urban bike adventures camp

HANDBOOK

2026

GreenUP

INTRODUCTION

To Urban Bike Adventures

Hello friends,

We are so grateful to be welcoming your camper(s) to GreenUP's cycling camp this summer!

Participants in Urban Bike Adventures camp will spend the week learning, exploring, and building lasting relationships with each other, the natural environment, and their bike! During camp, youth will develop skills and knowledge to enhance confidence in bike riding while they explore the many trails, public spaces, and nearby nature destinations our city has to offer.

Your child's week with us will include a diversity of co-operative and self-directed activities, including bike activities, bike rides, visits to local destinations, mapping, art, leadership activities, and more. They will learn about bike maintenance, safety, rules of the road, and bike handling skills. There will be opportunities to stretch limits and grow strengths as we travel around and explore our community. Their week may also include time at GreenUP Ecology Park and swimming at Beavermead.

Along with unique opportunities, our programs hope to foster a sense of wonder, independence and resilience. We support campers in building a healthy camp community with a shared joy in exploration.

Our educators bring a wealth of diverse camp and life experience, and a passion for supporting children in the outdoors and with each other. We find joy in all weather and in every season, and believe that summer camp is a spacious moment to foster love and appreciation for nature, and witness our community in full bloom.

See you soon!

Winter

Cat

Ashley

Melanie

PROCEDURES

Camp Health & Safety

GreenUP is committed to supporting a healthy, safe, and fun camp experience for all children. We appreciate your cooperation to ensure that the following procedures are adhered to:

Communicable Disease: In the case that a participant is affected by a communicable disease, they will be asked to stay home for the required isolation period or until their health care provider indicates that it is safe for them to attend. Children who have a temperature over 101°F (38.3°C), who are vomiting, or who have diarrhea will also be asked to stay home for a period of 24 hours after their last symptom has subsided. In instances where a sick or affected child has attended camp and there is a risk of disease spreading, or of an infestation such as head lice, all parents shall be notified.

Management of Symptomatic Persons: If a camper begins to display any symptoms of a communicable disease, while attending camp, they will be separated from others, and will remain in a supervised area until they can go home. The supervising staff will wear personal protective equipment if necessary. If a staff person begins to display any symptoms, they will be encouraged to return home.

Medication: Participant medication must be provided to a camp counsellor at the beginning of each day to be stored in a secure location. Medications must be provided in a container or bag that is labelled with the camper's name, the name of the medication, and the dosage instructions. If a camper is required to take a medication during the day, parents/guardians will also be asked to complete and sign a Camper Medication Record Form to indicate instructions (frequency and dosage) and to give consent to administer. Parents or guardians of campers who require emergency medication (i.e. Epi-Pens or Inhalers) will be asked every day to confirm that the medication is in their child's bag. Emergency medications will remain with the child throughout the day.

Anaphylaxis: Campers with an anaphylactic allergy are required to have completed an Anaphylaxis Emergency Plan prior to their arrival at camp. On the first day of camp, the form will be reviewed with the parent/guardian and additional notes or details may be added, as appropriate.

Hand-washing & Personal Hygiene: Proper and frequent hand-washing can help to reduce the spread of infectious diseases. Campers will be supported to wash their hands with liquid soap and water before eating, after using the bathroom, if they've come in contact with high-touch areas, and regularly throughout the day. Reminders will also be given to avoid touching your face, eyes, nose, and mouth. Hand sanitizer will be available for use.

Swimming: Aquatic activities must adhere to municipal guidance and restrictions at the time of activity. Swimming is likely to take place during the camp week if weather and water quality permit it, and parents/guardians should be aware of this. Swimming will only occur if a Certified Lifeguard is present, although Camp Staff will act as the main supervision. Children are welcome to swim without a life jacket or other certified personal floatation device. However, if parents/guardians send one because they feel it is needed the camper will be required to wear it while swimming.

PROCEDURES

Camp Health & Safety

Food & Water: GreenUP camps are **nut-free**. If a camper has a nut-product, this will be removed from the camp setting and stored in a locked space that is not accessible to campers. The item may be returned to the parent/guardian at pick-up time, and a nut-free reminder should be given. To ensure the health of all participants, campers should not share or trade snacks.

Please note: Camp will be located in many public spaces and therefore **we cannot guarantee a nut-free environment.**

Each camper should have their own drink bottle. The bottle should be labeled with their name, kept with them during the day, and not shared. Drink bottles will be refilled with water by camp staff.

Sunscreen and Bug Spray: It is highly recommended that campers wear sunscreen and other sun protection (i.e. hat) while at camp. Bug spray is also recommended for campers, since there are some areas of the park that have high levels of bug activity. We will inform the campers before venturing there so they can apply bug spray.

For those without sunscreen, some will be kept on-site. Campers will be given regular opportunities to reapply sunscreen and bug spray throughout the day, and will be encouraged to do this themselves. As required, staff may assist children in reapplying their sunscreen. Campers should not share their sunscreen or bug spray with other participants.

Ticks: A tick-check should be conducted each evening after camp. If a tick is observed, it should be removed using needle-point tweezers or a tick key. If a tick is observed on your child while they are at camp, a staff person will remove it and place it in a labeled plastic bag — this will be given to the camper's parent/guardian at pick-up time.

WHAT TO KNOW
About Your Camp Experience

Completing Registration

Thank you for registering! During registration, we asked you to complete the following for each child:

- Camper Health and Information Form, with Release and Waiver
- Anaphylaxis Emergency Plan Form (as required)
- Medication Record Form (as required)

If these have not been received prior to the first day of camp, parents/guardians will be required to complete them at sign-in. Additionally, if any of the information has changed, please inform our team.

As part of our registration process, we ask you to complete a Photo Release, Release of Liability, and to consent to the terms of our Cancellation Policy. For your review, these have been outlined below:

PHOTO RELEASE
(opt-in)

I hereby give GreenUP permission to use my own or my child's name, photograph, video recording, audio recording, and/or likeness (collectively referred to as "Their Image") as they deem fit and appropriate to GreenUP's purposes.

I am aware and agree that Their Image may be used in all forms including, but not limited to, media for broadcast or in printed publications, on GreenUP's websites, in public displays, or in GreenUP publications.

I am aware that GreenUP may share Their Image with program partners and funders for their limited use, as it relates to a program or event.

I waive any right to inspect or approve any publication of Their Image by GreenUP. I understand that GreenUP cannot control unauthorized use of Their Image by persons not associated with GreenUP once their Image has been published.

I have carefully reviewed and understand the above provisions and agree to be bound by them. I voluntarily and irrevocably give my consent and agree to this Release and Waiver.

CANCELLATION (required)

All camps must be paid for in full at time of registration. All cancellations must be made in writing. A full refund will only be provided until the date indicated on the camp registration page. Cancellations after this date will result in complete forfeiture of camp fees. No refund, reduction of fees, or credit will be granted for late arrival, early departure, withdrawal, or dismissal. All payments are non-transferable. If a camper is unable to attend due to medical reasons, a full refund will be granted.

RELEASE of LIABILITY
(required)

In consideration of my child's participation in activities with GreenUP, I recognize and acknowledge that there are inherent risks and hazards involved in regular program activities. The following is a non-exclusive list of possible risks that could be encountered while participating in program activities:

- slips, trips, and falls
- minor cuts and / or abrasions
- insect bites / ticks / bee stings / poison ivy
- swimming (lifeguard on duty).

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my dependent(s) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my dependent(s) may experience or incur in connection with our attendance at a GreenUP event/activity ("claims"). On my behalf, and on behalf of my dependents, I hereby release, covenant not to sue, discharge, and hold harmless Peterborough Green-Up Association, its directors, employees, agents, and representatives, of and from the claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto.

I confirm that I have read and understood this release agreement prior to signing it, and that I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators, assigns and representatives may have against GreenUP and its agents.

ACKNOWLEDGING THE LAND WE ARE ON

GreenUP is located on Treaty 20 Michi Saagiig territory, in Nogojiwanong, which in English means "place at the end of the rapids." GreenUP respectfully acknowledges that the Williams Treaty First Nations are the stewards and caretakers of these lands and waters in perpetuity, and our experienced staff work to foster an appreciation for each other and respect for this land.

WHAT TO KNOW

About Your Camp Experience

What to Bring Each Day

- ☐ **Litterless lunch and 2 snacks (nut-free)**
- ☐ **Hat and sunscreen**
- ☐ **Rain gear (if required)**
- ☐ **Bathing suit and towel**
- ☐ **Life jacket or other certified personal flotation device**
  (optional, but if provided, your camper will be required to wear it while in the water)
- ☐ **Well-fitting bike and helmet, plus bike lock and bell**
  (unless other arrangements have been made with program staff)
- ☐ **Refillable drink bottle**
- ☐ **Closed toe shoes**
- ☐ **Bug spray (optional)**
- ☐ **Medication (if required)**
- ☐ **Masks (if you like)**
- ☐ **Backpack, to hold everything**

****Remember to wear clothes that are comfortable for biking, building, crafting and playing. Clothes that you won't mind getting dirty or stained are recommended, just in case!**

Daily Drop-Off and Pick-Up

Camp drop-off is between 8:45-9:00am, and pick-up is between 4:00-4:15pm.

Pick-up and drop-off will take place at GreenUP's front entrance at 378 Alymer Street North. **Bikes can be stored at GreenUP throughout the camp week.** If arriving by car, parking is limited in the lot in the North side of the building. You may wish to park off-site and walk to our downtown location. Street parking as well as public parking lots are close by. If arriving late for pick-up (after 4:15pm), you are required to contact GreenUP at (705) 745-3238 ext. 204.

Please note: *We reserve the right to charge a late pick-up fee of $15 plus $1 per additional minute to recover our costs if arriving after 4:15 p.m., with cash due upon arrival.*

During camp programs, camper daily sign-in and sign-out is required. This must be completed by an authorized person who is listed on the camper's Health and Information Form, or who has been approved, in writing, by the child's parent/guardian. Any notice of changes to daily arrangements is appreciated.

If someone other than an authorized pick-up person arrives to pick up a child, staff will: 1. Call parent for verbal authorization. 2. Stay with the child until their parent/guardian or another authorized person arrives.

Participants are not to leave GreenUP camp programming without an authorized pick-up person, unless self sign-in/sign-out is approved in writing during registration or on site.

Communication

We are committed to supporting consistent communication with parents/guardians about their camper's experience at GreenUP's camps and working collaboratively to ensure a positive experience.

Should any behavioural issues and/or minor injuries occur during programming, these will be communicated at pick-up time, with a written follow-up as appropriate or requested. If a more critical issue or injury occurs during camp, parents/guardians will be contacted by phone immediately.

Emergency Contact

If there is an emergency, and you need to reach GreenUP staff immediately during camp hours, please call:

705-745-3238 x 204

Administrative Contact

If you have questions about our camp, daily logistics, or would like to report an absence, please e-mail:

camps@greenup.on.ca

Camper Code of CONDUCT

It is our commitment to provide a safe and nurturing environment for all campers. To assist us in offering the best camp experience we possibly can, we ask all parents/guardians to review this code of conduct with their campers.

Generally, we expect that campers will:

- **Respect themselves.** We expect campers to take appropriate care of themselves. Expectations are based on the child's developmental level and needs.
- **Respect the environment.** We expect campers to care for the plants and creatures who share this vibrant ecosystem with us, and to be stewards of this area for future generations.
- **Respect others.** We expect campers to treat one another and our staff with courtesy, and to contribute to creating a safe, healthy, and comfortable environment for everyone.

Specifically, we expect that campers will not:

- Engage in inappropriate behaviour, such as bullying, teasing, harassment, swearing, or acts of aggression.
- Harm or damage the natural environment, including trees, plants, and garden areas.
- Vandalize or cause damage to property, including buildings, equipment, or other structures.
- Deface any property or natural features with graffiti, carvings, etc.
- Steal or borrow other people's possessions without their consent.
- Leave the designated boundary without permission, and/or without the presence of an accompanying adult.
- Bring and/or use a cell phone or other electronic device while at camp.

In instances where there is damage to property or equipment, parents/guardians may be held responsible for the cost of clean-up, repair, or replacement.

To ensure that GreenUP's camp programs remain a safe and healthy environment for all participants, for staff, and for all plants and animals in this shared space, clear behaviour management approaches are vital.

Behaviour management will:

- Consider the child's developmental level and needs.
- Make expectations clear and provide support to help children participate positively.
- Focus on the behaviour rather than the child.
- Be implemented in a positive and consistent manne.
- Be designed to help the child to learn appropriate behaviour and techniques.
- Involve consultation with parents/guardians to include their input of successful approaches with a child, as well as to keep them informed of issues/concerns as they arise.

(ref. Ottawa Forest and Nature School)

To ensure a positive and inclusive program for all, we are able to provide assistive programming that helps campers integrate into the week. However, we are not able to provide alternative programming for extended periods of time. If a camper needs to be repeatedly withdrawn from their activities and/or if their behaviour is deemed to be a threat to either their own safety or the safety of others, we will not be able to accommodate them.

In instances where there is a serious or repeated breach of the Camper Code of Conduct, or where a child's needs cannot be accommodated, the child may be asked to leave the camp. In this case, there will be no refund or credit on camp fees.