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Camper and Family Handbook

2026

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Table of Contents

Registration information	4
Registration and payment	4
Payment plans.....	4
Declined payments.....	4
Camper requirements	4
Waitlists.....	5
Program transfers.....	5
Refund policy.....	5
All about camp	6
Overview	6
Camp locations.....	6
Camp dates.....	6
Price of camps	6
Types of camps.....	6
Highlighted programs.....	7
Average day at camp	8
Rules and expectations	9
What to bring to camp.....	10
Family communications	11
Sign in and sign out.....	11
Illness and injury.....	12



Lost and found	12
Sun safety	12
Inclement weather.....	13
Medications	13
Staff relations.....	13
Overview of positions.....	13
Required certifications and training.....	14



Registration information

Registration and payment

Township of Severn accepts registrations for day camp programs exclusively through Univerus Recreation Software. Please reach out to our Customer Care Team before registration day if you have any questions or require assistance.

Use Univerus to register and pay with a credit card or a Visa or Mastercard debit card. Credit cards can be saved to your account for future payments and refunds.

Payment plans

Using UniverusRec, families can opt into a payment plan that divides the program fee into equal monthly payments based on the registration date, up to three weeks before the program start date. Please note that the 4 percent processing fee and first instalment must be paid at the time of registration.

Declined payments

Should a deferred payment not be successfully processed, registrants will be notified and must pay the balance in full within 48 hours. Failure to pay the account balance within 48 hours will result in a cancelled registration.

Camper requirements

Township of Severn camps accommodate children aged 4-11 years old. Campers will have the ability to join different informal programming groups throughout the day based on shared interests and skills.

Little Explorers Camp and Adventurers Camp participants must be at least 4 years of age by the first day of camp. All other campers must be between the ages of 5 and 11 by December 31, 2026. Campers must be fully toilet-trained to attend any camp program.

Waitlists

If your preferred camp is full, we recommend joining the waitlist. A completed registration form must be submitted to be added to a waitlist, and payment will be taken only if a space becomes available.

If you receive an offer from the waitlist, you will receive an email containing instructions on how to accept or decline the offer. Offers that have not been fully processed will expire after 48 hours and will be extended to the next participant on the waitlist.

Program transfers

If you withdraw due to receiving a waitlist offer for another day camp program, you can request a full transfer of your payment.

Refund policy

Refunds will be issued to the original payee. Cash, cheque, and debit payments will be refunded by cheque, and online payments will be refunded to the original card. Please allow up to six weeks to receive your refund.

Refunds or credits will be issued based on the date the written request is received, in accordance with the following timelines:

- Two weeks or more before the program start date:
 - Full credit will be issued to the payee's account, less a \$20 administrative refund fee.
- Less than two weeks but more than 72 hours before the program start date:
 - A refund or credit of fifty percent of the program fee will be issued to the payee's account, less a \$20 administrative refund fee.
- Within 72 hours of the program start date:
 - No refund or credit will be issued unless the request is accompanied by a certified medical note.



All about camp

Overview

Township of Severn day camps offer children aged 4-11 years old a safe space to engage in games, outdoor adventures, arts and crafts, and other fun activities that will create lasting memories.

Camp locations

1. Coldwater Community Centre, 11 Michael Anne Drive, Coldwater
2. Washago Community Centre, 4361 Hamilton Street, Washago

Camp dates

Week 1: June 29-July 3 (no camp July 1)

Week 2: July 6-10

Week 3: July 13-17

Week 4: July 20-24

Week 5: July 27-31

Week 6: August 4-7 (no camp August 3)

Week 7: August 10-14

Week 8: August 17-21

Week 9: August 24-28

Price of camps

All day camp programs cost \$140 per week for a 5-day week. 4-day weeks (week 1 and week 6) cost \$112.

Types of camps

Camp name	Location	Age range
Adventurers	Washago Community Centre	4-11 years old
Little Explorers	Coldwater Community Centre	4-6 years old
Trailblazers	Coldwater Community Centre	7-11 years old



Highlighted programs

Week	Adventurers (Washago)	Little Explorers (Coldwater)	Trailblazers (Coldwater)
Week 1: June 29-July 3	Slime	Bubble Party	Tie Dye
Week 2: July 6-10	Messy Art Day	DIY Popsicle Treat	Slime
Week 3: July 13-17	Mad Scientist Day	Storytime with the Library	Super Soaker Fun
Week 4: July 20-24	Wild Water Day	Nature Bingo & Art	Spirit Week
Week 5: July 27-31	Camp Invention Day	Talent Show	Camp Invention Day
Week 6: August 4-7	Tie Dye	Slime Factory	Amazing Race: Camp Edition
Week 7: August 10-14	DIY Face Paint Party	Messy Art Day	Slip 'n Slide Party
Week 8: August 17-21	Spirit Week	DIY Face Paint	Water Olympics
Week 9: August 24-28	Nature Bingo & Art	Costume Party	Scavenger Hunt

Average day at camp

Time	Activity
8:00 a.m. - 9:00 a.m.	Before care (registration required!)
9:00 a.m.	Camper drop-off
9:30 a.m. - 9:45 a.m.	Morning meet-up
9:45 a.m. - 10:30 a.m.	Activity block 1 (high energy)
10:30 a.m. - 10:45 a.m.	Morning snack break
10:45 a.m. - 12:30 p.m.	Activity block 2 (choose your own adventure)
12:30 p.m. - 1:00 p.m.	Lunch break
1:00 p.m. - 2:30 p.m.	Activity block 3 (crafts/exploratory/STEM)
2:30 p.m. - 2:45 p.m.	Afternoon snack break
2:45 p.m. - 4:00 p.m.	Activity block 4 (camp-wide games, team challenges, etc.)
4:00 p.m. - 4:15 p.m.	Good-bye gathering
4:15 p.m. - 4:30 p.m.	Supervised free time
4:30 p.m.	Camper pick-up

Rules and expectations

A standard set of rules and expectations are in place for all programs to foster a safe and positive camp environment for everyone. All campers and staff are to be kind and respectful, use appropriate language at all times, support and appreciate each other, solve problems in a fair and honest manner, include others in activities, and play without bullying or teasing others.

Parents/guardians are asked to review the following rules and guidelines with their camper(s):

- Abide by the rules for all games and activities
- Encourage others and show good sportsmanship
- Stay hands-free
- Participate and have a positive attitude
- Ensure a safe and clean environment
- Care and be kind to one another
- Take turns and play fair

If a camper struggles with the rules, staff will have a one-on-one conversation with the camper to explain why the rules are in place. If the behaviour continues, the parent/guardian will be notified at sign-out and asked to review the rules with their camper at home. If the behaviour persists, a meeting with senior staff, the parent/guardian, and the camper will be arranged to discuss how staff can best support the camper moving forward.

If a camper becomes aggressive or physically violent, the Site Supervisor will remove the camper from the program immediately. A parent, guardian, or emergency contact will be called to pick up the camper, and a meeting will be arranged with senior staff to further discuss the situation/options.

For more information regarding the Behaviour Management Procedure, please contact Erica at eavery@severn.ca.

What to bring to camp

1. Allergy-aware lunch and at least four snacks

- a. Each camp day consists of a morning snack break, lunch, and an afternoon snack break. Peanuts, peanut butter, tree nuts, and all food containing nut by-products are strictly prohibited at camp. Families will be notified if any other food allergy is present at camp so that they can avoid sending their campers with that ingredient. Please consider the environment when packing camp lunches; reusable containers are encouraged.

2. Refillable water bottle

- a. Many campers find themselves drinking more water at camp than they do at school because of the increased amount of physical activity throughout the day. Water bottle fill stations are present at both camp locations, and campers will be encouraged to drink water throughout the day.

3. Closed-toed shoes

- a. Closed-toed outdoor footwear that is appropriate for the weather activities must be worn (i.e., running shoes for regular use, outdoor boots for rainy weather, etc.). Sandals may be packed for use during water activities only.

4. Appropriate clothing

- a. Campers are encouraged to arrive at camp in “play” clothes. Be prepared for outdoor activities, crafts, and more! Please send your campers with a hat and enough sunscreen to protect them for the day. Occasionally, campers will participate in water activities and should pack a bathing suit, towel, and sandals every day, just in case.

5. A device-free backpack

- a. Campers must leave all electronic devices at home to ensure their safety and security and to also support staff in creating an active and engaging environment for campers to make memories.



Family communications

On the Thursday before camp, families will receive a Welcome to Camp email. Staff will share important program-specific information and contact information will be available for any questions or concerns parents and guardians may have. The Camp Newsletter will be shared with families at this time, which will highlight activities for the week, introduce the staff team, and include any reminders or important details to be aware of.

During sign-out, Site Supervisors will share information with parents and guardians regarding their camper's experience, development, attitude, and overall participation in the day camp program. If any forms require a signature, they will be shared with families at sign-out.

Please ensure that our team has the most up-to-date phone number and email address when registering so that we can reach you.

Safety and security

Sign in and sign out

For the safety and security of all campers, all drop-off and pick-up must take place at the designated camp check-in and check-out area. Parents and guardians are not permitted to enter the camp programming spaces or activity areas. Camp staff will escort campers to and from the check-in location each day. This procedure helps us maintain accurate attendance and ensures that all campers remain supervised at all times.

At pick-up, **all parents/guardians and authorized pick-up individuals must present valid photo identification and sign the camper out** with camp staff. Campers will only be released to individuals listed as authorized pick-ups on the camper's registration. For the safety of your child, staff will not release a camper to anyone who is not on the authorized pick-up list or who cannot provide identification.



Illness and injury

The safety and well-being of all campers and staff are of the utmost importance. Campers who are potentially infectious must stay home.

All Township of Severn summer day camp staff are trained in Standard First Aid and CPR-C. Staff will treat minor injuries (i.e., bumps, bruises, scrapes) and complete a Participant Incident Report Form detailing the incident. The form will be presented to the parent/guardian for review, comment, and signature at sign-out.

The Site Supervisor will contact the parent/guardian or emergency contact for any camper who becomes ill or seriously injured while at camp. Please ensure all contact information provided at registration is accurate and up to date. Parents/guardians are expected to pick up their camper during the day in the event that illness, injury, or incidents occur.

Lost and found

The Township is not responsible for lost, damaged, or stolen personal items. Please ensure you label your camper's belongings.

Items left behind are stored at camp in a lost and found bin until the end of September. The lost and found bin will be available at sign-in and sign-out each day.

Sun safety

Sunscreen should be applied to campers at home prior to arriving. It should be brought to camp and will be applied regularly. Families are encouraged to show their camper(s) how to properly apply sunscreen. Staff will remind campers throughout the day to reapply their own sunscreen. If permission is granted at time of registration, staff may assist young campers with sunscreen application.

Please send your camper(s) with a hat to provide additional sun safety throughout the day. During sunny and hot days, camps will avoid activities in the direct sun and increase water breaks.

Inclement weather

In heavy rain, during thunderstorms, or in times of severe weather advisories, all programming will move to an indoor facility. Parents/guardians are invited to speak with the Day Camp Coordinator about creating a plan for early pick-up on stormy days, should it be in the best interest of the camper/family.

Medications

If a camper requires medication while at camp, a Medical Information Form must be completed at sign-in. Medications need to be provided in their original packaging.

Medications will be kept in a secure location by a Site Supervisor, with the exception of epinephrine auto-injectors and puffers (which may be carried by campers with permission from parents/guardians). The Site Supervisor will administer medications as directed on the Medical Information Form, record their actions on a Medical Administration Log, and present the form for review at sign-out.

Any information shared regarding your camper's medical condition(s) is/are confidential and communicated only to pertinent staff. If you wish to set up an appointment to speak with staff about your camper's needs in more detail, please contact Erica Avery, Recreation Coordinator, at 705-325-2315 x236 or eavery@severn.ca.

Staff relations

Overview of positions

The Township of Severn day camp team consists of one Day Camp Coordinator, two Day Camp Site Supervisors, and six Day Camp Counsellors. These staff work as a team to provide fun and engaging activities for campers each day while maintaining the safety and security of campers while they are in our care.

Day Camp Coordinator: Oversees the operations of all day camp programming; direct supervisor to all camp staff.

Day Camp Site Supervisor: Responsible for organizing day camp programming on-site; mentor for Day Camp Counsellors, and main point of contact for parents/guardians regarding day-to-day matters.

Day Camp Counsellor: Front-line staff who run games and activities for campers while maintaining supervision and safety of participants.

Required certifications and training

The Township of Severn day camp staff team are post-secondary or high school students who are committed to providing campers with a positive summer camp experience.

Before the start of camp, all staff must submit an acceptable Vulnerable Sector Check and current Standard First Aid with CPR-C certification. In addition to these mandatory documents, staff must complete various training sessions on topics related to program planning, leadership, inclusive programming, conflict resolution and de-escalation, and a thorough review of all pertinent policies, procedures, and forms related to keeping campers safe.



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