



# Leadership Development Handbook



Camp Stephens is owned & operated  
by YMCA-YWCA of Winnipeg

# Table of Contents

Important Dates .....	4
Transportation .....	5
Sign in/out procedure .....	6-7
Activity Areas .....	8
Health and Wellness .....	9
Camp Policies .....	10
Mail .....	11
Camp Packing List .....	12
What not to bring to camp .....	13
A typical day at camp .....	14
Types of food to expect .....	15
Lost and Found Items .....	16
Contact Information .....	17

# Program Overview

The Leadership Development Program (LDP) is a 6-week co-ed camper experience designed to build the skills and confidence to become a leader at camp and in life!

Leadership Development Program campers will spend their time in all areas of camp life learning how to deliver camp activities, focusing on team building and understanding the communication and group care skills necessary to be a strong leader in a camp setting or elsewhere.

## The program is divided into three sessions:

### Session 1

- At the beginning of their time at Camp Stephens, LDP campers will participate in a 2-week Wilderness Canoe trip where valuable skills such team-building, communication, group dynamics and wilderness tripping will be taught..

### Session 2

- Once LDP campers are back on the island, participants will continue to grow as leaders with a focus on increased responsibility and more intentional skill development. Youth will gain a solid foundation in delivering all types of camp programming while learning how to support others

### Session 3

- In the final portion of their stay, a series of placements will allow participants to practice their skills and leadership styles under the supervision of experienced staff.

**NOTE: LDP participants will come home for 1-2 days between each of the three sessions.**

## Future Opportunities

Many Leadership Development Program (LDP) campers choose to apply for future positions at camp following completion of the program to continue sharing their experiences and introducing young campers to camp life.

Some LDP graduates even work within the YMCA-YWCA of Winnipeg branches as children's programming leads, lifeguards, swim instructors or day camp counsellors!

## Important Dates

<h3>Monday, July 1, 2024</h3>	<ul style="list-style-type: none"> <li>• <b>First day of program.</b></li> <li>• See transportation information for travel details.</li> <li>• After a couple days of packing out and orientation, the group will embark on a 10 day canoe trip.</li> </ul>
<h3>Friday, July 12, 2024</h3>	<ul style="list-style-type: none"> <li>• <b>Beginning of first weekend off.</b></li> <li>• Campers will come home for three nights.</li> <li>• <b>Please note that Camp Stephens is not operational over this weekend and staying at camp is <u>not</u> an option.</b> If your camper is not from the Winnipeg area, please contact us to explore accommodation options.</li> </ul>
<h3>Monday, July 15, 2024</h3>	<ul style="list-style-type: none"> <li>• <b>Beginning of second session.</b></li> <li>• See transportation information for travel details.</li> </ul>
<h3>Friday, July 26, 2024</h3>	<ul style="list-style-type: none"> <li>• <b>End of second session and beginning of second weekend off.</b></li> <li>• See transportation information for travel details.</li> </ul>
<h3>Monday, July 29, 2024</h3>	<ul style="list-style-type: none"> <li>• <b>End of second weekend off.</b></li> <li>• See transportation information for travel details.</li> </ul>
<h3>Friday, August 9, 2024</h3>	<ul style="list-style-type: none"> <li>• <b>End of LDP program.</b></li> <li>• See transportation information for travel details.</li> </ul>

# Transportation Information

## Camp Buses

All buses depart and return from the **West Portage YMCA-YWCA, 3550 Portage Avenue.**

We use highway coaches to transport the campers to and from Kenora. The bus ride from Winnipeg is approximately 2 ½ hours. You may pack a light snack for your camper for the trip to camp. We also recommend wearing a light sweater or a jacket as the bus and boat ride to camp can be chilly. We will have a supervisor on each bus.

**\*\*Campers will be departing/returning with their specific cabin or trail groups, therefore, siblings may not be on the same bus.\*\***

### **Boarding time/West Portage Drop-off:**

Buses will be departing between 7:00 AM & 9:00 AM. You will be contacted by email with the exact time your bus will be leaving 5-7 business days prior to the start of camp.

### **Return Time/West Portage Pick-up:**

First camp bus return approximately at 2:30 PM, weather and traffic dependent. You will be contacted by email, with an approximate time your bus will be arriving, 24 hours prior to the arrival date.

**Note:** information is sent via email only, please ensure we have your current email address on file!

## Personal Transportation

Families who are arranging for their own transportation to Kenora must meet at the Kenora Harbourfront located beside the MS Kenora

Kenora Arrival/Drop-off : 9:30 AM

Kenora Departure/Pick up: You will receive an email with a rough estimate of your child's arrival time.

\*Camp Stephens provides boat transportation from the Harbourfront in Kenora to the island. The boat ride is approximately 15 minutes. We will provide a lifejacket for each camper. Please make sure luggage is well-labeled and waterproof.

# Sign-in Procedure

## 10 business days prior to departure:

To ensure accuracy and regulate camp transportation, changes to the following information must be received by our camp office 10 business days before your camper's departure:

- Transportation options – Camp bus or personal transportation
- Authorized persons to sign (other than parent/guardian specified on their registration)

## Bus sign-in procedure:

Day of departure from West Portage:

- Ensure your camper has all necessary items prior to boarding the bus. Unless it is an emergency, parents are discouraged from boarding the buses.
- Give any medications to the staff designated to collect them.
- Each highway coach is allocated a bus #. Please:
  - Deposit your camper's luggage to your designated bus.
  - Sign in your camper with the designated staff & promptly board the bus.

Buses depart exactly at your designated time from 3550 Portage Ave. and are not allowed to stop on the road to pick up passengers.

If your camper misses the bus, you will be responsible to transport them to camp.

## Personal transportation (to Kenora) sign-in procedure:

- Give any medications to the staff designated to collect them.
- Deposit your camper's luggage with the staff designated to load the boat.
- Sign in your camper.

# Sign-out Procedure

## **10 business days prior to day of arrival to West Portage**

To ensure accuracy and regulate camp transportation, changes to the following information must be received by our camp office **10 business days** before your camper's return:

- Transportation options – Camp bus or personal transportation
- Authorized persons to sign (other than parent/guardian specified on their registration)

Any names that are not included on our list are not authorized to pick up the camper. If you are unsure of the names provided on the registration form, please contact the camp registrar.

## **Bus sign-out procedure:**

Day of arrival to West Portage:

- Check the buses' estimated time of arrival (via your email).
- Keep note of registrar's announcement regarding which set of campers are on the bus.
- Campers who have been given permission by their parents/guardians to sign themselves out will disembark first and should collect their baggage. Once signed out, campers are free to depart.
- Campers whose parents must sign them out must stay with camp staff until parents sign them out.
- Claim your camper's medications from the camp staff assigned.
- Take your camper's belongings only once unloading of everyone's luggage is finished.

## **Personal transportation sign-out procedure:**

- Claim your camper's medications from the camp staff assigned.
- Pick up all your camper's luggage at the Harbourfront.
- Sign-out your camper with our staff.

# Activity Areas

**Swimming** – There are 2-3 recreational swim periods per day (weather permitting). Campers will not have any formal swim instruction.

**Crafts** – Crafts are done as a creative activity and often involve natural or recycled materials.

**Climbing Tower** – This is a simulated rock climbing program that teaches the basics of rock climbing and safety.

**High Ropes Course** – Designed exclusively for Camp Stephens with our unique program in mind. It consists of a series of movement challenges 35 feet up! This is a safe environment to challenge oneself both physically and mentally.

**Canoeing** – Campers are provided with quality canoe instruction to develop their personal skills.

**Sailing** – All campers will be introduced to basic sailing skills

**Kayaking** – We have kayaks for everyone and we will teach campers basic skills.

**Outdoor Gym** – Basketball, floor hockey, dodgeball and many other games gets played here.

**Mass Camp Days** – This is a program where the age group sections or the whole camp will be engaged in a common theme day program.

**Overnight Camp Outs** – Depending on age, campers will experience an overnight campout or an off island trip from 1 to 3 nights for those registered in our two week camps. Campers will paddle to popular campsites within close proximity to Camp Stephens, learning valuable outdoor living skills. One week campers will participate in a cookout on one of our satellite islands.

We also offer activities like: campfires, initiative tasks, games, as well as environmental and international activities.



# Health and Wellness

## Emergency & Health Information (ePACT)

By now you should have filled out the electronic Emergency and Health information on your ePACT account. If you did not receive the ePACT account sign-up email, please contact the registration team at [campregistrar@ymanitoba.ca](mailto:campregistrar@ymanitoba.ca). It is recommended that parents consider any restrictions to activities, medical issues or dietary needs that the camp should be aware of, and send further information if needed.

## Medications and Health Concerns

If your child is on any medication, please attach a note to the prescription, stating the medication usage instructions (e.g. – Ann must take one pill before each meal) and your signature. Please send all medication in the original container with the child's first and last name and hand it to a staff member on the bus. Medications are available for pick-up on the day of their return. If, after you have returned the form, your camper is placed on any new medication, please send the above information and signature to camp with your camper. If your camper has to receive medical attention above what we can provide at camp, our Wellness Coordinator will contact you with the information, e.g. ear and or throat infections, sprained ankles/wrists, etc. If it is necessary to obtain a prescription for your child while they are in attendance at camp, you will be contacted and informed of the situation. It is the responsibility of parents/guardians to make arrangements for payment with the pharmacy directly.

**IMPORTANT:** Please inform the camp in writing of any changes (medical, social, emotional, family environment) that occurs between filling out these forms and attending camp.

## Contagious Illnesses

Please ensure that your child is in good health before sending them to camp. If your child arrives to camp with conditions that are highly contagious or cannot be effectively cared for at camp, you will be asked to pick them up in Kenora. Please do an extra check for cases such as head lice, pink eye, impetigo, COVID-19 and other contagious conditions prior to sending your child to camp. If your camper becomes ill prior to their arrival at camp, please call the camp office to discuss your options. On the first day of camp all campers are checked for head lice and given a basic medical assessment. If a camper develops a serious contagious illness while at camp they will be sent home at the parent's expense but will be welcome to re-join their program for the remaining time once symptoms have passed or a medical professional deems it safe to return.

## Camper Behaviour

To ensure everyone at Camp Stephens has a safe and positive camping experience, all campers must adhere to the Camper Behaviour Policy. If behavioural issues arise, Camp Stephens' counsellors quickly identify and resolve concerns within groups. Counsellors have a support network of supervisors and resource staff to aid them in situations and or concerns.

Camp Stephens will not hesitate to inform parents/guardians of their camper's behaviour if it endangers their own safety or the safety of those around them. It is our policy to communicate concerns immediately to parents/guardians to find a solution. However, if a solution is not found, the camper will be sent home at the parents' expense and there will be no refund of camp fees. Fighting, bullying, smoking, drinking, stealing, abusive language, hitting, vandalism and general misbehavior will not be tolerated and are grounds for being sent home.

# Camp Policies

**BEHAVIOUR** – YMCA-YWCA of Winnipeg’s Camp Stephens strives to be a fun, safe and active environment where everyone has a chance to be their best. All campers, staff and volunteers pledge to treat each other with dignity and respect. Behaviour that prevents others from enjoying a positive camp experience will not be permitted. Campers may be asked to leave based upon inappropriate behavior such as abusive language, aggression or use of prohibited items such as (but not limited to) tobacco, alcohol, non-prescription drugs or offensive printed materials.

**PHOTOGRAPHY/VIDEO** – Photographs and/or video taken at camp may be used for public promotional initiatives by the YMCA-YWCA of Winnipeg. All photos are the property of the YMCA-YWCA of Winnipeg. To exclude your child from these initiatives, written request must be sent to the attention of the Camp Director prior to attending camp.

**AUTHORIZATION** – All parents/guardians must complete and sign an Emergency & Health Form.

This form authorizes:

- your child to participate in the full range of camp activities
- the Camp Director and their appointee, in the event of accident or illness affecting your camper, to authorize on your behalf all procedures, including admission to hospital and necessary treatment therein, as they may deem essential for the care and well-being of your child. (Such action is to be taken only when immediate contact with the parent/guardian cannot be made.)

This form also outlines your responsibility to:

- accept financial responsibility in excess of the benefits allowed by Provincial Health and/or Medical Insurance. For campers coming from out of Canada, travel insurance is strongly recommended.
- notify the camp in writing of any changes that occur in your child’s health between completing the Emergency and Health form and attending camp
- notify the camp in writing if your child is exposed to an infectious disease during the three weeks prior to camp

**ASSUMPTION OF RISK AND RELEASE** – YMCA-YWCA of Winnipeg staff and instructors make every reasonable effort to minimize exposure to known risks. However, by registering your child in a YMCA-YWCA of Winnipeg Camp Stephens’ program, your child will be involved in physical activities – and with any physical activity, there is a risk of injury. All parents/guardians must sign the Emergency & Health form that releases the YMCA-YWCA of Winnipeg, and its respective officers, directors, employees, volunteers and agents, and their successors and assigns, from all liability for damages sustained in consequence of loss, injury or damage to yourself or your child, and from all other actions, causes of action, claims, demands or damages of any kind with respect to death, injury, loss or damages to any person or property including yourself or your child arising out of or connected with preparation for, or participation in YMCA-YWCA of Winnipeg programs or activities.

**CANCELLATION & REFUNDS** - Cancellations must be submitted in writing no later than 30 days prior to the start of camper’s session in order to receive a full refund (less a non-refundable 20% camp deposit). No refunds will be provided for cancellations submitted after deadline. Camp fees are non-transferable.

**RETURNED PAYMENTS** - A service charge will apply for each returned payment. Service may be suspended until the account is paid in full. Camp Stephens reserves the right to cancel registrations with an outstanding payment. Unpaid accounts will be sent to a collection agency.

# Mail

Most parents find that cheery letters to their camper, with the earnest hope of reply, provides the best source of contact. Campers are encouraged to write home frequently.

The mailing address for Camp Stephens 2024, once confirmed, can be found online at:  
[ywinnipeg.ca/camp-stephens/contact-us](http://ywinnipeg.ca/camp-stephens/contact-us)

Please send sufficient envelopes and stationery with your camper. As stamps have a way of sticking together, we suggest parents provide self-addressed stamped envelopes. In the past we have found that mail takes about 5 business days to arrive in Kenora from Winnipeg.

Please do not use a private courier company as they cannot reach us on the island nor will they leave packages in our mailbox.

If you get an unhappy letter from your child, don't panic. In all likelihood whatever made them unhappy when they wrote the letter is long since forgotten, or has been addressed by your camp's counsellor and/or camp staff. If you do have a concern, please call the Winnipeg office and they will get in contact with us. We want camp to be a positive experience for both campers and parents.

There is no fax or email available for campers. Camp Stephens is not responsible for lost or undelivered mail, nor mail that arrives after the camper has gone home.

## Food Parcels

We provide your child with a carefully planned, well-balanced diet at camp (see Type of Food to Expect).

Food parcels or "care packages" are discouraged; if sent, the camper is presented with two options:

- Share the package with his/her cabin mates, with restrictions put on when the food can be eaten, e.g. not before meals or bedtime;
- The package is put away and given back to the camper when they leave camp;

If you choose to send a care package please do not send anything containing nuts, and do not send any valuables. It is not uncommon for packages to arrive after a camper has left camp, in which case the package will be placed in lost and found for pick up at the end of summer.

Camp Stephens is not responsible for lost packages.

# Camp Packing List

## PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME

(This list is for a 12-day camp – LDP participants will get a chance to do laundry at home on weekends)

- Sleeping bag (rolled in its own bag or inside a labeled, preferably clear, garbage bag)
- 2 pairs of rough-wear long pants (jeans or the like)
- 1 nylon windbreaker pants for canoeing
- 3 pairs of shorts
- 6 T-shirts or light sports shirts
- 2 long sleeved shirts or sweaters (fleece if possible)
- VERY IMPORTANT – 1 raincoat or rain suit – programs continue in the rain
- Warm jacket
- IMPORTANT – 1 pair of shoes to get wet and stay wet (an old pair of runners or sandals, flip flops not recommended)
- 1 pair of dry shoes (regular runners)
- VERY IMPORTANT – 1 hat, wide brimmed preferred
- 12 pairs of underwear and socks (one pair for every day at camp)
- 1 bathing suit
- 1 towel
- 1 pair of pyjamas
- Water bottle
- Sunscreen
- Writing paper and pen
- Toothpaste, toothbrush, comb and/or brush, facecloth, soap and shampoo
- Laundry bag for storing dirty clothes
- For 2 & 4 week campers ages 10-16: Stuff sack/Dry Bag – it is a nylon bag used to pack clothing for your overnight canoe trip.

### Optional Items

- Pillow
- 1 pair of rubber boots
- Camera
- Flashlight
- Enamel or plastic cup
- For 2 and 4 week campers ages 10-16: Sleeping pad
- Dry Bag (instead of Stuff Sac, more expensive but more durable & waterproof when used correctly)

# What not to bring to camp

Please help us ensure that these items do NOT come to camp:

- Electronic devices such as smartphones, tablets, handheld gaming devices, etc.
- Cellphones
- Knives, weapons, tobacco products, electronic cigarettes, alcohol and drugs
- Watches – they get broken; let the counsellors keep track of time
- Personal floatation devices (PFD's) – camp provides them free of charge
- Fishing rods – we find that they get damaged or misplaced

Please avoid new or valuable clothing as camp activities can be very rough on clothing

## How to pack your items

Your camper's clothing and sleeping bag should be waterproofed for the trip out to camp (in case of rain). The easiest way to accomplish this is to place all clothing and personal items in one garbage bag and then pack this into a duffle bag or suitcase. Please do not pack clothing into a garbage bag only. The sleeping bag should be rolled, securely tied, and placed in its own garbage bag (clear ones are the best as you can identify your sleeping bag more easily).

Please label each piece of luggage with your camper's name. If you are packing the sleeping bag in a garbage bag, please send an extra garbage bag for the trip home.

It is not necessary to go out and buy every item on the list, use your own judgment and make substitutions as you see fit and budget allows.

Please remember that your camper will be active, and that camp can be rough on clothes. For this reason, we recommend that campers do not bring expensive clothing to camp. As well, smartphones, tablets and other expensive electronics and other easily damaged items are best left at home. Campers will not be allowed to use these items at camp and we are not responsible for lost or missing valuables.

## Some Packing Tips

- Label everything – we suggest sewing on labels for clothing and indelible marker for other items.
- Pack only what is needed – remember that luggage has to travel by car or bus, by boat, and then be carried by the camper to the cabin, so pack only what is needed for your child to feel comfortable while at camp.
- Don't forget to label all luggage/garbage bags for easy identification.
- Rain gear must be waterproof – Good rain gear is important. Windbreakers are not generally waterproof and are ineffective as rain gear. Test yours in the shower!

# A typical day at camp

We strive to build a better world – one child at a time. To do this, we believe that there must be a holistic approach to learning: in spirit, mind, and body.

Camp is a magical experience where campers are granted tremendous independence in a safe and supervised environment.

7:20 AM Wake-up and Polar Bear

*What better way to start your day than with a jump into the lake?*

8:15 AM Hasher Bell and Flag-raising

*One person from each cabin group comes to the dining hall to set their table for meals*

8:30 AM Breakfast

9:30 AM Program Time

*(See program overview)*

11:30 AM Free time/Fun Time

12:15 PM Hasher Bell

12:30 PM Lunch

*After lunch, everyone is given half an hour to rest, read, write letters home, etc. back at their cabin with their counsellor.*

2:00 PM Program time

4:00 PM Clubs

*This is a chance for children to sign-up for hard and soft skill clubs so they can continue to build their skills in an activity that interests them. Clubs include anything from climbing to swimming to arts and crafts to drama and everything in between. Campers will stay in the same skill club for one week.*

5:15 PM Hasher Bell

5:30 PM Supper

7:00 PM Program Time

9:00 PM Snacks

# Types of Food to Expect

At Camp Stephens we follow the Canada Food Guide and we have a nutritionist examine our menu. We serve our meals "family style" and encourage everyone to try a little of everything.

Dietary requirements such as allergies, vegetarianism, lactose intolerance, cultural, etc. will be accommodated if the restrictions are written on the camper's registration form or if camp is notified well before the child attends their session to assist the kitchen staff in accommodating any needs.

## Some of the meals we serve may include:

### Breakfast

Cold cereal  
Bacon and Eggs  
Toast  
Pancakes

Hash browns  
French toast  
Fruit  
Milk and Juice

### Lunch

Make your own sandwiches  
Soup and grilled cheese sandwiches  
Hot dogs and veggie sticks

Veggies and dip  
Macaroni and cheese  
Chicken fingers and fries

### Supper

Spaghetti and sauce  
Stir fry with rice  
Salad

Hamburgers and fries  
BBQ chicken  
Ham and scalloped potatoes

## Lost and Found Items

When the campers arrive at camp, they are requested to deposit all valuables to their counsellor who will place them in the camp safe. These items will be returned to them at the end of their session.

- It is very common for campers to return home with missing items of clothing. The best way to help prevent this is to label each item with the camper's first and last name.
- At the end of each session, all available lost and found items will be displayed for all campers to see. Any unclaimed items will be sent to Winnipeg on the bus where it will be made available for parents to view upon picking up their returning camper. It is highly recommended that all parents look through it even if they do not suspect their camper is missing any items.
- Any still unclaimed lost and found items will be made available for parents to look through on a date in September. Date will be announced via email and website.
- Items not claimed by September 30<sup>th</sup> will be donated. Unclaimed medications will be safely disposed of at a pharmacy.
- Camp Stephens is not responsible for lost or damaged items



## Contact Information

Winnipeg Office (3550 Portage Ave., Winnipeg) – Please contact our camp registrar for inquiries about registration, payment information and other general camp questions.

Office hours: Monday thru Friday, 8:00 AM to 4:00 PM  
Direct line: 204-831-3157  
Fax: 204-889-9002  
Email: [campstephens@ymanitoba.ca](mailto:campstephens@ymanitoba.ca)  
Website: [ywinnipeg.ca/camp-stephens](http://ywinnipeg.ca/camp-stephens)

Should you have questions and concerns about your child during camp session, please contact the Winnipeg Office and your message will be delivered as soon as possible.

Due to programs running during the day, camp phone is not available for public.

**Important Parent Information** - The majority of correspondence is through email, please ensure we have your correct email address on file.