

POLICIES AND PROCEDURES

Please ensure all chaperones are familiar with our Policies and Procedures.

ACCOMMODATION

Sleeping accommodations are provided on site in our bunkhouses, complete with bedding and linens. Please leave personal bedding and linens – such as pillows, blankets, and sleeping bags – at home. Typically, bunkhouses sleep 4 people per room and every two rooms share an adjoining washroom facility. Washrooms are equipped with flush toilets, showers and urinals. Please see the attached “Bunkhouse Layout” sheet for further details.

BUS TRANSPORTATION

Buses will be booked to arrive on site as per your Group Information paperwork. Your pick up and departure time will be confirmed through the Camp Administrator prior to your camp dates.

EVALUATION

After your visit has come to a close, the Group Lead will be requested to provide feedback on your camp experience. Your feedback is imperative for us to further develop the program and to continuously improve our processes. Feedback and evaluation measures are completed online.

GROUP LEAD

We require that every group designate one person to act as their Group Lead. This person will be responsible for ensuring the completion of all paperwork, and arrangements before, during, and after your visit. As detailed in the On-Site Group Indemnity Agreement & Premises Agreement, the Group Lead assumes supervision and overall responsibility for the group while on site.

GROUP PARTICIPATION

Tims Camps encourages safe, intentional activities — we play for fun and learning. A program schedule will be finalized prior to your visit and will be reviewed upon your arrival. If you require changes to the program schedule, discuss with your Tims Camps Host.

Chaperones are responsible for ensuring all participants are prepared for each activity and to support/encourage participant engagement during activities.

PHOTOGRAPHS

Photos may be taken throughout your visits for promotional purposes by Tims Camps staff. If there are any individuals in your group who do not want their picture taken, please notify your Tims Camps Host upon arrival.

For the safety of our participants, we do not allow any cameras in unsupervised areas in the living accommodations. Camera use must be supervised by group chaperones.

ALCOHOL, CANNABIS & DRUGS

Tims Camps locations are not licensed facilities and as such consumption of alcohol on the premises is forbidden. Illegal drugs and legal intoxicants such as cannabis are not permitted on Tims Camps property.

EMERGENCIES

Emergency Response Plan will be reviewed upon arrival. Your Tims Camps Host is available to you 24 hours a day during your visit. Please call your Tims Camps Host for any emergencies while on site. Groups are required to bring at least one personal vehicle as an emergency precaution.

FOOD SERVICES

Tims Camps strives to accommodate dietary requirements, including allergies. If you have a dietary requirement which needs accommodation during your visit, complete the "Dietary Restrictions" section on the Wellness Information paperwork.

No outside food/beverages is permitted at Tims Camps. Group Lead is required to complete the "Dining Hall Assignments". This ensures appropriate supervision during meal times and is in accordance with our "Healthy @ Camp" policy. Meals at camp are served buffet style,

LIABILITY FOR DAMAGE AND/OR VALUABLES

Groups are responsible for damages incurred to Tims Camps equipment and facilities beyond what is considered to be normal wear and tear, and will be invoiced accordingly. Groups are responsible for the safe-keeping of their own valuables. Tims Camps is not responsible for lost or stolen items. Prior to arrival on site, the group will be required to provide a certificate of insurance or proof of insurance.

PETS

For the comfort and safety of all guests, we ask that pets are not brought to your Tims Camps visit under any circumstances. Please talk to your camp contact should there be a need for service animals to be on site.



POLICIES AND PROCEDURES

Please ensure all members of your staff team and/or volunteer chaperones are familiar with our Policies and Procedures.

MEDICAL CONCERNS

All participants and chaperones participating in programs at Tims Camps are required to provide information via the Wellness Information Form. Failure to submit a Wellness Information Form and signed Assumption of Risk & Permission Form will result in not being able to attend Tims Camps. Please inform your Tims Camps Host of any incidents, including, use of First Aid kits, while on site to allow for appropriate follow up.

SMOKING

All buildings at Tims Camps are smoke free. Smoking (adults only) is permitted in designated areas only, where appropriate receptacles are provided.

CELL PHONES

Participants are discouraged to bring cell phones to camp. If participants do bring phones, chaperones are to collect them during all program blocks. For the safety of our participants, we do not allow any cameras in unsupervised areas in the living accommodations. Camera use must be supervised by group chaperones.

SUPERVISION

Tims Camps staff will lead and facilitate structured program activities over the course of your visit. Chaperones are responsible for the direct care and supervision of participants, 24 hours a day. In the event of an emergency, Tims Camps staff are available at any time. Follow the Tims Camps policies and procedures that are reviewed before each activity, help guide students, and be as involved in programs as the activity requires. For clarity and context, below are several examples of the supervision roles both Tims Camps and Group will need to take.

Activity	Tims Camps	Group Chaperones
Program Activities	Plan, facilitate, organize, lead campers and chaperones	Support with program facilitation, be present, behaviour management
Living Accommodations	Available for emergencies	Responsible for 24 hour care and supervision
Meal Times	Accommodate dietary requests/requirements, Facilitate meal times	Ensure campers are adhering to special diets and dietary requirements, eat with campers
Behaviour Management	Keep campers positively engaged and maintain positive momentum.	Manage challenging behaviours and situations, intervene as appropriate

Your group must provide a participant to chaperone ratio that is, at minimum, compliant with your school district's overnight field trip policy ratio. Please consult with the Camp Administrator regarding this chaperone - participant ratio. Groups must have adequate chaperone coverage for the living accommodations at their camp location.

Tims Camps aims to run an inclusive and supportive program for all participants. Please discuss support and supervision with the Camp Administrator should any participants require higher levels of support while on site, or if you have questions about the responsibilities of chaperones while at camp.

MEDICATION

All medications that need to be administered, either scheduled or as-needed, are the sole responsibility of the attending group. Tims Camps does not employ a nurse, and staff are not permitted to administer medications, either over-the-counter or prescription. In the event of a medical emergency, Tims Camps staff will employ emergency response procedures as required. Participants and chaperones are not permitted to be under the influence of intoxicants at any time.

ORIENTATION & ARRIVAL

Upon arrival, you will be greeted by Tims Camps staff who will unload the buses. Let your Tims Camps Host know of any changes to your group roster or living accommodations. Students and group chaperones will meet the Tims Camps team to discuss group expectations (both participant and chaperone) and review the program schedule.