



(613) 464-2468

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www.maplekeydaycamp.com

Dear LITs & Families,

Thank you for choosing to spend your summer with us. We look forward to helping you learn and grown as leaders. I hope that this package will help you better understand your role at camp. If you have questions, please call me at (613) 464-2468.

Please note that LITs are invited to attend our “move-in” day on Saturday, July 2nd from 10 am to 3:30 pm. You will have the chance to meet our staff while helping with set-up for camp. Please call or e-mail me if you will be coming so that we know to expect you.

See you in July!

Kristen Widenmaier
Camp Owner/Director

LIT Morning Prep List:

- ✓ Eat a healthy breakfast
- ✓ Wear weather-appropriate layered clothing that you won't mind getting dirty
- ✓ Apply sunscreen

LIT Packing List:

- ✓ A healthy lunch (see the campers section of our website for ideas, or take advantage of our optional lunch program)
***Please Note: In consideration for campers with allergies, please do not send food containing nuts to camp.**
- ✓ sun protection (waterproof sunscreen & hat)
- ✓ proper footwear (socks & runners – **no flip-flops or crocs please!**)
- ✓ water shoes or closed-back sandals for water play
- ✓ an extra pair of socks
- ✓ a water bottle (refills onsite)
- ✓ a plastic bag, hand towel, change of clothing and/or swimsuit
- ✓ **A binder with dividers, lined paper, and pen or pencil**

* **Please label** your belongings. We cannot be responsible for lost items, but we will do our best to return items that are labeled.

Please leave at home:

- ✓ jewelry and watches
- ✓ money and other valuables
- ✓ toys – especially electronics
- ✓ trading cards and other “fad” items
- ✓ cell phones and other communication devices (we have both a cell phone and a land line for emergency use at camp, so there is no need for LITs to have these items)

*Please Note: Inappropriate items brought to camp will be confiscated by the director and returned at the end of the camp season.

Theme Days & Special Events

We have a variety of special events over the course of the summer, and special activity days and dress-up days on our schedule. These are indicated on our camp calendar. Themes for colour war days will be revealed the day before. LITs are expected to participate fully in these activities as a leader and example to other campers.

Important Procedures

LIT Drop – Off (8:30 am)

LITs should arrive at camp no earlier than 7:30 am and no later than 8:30 am in order to help with drop-off and flag activities. LITs must check in with the staff on duty as soon as they arrive.

Once LITs have been checked in, they will join in our warm-up activities, also known as “flag time”.

LIT Pick-Up (4:30 pm)

LITs are expected to stay at camp until 4:30 pm to assist with clean-up and other end-of-day activities. For safety reasons, LITs will not be released to anyone who is not listed on their registration form without prior written consent. LITs must check out with the staff member on duty before leaving camp property.

Late Pick-Up

If for any reason an LIT is not picked up before 5:30pm, the emergency phone numbers will be called and the designated individual will be asked to pick up the LIT. If camp staff are unable to reach someone to pick up the LIT, the police will be contacted and will take the child into custody.

Visits & Early Pickup

We maintain a secure camp environment. For this reason, any visits to camp must be arranged with the camp director ahead of time.

If you need to pick your LIT up early, please let the staff on duty know during drop-off so we can have him/her ready when you arrive. In the case of an emergency, please call the camp director at (613) 464-2468. We may be too busy with campers to answer immediately but rest assured if you leave a message we will return your call promptly.

The Role of An LIT

LITs have a very special role at camp. While you are technically still campers, you have more freedoms and responsibilities than regular campers. Being an LIT is fun, but it is also hard work!

Training Sessions

As an LIT, you will spend a portion of your day in special training sessions. These sessions cover a variety of topics related to leadership and team building. The skills learned during daily training will be applied to your LIT duties during the rest of the day.

LIT Binder

You are expected to bring your LIT binder with you daily. This binder will be used to keep notes from training sessions as well as to keep a growing portfolio of activities and games. Completing the LIT binder is one of the requirements for becoming a CIT in future.

Supporting Staff

You will be assigned to a group of campers each week. During the times that you are not involved with LIT training, you will be responsible for participating with the camper group and supporting the staff in their responsibilities. As an LIT you will support staff by being a role model to campers, participating in activities, helping individual campers, preparing activities, and putting away supplies. LITs do NOT discipline campers.

Camp Routines

LITs are expected to know and participate in our regular camp routines, such as flag time, lunch routines, siesta, etc. You should help to ensure that campers are following routines properly at all times.

Leading Activities

LITs are **not** expected to lead activities. However, if you feel ready to lead an activity, you may be permitted to do so under the guidance of your supervising staff member. If you are hoping to become a CIT in future, we encourage you to attempt leading at least one activity over the summer.

LIT Evaluations

You will receive regular evaluations throughout the summer. These evaluations share some similarities with those used for staff but are simpler and have fewer requirements. The purpose of these evaluations is to indicate areas for improvement so that you will continue to learn and grow over the summer. The final evaluation of the summer will indicate if you are invited to return the following summer in an LIT II or CIT role.

Camp Rules

The safety and well-being of all of our campers, LITs, and staff is our first priority. Please review these guidelines before coming to camp. As an LIT, you are expected to be an example to other campers. **Repeated rule-breaking or any un-safe behavior will result in expulsion from the LIT program.**

- ✓ Proper footwear (please see our packing list) is essential for camp activities. Campers who come to camp without proper footwear may have to sit out of some activities if camp staff do not feel it would be safe for them to participate.
- ✓ Campers are supervised at all times. They must ask permission before leaving their group for any reason.
- ✓ Foul or inappropriate language will not be tolerated.
- ✓ Camp rules and the rules for specific activities are designed with the safety of our campers in mind. Campers must follow instructions for all activities. Failure to follow instructions will result in a short "time out".
- ✓ The camp facilities are directly off of Wayside Drive. Campers are not permitted on the portion of the lawn closest to the road, and should never kick or throw any game equipment in the direction of the road.
- ✓ Medications may NOT be kept in the camper's possession at any time. If your child needs to take medication during the day, please leave the medication and written instructions with the camp director during drop-off. The only exceptions to this rule are epi-pens and inhalers, which **must** be carried on the camper at all times.
- ✓ Campers are expected to show appropriate respect for the staff, facility, equipment, other campers and their belongings at all times.

Camp Website

www.maplekeydaycamp.com

Don't forget to bookmark our website! In addition to extra information about our camp, we also post photos daily in our photo gallery.