



YMCA CAMP QUEEN ELIZABETH

Outdoor Centre Guide



Welcome to the CQE Outdoor Centre

Thank you for choosing YMCA Camp Queen Elizabeth for your outdoor experience. The CQE Outdoor Centre provides a unique experience for students to explore the natural environment and discover new things about themselves and their peers that cannot be recreated in the classroom. By working through exciting new challenges at camp, students can develop positive personal relationships, teamwork and leadership skills, and sound environmental ethics in an atmosphere of fun and fellowship.

This guide is designed to assist you in preparing and planning for a successful experience. It contains sample schedules, safety policies, program information, and general camp information. We hope that the information provided helps make your preparations easier. If you ever have any questions or need more information, please do not hesitate to contact us at cqe@sw.ymca.ca

See you on the island!

London Office (year round)

YMCA Camp Queen Elizabeth
165 Elmwood Avenue East, London, ON,
N6C 0A8
519-453-8858

Camp Office (May-Oct)

Beausoleil Island, Georgian Bay
Honey Harbour, ON
POE 1E0
705-756-8300



<http://ymcaswo.ca/cqe-outdoor-centre/>

Mission Statement of the YMCA of Southwestern Ontario

The YMCA of Southwestern Ontario is a multi-service charity that provides opportunities for personal growth in spirit, mind, and body for people of all backgrounds, beliefs and abilities.

Core Values: Honesty, Caring, Respect, Responsibility, Inclusiveness



FACILITIES AND SITE

Site

We are lucky to be located on the rocky shores of beautiful Beausoleil Island, in Georgian Bay Islands National Park. Our site offers a unique setting for your group as they navigate their way around camp on the Canadian Shield.

The island is home to many different unique and threatened species and we work closely with Parks Canada to incorporate information about the island and the inhabitants into every program.



Accommodations

Our buildings at camp are all basic wooden structures, designed to be welcoming and comfortable. Our Dining Hall is one of our main gathering spots, where groups meet for all meals and large group indoor activities, and offers beautiful views of the bay from its decks.

All participants live in cabins during their camp experience. Each cabin fits 10 individuals and has single bunk beds with mattresses, shelving units, electricity, and a sheltered porch. Participants are required to bring their own bedding (ie. pillow, sleep bag, single sheet).

Washrooms and washstands are just a moments walk from our cabins.

Meals

Our food services team works to ensure all our participants and visitors at CQE are well fed and have the energy they need to get the most out of their visit with us. We offer a variety of delicious snacks and balanced, nutritious meals. CQE has experience accommodating a wide variety of dietary restrictions and allergies. We collect this information prior to your group's arrival to ensure we are prepared with excellent options for everyone.

Campers are served 3 delicious, homemade meals each day, and an evening snacks. Meals are an important part of camp: it is a time for a group to sit down together and share stories with one another. All meals are served "family-style:" campers eat with their groups for the entire meal. Campers help with setting and clearing tables and bringing food from the kitchen.



HEALTH AND SAFETY

At CQE, the safety of our participants is the number one priority and we are committed to providing safe and comfortable experience for everyone on site. Our site follows all public health regulations as well as guidelines from our provincial camp associations and YMCA to help keep everyone safe. We recognize that each group may have different safety requirements to attend our programs. Many of the main questions or concerns you have may be addressed in this section, however if there is something specific you would like to discuss, please reach out to us directly at anytime.



Staff Training and Certifications

Our CQE staff team consists of experienced program facilitators who have gone through our YMCA and CQE trainings. All staff have a Criminal Reference Check with a Vulnerable Sector Screening and are certified with Standard First Aid and CPR-C as a minimum, though many have further lifesaving and first aid certifications. In addition, all staff leading waterfront areas with boating and swim programs are National Lifeguard Society certified (NL certification) and have prior experience lifeguarding along with our in-house lifeguard training. In addition to staff certifications, staff also receive extensive training on managing risk and emergency response plans.

Our team works together to develop and create each program run at CQE, ensuring that activity front loads and debriefs are catered to the group's goal. This encourages participants to gain a deeper understanding of what they are learning and to realize their individual abilities. Our team is comprised of staff who have had a wide variety of outdoor education, camping and YMCA experience.

First Aid

CQE is equipped with all safety equipment required by provincial standards, and our staff are trained and ready to respond to any emergencies that may occur during program. All major program areas at camp are stocked with a full first aid kit and additional safety equipment. All staff also carry small first aid kits to take care of any minor cuts or scrapes that may happen along the way. Our site has an AED located in the office and we keep a small amount of non prescription medication (ie. Advil, Benadryl) on site to tend to any immediate concerns.

Emergencies

If a participant needs to be transported to the hospital for a non-urgent matter, transportation must be provided by the group leads/chaperones. The closest hospital is in Midland or Barrie and the camp has access to land and water emergency response systems, including the Coast Guard and the National Park Service.

Participant Information Forms

All participants complete a Participant Information Form before the experience begins to ensure that CQE has all the information we need to keep them safe. Any participant that shows symptoms of any communicable illness including COVID-19 leading up to the camp experience, will be asked to delay their arrival and may be unable to participate in the program. Please email the Participant Information Forms and Summary Information Sheet 1 week prior to your visit.

If any participants have health issues that are a concern, we would be happy to speak to you or to the participant/families ahead of time to ensure that we are able to provide a safe and positive experience for everyone.



General Program Safety

Before each activity, YMCA staff will present the level of challenge and the specific physical and emotional risks for each activity. Staff will give participants the opportunity to ask questions and address any concerns before or during the activity to ensure that they feel comfortable. Participants with concerns or varying abilities will be presented with options for accommodations to continue to participate in the activity. During each activity, YMCA staff will closely monitor participants to ensure their safety and will step in to redirect the group when necessary. We encourage participants to face challenges and take risks in a safe environment where they feel supported and empowered.

While YMCA staff oversee all aspects of safety in our programs, the overall well-being of participants is the joint responsibility of our staff and the group leads/chaperones. Group leads/chaperones are responsible for night time supervision and dispensing all participant medication.

Waterfront Safety Procedures

CQE is an accredited member of the Ontario Camps Association and adheres to its Year-round Standards. Our policies also align closely with OPHEA guidelines. We recognize that every school board or group may have different requirements for participating in water based programs. Please reach out to us directly if you have concerns or specific requirements and we will work with you to meet groups needs. All our free swims and boating activities take place in one of our designated waterfront areas, and always under the direct supervision of our staff. All water activities are supervised by staff holding current National Lifeguard (NL) certificates.

Swimming: Each student will be required to complete a swim test on the first day of camp. The swim test includes continuous swimming for 50 m, treading water for 1 minutes and putting on a P.F.D. while in the water. Students who do not pass will be required to wear a P.F.D. at all times when swimming or around the water.

Some schools/groups may require their participants to complete a swim test before attending CQE programs. For groups in the Southwestern Ontario region who require a swim test before arriving on our site, please reach out to us. We have many YMCA branches across the Southwestern Ontario region and we may be able to help you coordinate your swim test at one of our branches. Please note, extra fees may apply.

Boating Policies: Life Jackets (PFDs) are provided and are mandatory for all participants while engaging in boating activities. Boating and lifeguarding equipment is checked and inspected on a regular basis to ensure safety. Before all boating and swimming occurs, safety rules, guidelines and boundaries are explained to participants. Prior to the on-water portion of a boating activity, instructors teach basic paddling skills and review all boating safety rules.

At all times that boating activities are taking place, a qualified waterfront supervisor is present to respond as needed. The waterfront supervisor has their NL, First Aid, and CPR C certification as well as their ORCKA Canoe and Kayak Basic Instructor.

For more detailed safety information regarding boating or swimming programs, please reach out to us directly at cqe@swyo.ymca.ca



THE PROGRAM

All aspects of our program are led by our program staff. Your school will have the same program staff working with your group throughout your stay, with one senior program staff member acting as the group coordinator and some guest staff to assist with certain programs.

CQE prides itself in its ability to work with each group to create a unique, intentional program plan that aligns with the specific goals of the group. We recognize the importance of learning how to work with other people in all situations. With high quality facilitation, spending time outdoors being active together is one of the best platforms for developing team building and cooperation skills. With all our groups, we wish to work closely to create a program unique to your specific goals and interests. Our programs are intended to give students a full outdoor educational experience and also to compliment your work in the classroom.

Program Options

Small Group Program Rotations: Each program rotation lasts between an hour and an hour and a half and is designed as an introductory, experiential activity. Each school chooses the rotations they would like in their program and the rotations are done in small groups of 8-13 students. The length of the group's stay and the other activities they wish to participate in while at camp, limits the number of rotations they may choose. The rotations to choose from are:

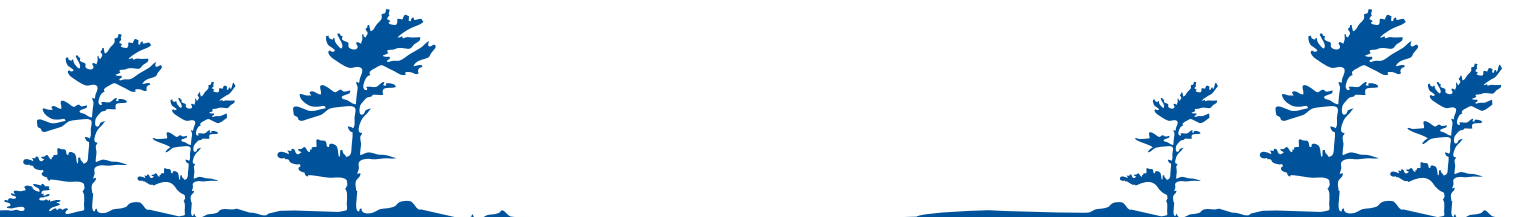
- Canoeing
- Initiatives
- Earth walks
- Outdoor living skills
- Kayaking
- Arts and crafts
- Orienteering
- Voyageur Canoe
- Archery



Large Group Programming: The following are a few of our other group programming options in which your group may choose to participate:

Capture the Flag: Large group games such as Capture the Flag or The Animal Game are excellent high-energy and fun activities for schools. In Capture the Flag, the whole group is split into two teams and the goal of the game is to get the other team's flag. Each team has a group of offensive players who look and try to bring back the other team's flag without getting caught, and a group of defensive players who are guarding the flag and trying to tag the other team's players to send them back to their teams side of the game field.

Action Auction: This activity is a two-part program that focuses on fun and teamwork. During the first half of the program, students are split into small groups and given money to buy items in an auction. They must purchase the items without knowing what they are buying them for. Once all the items have been auctioned off, the groups are given 10-15 minutes to build a contraption to catch an egg falling from a high height without having it break.





The Animal Game: The Animal Game (also known as Survival) is a game to teach students about the different trophic levels. A small group of students are the “Carnivores” who hunt the other players, a medium sized group are the “Omnivores” who can hunt some of the players but are also trying to hide from the Carnivores. The largest group of players are the “Herbivores” whose main concern is to hide from the Carnivores and Omnivores. Each player starts out with a certain number of lives. There are food and water stations set up around the playing field that allow them to gain lives, as well as human impact factors that can take their lives away. After the game is done, leaders debrief how each group felt and what were some of the challenges that each group had.

Campfires: We offer traditional campfires under the night sky, utilising the talents of the YMCA Camp Queen Elizabeth staff. A group activity during which everyone can relax and have some fun! We invite any students who would like to perform to come with their own campfire songs and if anyone knows how to play guitar, we have guitars for students to borrow too!

Scavenger Hunt and Skit Night: Another evening, student can participate in a Scavenger Hunt and learn more about the camp and the island. Once their teams completes the Scavenger Hunt, it is your students’ turn to perform at Skit Night, where each cabin group is given a bag of costumes and props and will be asked to create some kind of skit or entertainment. Teachers and chaperones are also invited to get into the act with a creation of their own. Nothing elaborate or professional is required, but you may wish to keep it in mind as you are planning your trip with your students.

Free Time and Rest time: Although days are generally very busy, there are a few times throughout the day for students to wind down, relax, play a few games, or go fishing. These are generally before & after meals. Throughout your stay, please let our program staff know if your students need more or less free time and we will adjust your schedule. A normal schedule is fairly full, so if you know ahead of time that you would like to give them that time, please let us know and we will schedule it in.

Free Boating: An opportunity for students to canoe and kayak outside of a structured lesson.

The Beausoleil Storm: Students will split into two groups, with one group hiking and one group travelling by canoe to a nearby beach. There they will have a beach party – go swimming, play games, and enjoy a BBQ lunch. After lunch, they will head back to camp with the morning’s hiking group travelling by canoe and vice versa.

Swimming: Throughout each day there are opportunities for the students (and brave teachers and chaperones) to go swimming. Although the water temperature in Georgian Bay can be cool in the spring, you will be surprised at the endurance of your students!

Nightwatchers: Students have the opportunity to explore the night sky while reflecting on their experience thus far.

Please note that programs run rain or shine. Make sure your students come prepared for a variety of weather conditions. We will try to stay as close as possible to the intended program no matter the weather as long as the activities remain safe to run. We have a number of rainy day options on hand in the event that severe weather conditions preclude outdoor activities - your Program Co-ordinator would meet with you to arrange an alternate program schedule. Due to limited indoor space this may mean sharing program space with other groups.



The following is an example of a typical program schedule for a 4-day visit to CQE.

Time	Day One	Day Two	Day Three	Day Four
7:30am		Wake Up	Wake Up	Wake Up
8:30am		Breakfast	Breakfast	Breakfast
9:30am		Rotation 3	The Beasoleil Storm BBQ Lunch and Beach Party	Games @ Flagpole
10:45am		Rotation 4		Boat Runs to Honey Harbour
12:00pm		General Swim		Harbour
12:30pm	Arrival at Honey Harbour	Table-setters & Lunch		Depart with a bag lunch
1:15pm	Snack/Community Meeting/Swim Test			
2:00pm	Flags @ Flats	Animal Game	Free Swim/Rest Time	
3:00pm	Rotation 1	Rotation 5	Action Auction	
4:50pm	Rotation 2	Rotation 6	Rotation 7	
5:45pm	Dinner	Dinner	Dinner	
7:00pm	The Animal Game	Free Boating	Scavenger Hunt	
8:30pm	Campfire	Campfire	Skit Night	
9:30pm	Bedtime	Bedtime/Nightwatchers	Bedtime	



PREPARING FOR YOUR EXPERIENCE

One of the most important things that you can do to help ensure a successful experience for your class is to prepare your students properly for their trip to CQE. Camp is a unique environment that will be like nothing many of your students have ever encountered. Routines such as mealtimes, sleeping, and activity level will often be very different from what they are used to. Below are some pointers to help prepare your class and yourselves for their experience.

Preparing for the Environment:

Our programs are designed specifically to be outdoor experiences, and most activities will continue to run outside, rain or shine. Encourage your students to bring clothing that they won't mind getting dirty, and stress the importance of proper raingear and warm clothing. There are no showers available to students during the visit, but running water is available at washstands throughout the site. Clean, modern washroom facilities are located near the beginning of the cabin line, as well as two pairs of composting washrooms.

Preparing for the Camp Culture:

CQE is a traditional camp environment – there is no TV, internet access for students, pop or candy machines. Cell phones and electronic devices are not allowed on site. When addressing these issues with your students, focus on the positive: all the new skills they will learn, a chance to connect with peers and nature, the new programs they get to try and the uniqueness of the experience.

Preparing your chaperones:

We want you and your chaperones to have fun at CQE and we encourage you to participate as much as possible in all of the programs offered during your stay at camp. Our staff will lead all of the programs and activities, and will be actively involved during meal times. However, as with any field trips, the ultimate responsibility for the care and conduct of your students lies with the teachers and chaperones. Please let your students and chaperones know your expectations and those of the camp prior to your trip. There are some specific responsibilities for teachers and chaperones at YMCA Camp Queen Elizabeth.

During Programs:

We encourage you to get involved in the participation and even help in the delivery of some programs. This gives you the opportunity to be a part of activities with your students where you are not the “teacher” and get to see students perform in new and challenging situations.

Mealtimes:

The entire camp eats together in the Dining Hall at 8:30am, 12:45pm, and 5:45pm. We ask that one teacher or a chaperone sits with each table throughout the meal to provide guidance and structure. Our staff will also be spread out at the table to help with this.

Allergy Awareness:

At YMCA Camp Queen Elizabeth we are committed to creating a safe and inclusive environment for everyone. With this in mind, we have a number of campers with severe food allergies and food sensitivities. We recognize that nut allergies are a common concern and because of this our camp is a nut sensitive site. While our camp works to limit the introduction of nut products into our space, we do carry some products that may contain traces of nuts. If your camper has a severe allergy to nut products or any other food item, we will not serve that camper any food that contains or may contain traces of the allergen. An anaphylaxis policy and emergency protocol are in place to ensure that campers with severe allergies are identified, and the camp will work towards eliminating camper contact with the allergen. All campers with anaphylactic allergies are communicated to staff. The Food Service team and Camp Director will revise menu plans, ingredient lists and products to ensure that the product is removed from that camper's meals. If you have any concerns about a specific food allergy or dietary restriction, please feel free to reach out to us at any time so we can answer any questions and discuss your concerns.

Free Time and Evening Supervision:

There are few “free time” periods throughout the day at camp. Teachers should be aware of where their students are and what they are doing. After program ends in the evening, it is the responsibility of the teachers and chaperones to co-ordinate bedtime and evening supervision. Bedtimes may present a change for students. Often, this is the first time some students will experience a group living environment; for some it may be their first time away from home. The students will have had a long and exciting day, and this is an important time in the students' development of the independence necessary to make them self-reliant, mature individuals.

While it is up to each individual school to set their own “lights-out” times, please be mindful that there will be other schools on the cabin line as well. We ask that students do not wander around camp at night without direct adult supervision and that the cabin area is quiet by 10:00 pm.



LOGISTICS

Cabin Groups: Our camper cabins sleep 10 people. Prior to your trip we will contact you with the cabins that have been assigned to your group. If your school policy is that teachers and chaperones do not sleep in the same cabins as students you will be nearby either in another cabin on the cabin line, or in staff/ chaperone accommodations. Please note that during busy times chaperones may be asked to share accommodations with other chaperones of the same gender from a different school.

Rotation Groups: Prior to your trip, we will contact you with the number of rotation groups into which you will need to divide your group. It is up to you on how the group is divided – just remember that students will be spending a lot of time in these groups during their stay. Typically, rotation groups are between 8-13 people.

Packing List: Please refer to Appendix A. for a complete list of what to bring (and what not to bring). If you have any questions, do not hesitate to contact us.

Additional Forms: Please distribute the “What to Bring” and “Participant Information Form” to your students’ families. The “Summary Information Sheet” should be faxed to camp at least one week prior to your visit. Please bring the forms with you to camp so that they are easily accessible in case of an emergency.



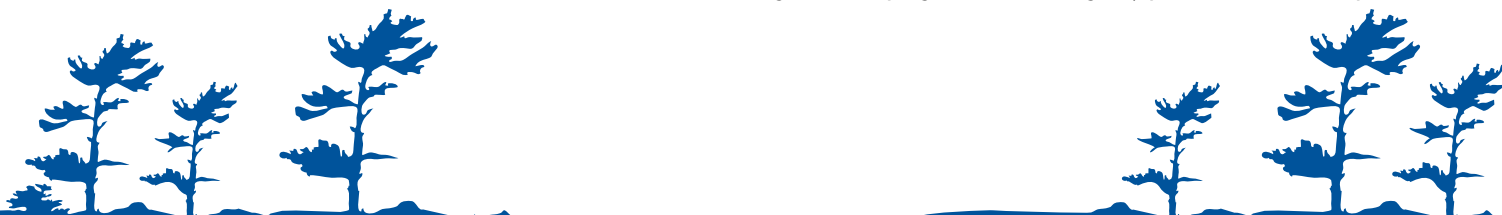
Busing: Groups are responsible for finding their own means of transportation up to camp as bus transportation is not included in trip fees. We will contact you one week before your visit to confirm your arrival time, which is **typically between 10:00am and 12:00pm**. Buses should drop groups at the Honey Harbour Boat Club docks (2709 Honey Harbour Rd.) where our camp boats will meet you.

Lunch: Please have students bring a bagged lunch for the first day at camp. Please ensure that the lunches are **nut-free**. There will be a snack provided once all of the students arrive at camp, but there will not be a full meal until Dinner, at 5:45pm.

Boat ride: After our staff have greeted you in the harbour and your bus has been unloaded, we will begin shuttling your group over to Camp on our motor boats. Lifejackets (PFDs) are provided and are mandatory at all times for our staff, students, teachers and chaperones while in any boat. Your luggage may travel to camp on a separate boat with one of our staff.

All our our motor boats at camp are licensed with Transport Canada and are compliant with all regulations for small commercial vessels. Our boat drivers are certified and extensively trained to operate passenger vessels.

Arrival: Upon arrival at Camp, a tour of the site will be given by the program staff who are working with your group. Once the entire group is over at camp, all of the students and supervisors will meet for a snack and a community meeting, where our site policies, guidelines, programs, and emergency procedures will be explained.



Policies for School Groups

- Cell phones, iPads, iPods, and other electronics are not allowed at YMCA Camp Queen Elizabeth.
- Student discipline is a responsibility shared between school teachers and CQE Outdoor Centre staff.
- Night time supervision of the students is provided by the teachers and chaperones of each school unless arranged with camp management prior to your groups arrival.
- Junk food, snacks and treats are not allowed at YMCA Camp Queen Elizabeth due to wildlife and allergies; all food brought to the island will be kept in a safe, locked location until departure.
- YMCA Camp Queen Elizabeth is a non-smoking and alcohol-free facility.
- Quiet hours are from 10:00pm until 7:00am; please respect other groups who may be participating in programs on the site.
- Camp Queen Elizabeth is a Bully-Free Zone and there is no tolerance for physical, verbal or emotional violence.
- Cabins will be examined before and after each usage. In the event of graffiti, damage to buildings, or buildings requiring beyond normal cleaning, the cost of any repairs will be attached to the final invoice.

Please supervise and orient your students concerning expected behaviour. Should a situation arise between students including such things as violence, theft, or other illegal activities, YMCA Camp Queen Elizabeth reserves the right to have the students sent home. Please share this information with all Adults and Students attending YMCA Camp Queen Elizabeth, as well as parents of students who will be attending.





Booking Information

1. **Booking:** Fill out the Outdoor Education Booking Sheet and send it in by [email](#). We will be in contact with you to confirm we received it.
2. **Contract:** Once we've confirmed your booking, you will receive a contract by email. Please sign and return the contract within 2 weeks of receiving it.
3. **Group Deposit:** This is a non-refundable deposit of 30% of the total cost that is due within a month of receiving the contract. This date will be stated on the 2nd page of the contract.
4. **Final Payment:** When you arrive at CQE, we will calculate your remaining balance based upon your actual numbers. We will send you the final invoice upon your arrival, or departure if group numbers have changed.

Please note:

If you expect your numbers to increase or decrease significantly, please let us know as soon as possible. This allows us to ensure that we will have adequate program staff working with your group and enough space to accommodate you. **YOU WILL BE CHARGED BASED ON THE NUMBERS GIVEN TO US A WEEK PRIOR TO YOUR ARRIVAL OR YOUR ACTUAL NUMBERS, WHICHEVER IS HIGHER.** Exceptions to this policy are at the discretion of the Camp Director and are only considered in extenuating circumstances.

Alternative payment plans can be arranged if needed. Please contact the camp office to arrange this.

Financial Assistance

Our traditional overnight fee is \$115 per night + tax per participant including full programming and 3 meals. Teacher/Chaperone Rate is half price + HST. Program rates are dependent upon each group's needs. Please contact us to confirm participant fees.

Financial assistance is also available for families. We work directly with both schools and families to ensure all students are able to attend our programs and finances are not a barrier. Families can reach out to us directly at cqe@sw.ymca.ca or through the school for more information.

Slideshow Information Night

A slideshow information night is a great way to get your students excited about camp and for parents to meet CQE management and have all their questions answered. The 30-45 minute slideshow runs through a typical program and gives students and parents an opportunity to see CQE pictures, and learn more about the site and the programs we run. If you are interested in booking a slideshow at any time throughout the year, please contact us at cqe@sw.ymca.ca



Checklist for Teacher / Coordinator

- Group deposit of 30% and contract sent to the camp office in London (within 1 month of receiving contract)
- Slideshow and Parent Info Night scheduled with camp (if desired)
- Participant Information Form and What to Pack lists distributed to students
- Health and Dietary summary form emailed at least 1 week prior to visit
- Camp will call approximately 1 week before the visit to confirm: arrival and departure times, program schedule, cabin arrangements, and final numbers
- Students divided into rotation groups and cabin groups (prior to arrival at camp)
- Final amount owing sent to camp office in London (prior to or immediately after visit)



Appendix A - What to Bring

The following list is a guide for what to pack for the upcoming experience at the Camp Queen Elizabeth Outdoor Centre. The program runs for the better part of a week - Please discuss this list and use your judgment to help pack what is needed to be comfortable, while trying to keep baggage to a minimum.

Name: _____

- _____ Warm sleeping bag, or light bag with extra blanket
- _____ Pillow
- _____ Supply of socks and underwear for the trip
- _____ Pyjamas
- _____ 1 pair of sturdy running shoes (must have proper backing)
- _____ 1 pair of water shoes (sandals with a back strap, aqua socks, etc)
- _____ Raingear (programs continue despite rainy days – please make sure you come prepared)
- _____ Hat (good for sun and rain)
- _____ 2 pair of long pants
- _____ 1 pair of shorts
- _____ Bathing suit
- _____ Towel
- _____ 1 lightweight jacket
- _____ 1 heavy sweater
- _____ Warm and light shirts
- _____ Toiletries (comb, toothbrush, toothpaste, facecloth etc.)
- _____ Insect repellent
- _____ Water bottle
- _____ Flashlight with batteries
- _____ Sunscreen (SPF 30 minimum)
- _____ Face masks

Optional

- _____ Film or disposable camera
- _____ Book, magazines
- _____ Sunglasses
- _____ Writing materials clipboard or notebook

DO NOT BRING: Knives, hatchets, matches, iPods, mp3 players, CD players, video games, cell phones, iPads, hair dryers, hair straighteners, good clothes, money, food, candy, gum, or any valuables. **Please Note:** Please do not bring soap or shampoo from home unless it is 100% biodegradable.

Camp is a place where we focus on unplugging from technology, reconnecting with nature and making real world connections within the camp community. We realize that cell phones are very much a part of how young people communicate with each other, however we find they are a distraction from this focus. All participants will not be permitted to have their cellphones at camp. Any cell phones that do come to camp will be kept in the office and returned on the last day

Please feel free to photocopy these sheets as needed.

