to experience homesickness, especially in the first few days of camp. We train our counsellors to handle these situations, but as parents, you too can help prepare your child for their camp stay.

What can you do?

- Share photos of our camp. This gets your child familiar with the setting and the activities he or she will participate in.
- Be encouraging. Tell your child that you look forward to hearing about their experiences...seeing their crafts...seeing photos of their friends.
- Share your own camp stories.

What shouldn't you do?

- Do not tell your child that you will come get them if they are unhappy
- Do not say that they can phone you if they miss you
- Do not joke that camp is a punishment

Saying these kinds of things often hinders the child from trying to overcome their homesickness. They may shy away from making friends or trying new activities. As well, the use of the camp telephone is restricted.

From experience, most children overcome their homesickness after a couple of days. They only need to become familiar with their new setting, the counsellors and staff. They need time to make new friends.

Tuck Shop

Once a week, we operate a tuck shop for campers. We sell:

- Snacks, candy, chocolate, postcards, stamps, and batteries.
- Please remember to send your child to camp with a small amount of money for tuck.



Mail / Parcels

Can you send your child mail and care packages? Of course! Campers love receiving mail. We have mail delivery each day at lunch.



Camper Name
c/o Swallowdale Camp
RR#4,
Huntsville, Ontario, P1H 2J6

What should you send?

- Letters and photos are great
- Toys and games can be fun to play with new friends
- Books, comics, magazines

Please do not send food items. These spoil appetites and can invite unwanted critters into cabins.

Note: students staying for a short time may not receive posted mail prior to their departure. Any mail received for a student who has already departed the programme will not be forwarded.

Faxes & Email

You can send your child a fax or email through **eCAMP®**.

FAST...RELIABLE...INNOVATIVE

eCamp® allows you to fax or email your child, and receive a response the next day.

Please refer to the **eCamp®** site for full details and registration/log-in information.

<http://ciss.ecamp.net>

LOG IN: Swallowdale2009

Register Now!

Hello Swallowdale Camp - CISS Parents,
We'd like you to register NOW for an exciting Internet program we're offering in conjunction with eCamp®, an outstanding camp-based technology firm. This program provides a wide-range of services and tools including online photos, newsletters, one-way email and more.



eCamp®

Package 1
8 email credits
\$6.95 USD

Package 2
9 email credits
\$7.95 USD

Package 3
11 email credits
\$9.95 USD

Free registration option available, however this does not include email credits.
Financial service fees apply to purchase purchases

Telephone - Summer Only



The camp **telephone number**: (705) 789-9761

- If you need to contact the director or camp office please call during regular work hours (9:00am – 5:00 pm)
- If it is an emergency, you can call anytime
- Please note that after-hours the phone may not be answered, but you can leave a message. The directors pick up all messages prior to the end of day.

Please note:

- Campers cannot use the camp office phone to call home or to receive calls, except in the event of an emergency.
- We strongly believe that calling home prompts homesickness. It also interrupts the campers from their routine at camp.
- If you have concerns about your child, our staff is available to talk with you about it.
- Rest assured that if there are any problems with your child, a staff member will contact you.

As mentioned above, if you wish to contact your child(ren), we ask that you please use mail or eCamp®.

Cell Phones

- We do not permit them to use cell phones while at the camp.
- We ask that campers not bring cell phones to camp.
- If a counsellor finds a camper using a cell, the counsellor will take the phone away for the duration of the camper's stay.

Laundry

We provide laundry service once per week.

- Each cabin has one laundry bag. All campers in that cabin share the responsibility of sorting the clothing in their bag when the laundry is returned.
- To avoid the disappointment of returning home without a favourite shirt or pair of jeans, please mark your child's clothes with his or her full name. Swallowdale Camp does not assume responsibility for loss or damage to camper clothing.



Visitors

Can you visit your child? We encourage parents to see our camp in action but experience has shown that unexpected visitors can be disruptive to the camp programme

If you are planning to visit your child(ren) while they are at camp:

- Call the camp office in advance to notify us of your intent and determine a good time for the visit
- Check in with the camp office upon your arrival
- It is especially important that you tell us if you plan to take your child(ren) off camp property.
- Any visitors other than immediate family must be pre-approved by the camper's parent(s) in writing.

Where to stay in the area

Swallowdale Camp is located in Huntsville, part of the Muskoka region of Ontario. This region is home to many cottages and resorts. If you are looking to stay in the area while visiting the camp, the following are some of the options in Huntsville:

General: <http://www.cottage-resort.com/ontario-huntsville.htm>

Comfort Inn	800-228-5150 www.choicehotels.ca/cn269	Close to downtown area
Deerhurst Resort	800-461-4393 www.deerhurstresort.com	Located close to the camp
Delta Grandview	888-778-5050 www.deltahotels.com	Located close to the camp
Fairy Bay Guest House	888-813-1101 www.fairybay.ca	Located close to the camp
Gryffin Lodge	800-565-7491 www.gryffinlodge.ca	View of Mary Lake
Hidden Valley Resort	800-465-4171 www.hiddenvalleymuskoka.com	Centrally located
Pow Wow Point Lodge	800-461-4263 www.powwowpointlodge.com	Lakefront, rooms, suites & cottages

Policies

We want our students to have fun. To ensure a safe and positive experience for each student, the following policies have been established.

Camper Code of Conduct

It is the intent of Swallowdale Camp to create a safe learning community. We believe all campers and staff should experience the benefits of living in a genuine multicultural community within which education, equality and the Canadian experience are practiced.

Camper's Rights and Responsibilities

- ✓ to learn in a safe and undisturbed environment
- ✓ to be free of physical and verbal harassment
- ✓ to take part in all activities offered by the programme
- ✓ to attend classes regularly and punctually
- ✓ to respect the rights of others; peers and staff alike
- ✓ to be prepared to work and take an active part in all classes and activities

Alcohol & Drug Policy

Swallowdale Camp has a **zero-tolerance policy** on the use and/or possession of alcohol or drugs by campers. Any camper caught with alcohol or drugs either on or off camp property will be sent home at his or her expense.

Note: Notes: Marijuana / Cannabis is considered an illegal drug in Canada. The legal drinking age in Ontario is 19 years of age.

Smoking Policy

Swallowdale Camp is a smoke-free environment. Campers caught smoking will receive disciplinary repercussions.



Harassment / Bullying Policy

Bullying or harassment of any kind is not tolerated at Swallowdale Camp. We insist on respecting the human rights of our campers and staff members. Both staff and campers must be able to enjoy the camp free from any form of harassment or intimidation. It is the responsibility of all to ensure that this environment exists at our camps.

Definition

Harassment includes words, acts, or gestures of a malicious or abusive nature directed at a person or group of persons. Harassment can be directed towards:

- Academic ability
- Age
- Sex
- Sexual orientation
- Disability
- Economic status
- Language
- Race
- Ethnicity
- Religion
- Appearance
- Colour

Harassment can be a single incident or a series of incidents.

Violence Policy

Swallowdale Camp does not condone the use of violence for any purpose. Campers, staff, and group leaders will be encouraged to solve differences in a reasonable and diplomatic manner. Any resort to violence will not be tolerated. Violence is here defined as any use of physical force directed at another person or persons with the intent of inflicting pain, causing physical damage, or coercing the other.

On-line Chatting / Blogs / Social Networking sites

The use of blogs or on-line social networking sites such as *Facebook* or *MySpace* to stay in touch with other campers is becoming more frequent. Swallowdale Camp has an official group on Facebook which is monitored and maintained by CISS. Any other groups are formed without the consent or supervision of CISS or Swallowdale Camp.

We ask campers who are part of such message boards to respect the nature of our camp as well as the personal honour of all campers and staff. Campers should not write hurtful or negative messages about any other camper, staff or situations that occur at camp.

We ask parents to remain vigilant about the websites used by their child(ren) and to discuss with their child the necessity for ethical conduct when on the site.

Dismissal

Swallowdale Camp and/or CISS reserve the right to dismiss any participant who consistently, through his/her attitude and behaviour, interferes with the welfare of others and the success of the programmes. There will be no refund in this case and extra expenses incurred through this situation must be assumed by the client. Any camper who violates the law of the programme country may be dismissed immediately.

English as a Second Language Programme (ESL)

Swallowdale Camp is happy to offer ESL lessons for those campers whose first language is not English. Lessons are offered at three different levels (Beginner, Lower Intermediate, and High Intermediate). Campers receive 10 hour of language instruction each week - it is offered 5 days a week, for 2 periods a day. The maximum number of students in a class is 15, allowing for plenty of individual attention.

All lessons are taught by qualified language instructors whose main focus is to improve the communicative skills of their students in a fun and interactive learning environment. Upon completion of their ESL course, all students will be given a certificate.

Leaders-in-Training Programme (LIT)

Swallowdale Camp is pleased to offer an exciting LIT (Leaders-In-Training) programme, designed to develop campers in to future camp leaders.

As Leaders-In-Training, participants gain hands-on experience and knowledge about leading camp programmes, developing self-awareness, team work and communication. Participants develop these skills through off-site trips, camp exchanges, work experience with campers and educational workshops.

Interested applicants must:

- ✓ Be 16 years old
- ✓ Commit to a full 3 or 4 week programme (July or August)
- ✓ Complete a special application form which includes a section describing their interest and willingness to enrol in this formal leadership programme.

Junior counsellor training programme (JC)

The Junior Counsellor Training Programme builds upon the skills acquired through participation in the LIT programme.

As a Junior Counsellor, participants receive on-going training and support. They take on a larger leadership role with the campers. This is a non-paying, junior staff position which is an excellent basis for possible full counsellor positions in subsequent years.

Interested candidates must:

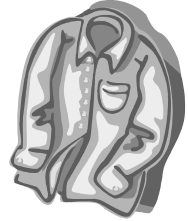
- ✓ Be 17 years old
- ✓ Commit to a full 7 week programme (July through August)
- ✓ Advise the camp Directors of your interest.
 - JC positions are by invitation only. Invitees will be contacted by CISS/Swallowdale Camp Head Office during the fall/winter prior to the next camping season.
- ✓ Priority and acceptance are given to those who have completed the LIT programme

Packing List

The following is a minimum recommended list of items to bring camp, based on a 2-week stay. Campers receive sleeping bags as well as a once-weekly laundry service. Campers are advised not to bring valuable items. Swallowdale Camp will not assume responsibility for items lost or stolen. **Please label all items.**

CLOTHING

- 8 sport, casual or T-shirts
- 3 pairs of shorts
- 3 long sleeve shirts
- 2 warm sweatshirts, sweaters or fleece
- 3 pairs of jeans or cotton trousers
- 1 rain coat and hat
- 1 windbreaker / jacket (suitable for cool weather)
- 2 sets of pyjamas / sleepwear
- 2 bathing suits
- 1 sun hat
- 8 pairs of socks
- 8 pairs of underpants
- 2 pairs of shoes (suitable for walking and/or for sports)
- 1 pair of water shoes (very important!)
- 1 set good clothes suitable for a disco or banquet



TOILETRIES

- 1 toothbrush and toothpaste
- 1 comb or brush
- 1 small mirror
- 1 soap box and soap
- 1 shampoo (in non-breakable container)
- Personal hygiene items (no perfumes please)
- 2 bath towels
- 2 washcloths
- 1 mosquito repellent
- 1 bottle of sun screen (SPF 15 or greater)



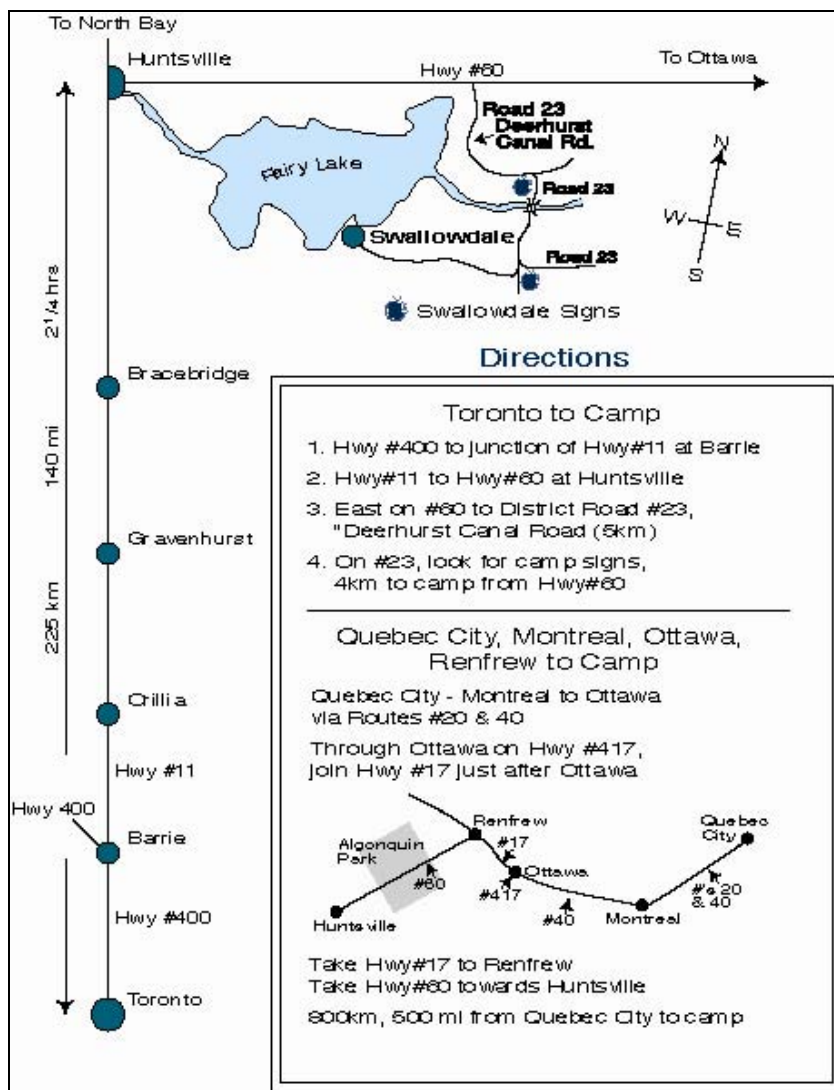
GENERAL EQUIPMENT

- Knapsack / excursion pack
- Flashlight & batteries
- Water bottle (non-breakable)
- Ball-point pens and stationary
- Tennis racquet



Driving Directions

Swallowdale Camp is located in **Huntsville, Ontario**, just off Hwy 60.



Summer Address:

Swallowdale Camp
RR#4
Huntsville, ON PIH 2J6
Tel: (705) 789-9761
Fax: (705) 789-5938

Director: Jo Ann Jordan

Winter Address:

439 University Avenue, Suite 2110
Toronto, Ontario M5G 1Y8
Tel: (416) 646-5400
Fax: (416) 646-5403
ciss@cisscanada.com

** Registrations and general inquiries should be made
to the winter office*

Emergency Toll-free: 1-866-305-CISS (2477)
(From within Canada. Calls are received by the CISS Head Office)

www.swallowdalecamp.com

Where adventures begin...



...because experience matters

© 2009



This booklet was printed on 100% recycled paper. The cover was printed on 30% recycled paper.