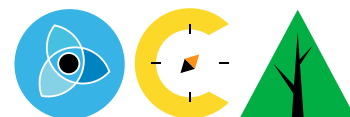


# Provisional One Application 2021-22



**ONTARIO CAMPS  
ASSOCIATION**

*for Camps and Outdoor Education Centres*



## Contact Information

Camp/Outdoor Education Centre:

Name (Director/Main Contact):

Main/Winter Address:

Winter/Main Phone #:

Toll-Free Phone #:

Summer Site Address:

Summer/Other Phone Number:

OCA Communications Email:

Public Email:

Legal Name of Camp/Outdoor Education Centre:

Owner/Operator:

Parent Organization and/or Camp Affiliation:

Do you provide outdoor education programs?      Yes      No

Camp/Outdoor Education Centre Type:

*Outdoor Education Centres check off Outdoor Education Centre AND whether they are day and/or overnight.*

Day

Overnight

Outdoor Education Centre

For Outdoor Education Centres: What is your operating season?

Spring

Summer

Fall

Winter

Website:

Sharing of Contact Information: I have read and agree to the information shared in **this link**.

Mentor: I am interested in being paired with a mentor who can provide support and guidance as I work towards accreditation.

Founded:

## Social Media Handles/URLs

Facebook:

Twitter:

Instagram:

LinkedIn:

## Kindred Declaration

*Kindred groups are important for educational programs and for parents who want to make specific choices for their camper(s)/ participant(s). Please choose the kindred groups that best describe your camp/outdoor centre (check all that apply).*

Religious

Special Needs

Agency

Overnight

Private

Other

Day



## Special Needs Information

Please answer these questions to assist the OCA in directing parents of campers with specific needs to camps and OECs that specialize in those needs. Keep in mind that all camps and OECs have a duty to accommodate all campers under the Ontario Human Rights Code, and discriminating in a manner contrary to the Ontario Human Rights Code is prohibited.

Does your camp/outdoor education centre exclusively serve a population who have specific special needs?

Yes                      No

Does your camp/outdoor education centre have specialized programs for campers/participants with specific special needs?

*Specialized programs for campers/participants with specific special needs are programs specially designed to integrate those campers/participants into your general camp/outdoor education centre population.*

Yes                      No

If yes to the above question(s), please indicate the specific camper/participant population(s) your camp/outdoor education centre serves.

ADD/ADHD	Deaf/Hard-of-hearing	Learning Disabilities
Autism Spectrum Disorder	Deafblind	Mental Health Diagnosis (e.g., Anxiety, Depression)
Behavioural/Emotional Concerns	Developmental Disabilities	Other (please list below)
Blind or partially sighted	Diabetes	Parent Provides 1:1
Camp Provides 1:1	Facial Differences	Physical Disabilities
Cancer	Genetic Disorders	Tourette Syndrome

Other:

If applicable, what types of specialized supports does your camp/outdoor education centre provide to these campers/participants?

## Subsidies

Does your camp/outdoor education centre offer subsidies?                      Yes                      No

If yes, what percentage of campers are subsidized?

If applicable, please list the names and websites of your main funding sources:

## General Information:

Please state the Mission Statement and philosophy of your camp/outdoor education centre:

*\*Please email or mail your current brochure and/or links to any other promotional materials to [jen@ontariocamps.ca](mailto:jen@ontariocamps.ca).*

What do you do in your program(s) to achieve your mission?

*\*Please email a complete activities list for your camp/outdoor education centre to [jen@ontariocamps.ca](mailto:jen@ontariocamps.ca).*

Why are you seeking OCA Accreditation and how do you hope to benefit from Membership?

*\*Please email [jen@ontariocamps.ca](mailto:jen@ontariocamps.ca) a Long Range Plan for your camp/outdoor education centre.*

Any additional information can be emailed to [jen@ontariocamps.ca](mailto:jen@ontariocamps.ca) if needed.

## Program Information:

What months does your camp/outdoor education centre operate?

Please select all of the following non-summer programs you offer:

Adult weekends	March break camp	Other
December holidays camp	PA day camp	
Family retreats/family camp	Passover camp	

Please list other non-summer programs you offer:

Length of Time (Weeks):

Length of Time (Days):

Is your camp/outdoor education centre part of a parent organization that oversees multiple camps/outdoor education centres?      Yes      No

If yes, list other camps/outdoor education centres under the same ownership/sponsoring agency:

## Outdoor Education Centres

*If you are a camp, skip this section.*

Do you offer any summer programs or run a camp when groups are not on site? If yes, what do you offer?

*For each session, list the name, start date, length, and cost per participant. Please email [jen@ontariocamps.ca](mailto:jen@ontariocamps.ca) with additional information, if necessary.*

Maximum capacity of your outdoor education centre at any one time (staff plus participants):

Highest number of participants at any one time:

Total number of "participant days" last season:

*A participant day = 1 participant for 1 day (e.g., 100 participants at your outdoor education centre for 5 days = 500 "participant days" (100 x 5).*

How many groups did your outdoor centre host in your last fiscal year?

What is the suggested supervision ratio (participant/staff ratio) for your group?

## Camps

*If you are an outdoor education centre, skip this section. Please answer based on your in-person programs only, not virtual camp.*

Camp Sessions and Non-Summer Program Information:

*For each camp session/non-summer program, list the session name, start date, length and cost per camper. Please email [jen@ontariocamps.ca](mailto:jen@ontariocamps.ca) with additional information, if necessary.*

What is the age range of your campers/participants?

Identification (check all that apply):

*All Gender: Inclusive of male, female, Non-Binary & gender variant individuals. Intergenerational: Any program that invites both parents/guardians or other adults to join in programming alongside the child/youth.*

All Gender

Male

Female

Intergenerational

Other

Maximum capacity of your camp at any one time (staff plus campers/participants):

Highest number of campers/participants at any one time:

Total number of "camper/participant days" last season (in person only):

*A camper/participant day = 1 camper/participant for 1 day (e.g., 100 campers/participants at camp for 5 days = 500 "camper/participant days" (100 x 5).*

What is your overall camper/participant to staff ratio?

Did you have campers sponsored by an agency last season?                      Yes                      No

If yes, how many?

If yes, what percent of total campers were sponsored by an agency?

Did you have a CIT or LIT program last season?                      Yes                      No

## Staff Information

Paid and Volunteer Staff Information:

*Please use numbers from your most recent camp/outdoor education centre operation. This information is kept confidential and is only used for the purposes of bulk data reporting.*

Type of Paid Staff	Work with Campers/ Participants	Not Work with Campers/ Participants	Age Range
Administrative (incl. Directors)			
Kitchen, Maintenance, Drivers, etc.			
Contractors (incl. Catering Services)			
Senior Staff			
Counsellors			

Type of Volunteer Staff	Work with Campers/ Participants	Not Work with Campers/ Participants	Age Range
Administrative (incl. Directors)			
Kitchen, Maintenance, Drivers, etc.			
Contractors (incl. Catering Services)			
Senior Staff			
Counsellors			

Occupation/Student	# of Paid Staff	# of Volunteer Staff
Staff in Secondary School		
Staff in University/College		
Staff in the Workforce		
Other: _____		

What resources do you use to hire staff? (e.g., job fairs, word of mouth, etc.)

Do you ask for criminal background checks for all staff/volunteers? (HR.2.8.)      Yes      No

How do you interview staff? (check all that apply)

In person      Skype/video conference      Phone      Other

If other, please explain:

How many Canadian staff do you have? (If none, enter 0)

How many Temporary Foreign Workers do you hire? (If none, enter 0)

How many of your staff are from the USA? (If none, enter 0)

How many of your staff are from Mexico? (If none, enter 0)

How many of your staff are from other international countries? (If none, enter 0)

Total wages (\$) paid to Canadian camp staff:

Total wages (\$) paid to camp staff who are Temporary Foreign Workers:

## Director Information:

Number of years of experience of Director:

*\*Please email the Director's resume to [jen@ontariocamps.ca](mailto:jen@ontariocamps.ca).*

Is the Director familiar with the OCA and our Standards?      Yes      No

Has the Director ever led an OCA Accredited Camp/Outdoor Education Centre before?      Yes      No

If yes, please indicate which camp/outdoor education centre (s) and the year(s) of service:

## Camper/Participant Information

*For this section, please use numbers from your 2019 fiscal year. If none, enter 0.*

How many campers/participants did you have from Quebec?

How many campers/participants did you have from the USA?

How many campers/participants did you have from Mexico?

How many campers/participants did you have from other international countries?

Total of all camp/participant fees (\$):

Amount from foreign campers/participants, including Mexico and USA (\$):

Annual gross revenue of your operations (\$):

*Please email [jen@ontariocamps.ca](mailto:jen@ontariocamps.ca) a copy of your last financial statements.*



## Additional Information

Has your camp/outdoor education centre ever received a notice of violation/order from a government or regulatory body?      Yes      No

If yes, what was the date of the violation?

If yes, what department/organization issued the violation notice?

If yes, what matter was it regarding?

If yes, what did you do to resolve the matter?



## Reference Information:

*For this section, please list the name, relationship to your camp, address, phone number and email of each reference.*

Reference #1: OCA or other Provincially Accredited Camp or Outdoor Education Centre

Reference #2: Bank Manager or Chartered Accountant

Reference #3: Landlord or Supplier

Reference #4: Solicitor or Affiliated Religious Professional

Reference #5: Camper Parent

Reference #6: Current or Former Staff Member

Reference Forms      I will have my references send their letters directly to the OCA by February 1, 2022.

## Accreditation Standards Questions/Policies and Procedures

MA.3.1. Is your insurance provider aware of all the program types (day camps, overnight camps, outdoor education centres, rentals, virtual camps, other) your camp runs and do you have the appropriate liability insurance?

*Please provide a copy of your insurance policy.*

Yes                  No

Does your camp have general liability coverage?                  Yes                  No

If yes, please specify the amount (\$):

MA.4.4. Does the camp have a written alcohol, tobacco and drug policy?

*Please provide a copy of these policies.*

Yes                  No

HR.2.13. Does the camp annually issue and receive a signed copy of a written employment contract for all seasonal personnel?

*Please provide a copy of the contract.*

Yes                  No

CFE.2.5. Are fire emergency procedures posted in key locations?

*Please provide a copy of your fire emergency procedures.*

Yes

No

HC.4.1. Are written procedures available for the management of accidents, medical emergencies or death?

*Please provide a copy of your written procedures.*

Yes

No

## Volunteering

Are you interested in volunteering at the OCA?

Yes

No

Already volunteer!

Committee(s)/Areas of Interest (check all that apply):

Annual Conference

Environment

Membership

Archives

Equity & Diversity

OCA General Support (admin/  
office)

Awards

Finance

Outdoor Education

Campfire of Inclusion

Government Relations

Preferred Vendors

Community Engagement

Health Care

Special Needs Resource  
Committee

Elections

Health Conference

Staff Summit (Counsellor  
Conference)

Emerging Professionals

Media

Other

If other, please share your skills/area of interest.

## Payment Information

Individual Camp/Outdoor Education Centre:  $\$346.73 + \$45.07$  (HST) =  $\$391.80$

Multiple Locations

*Category Definition: More than one Camp/Outdoor Education Centre operated by one parent organization.*

Total number of satellite locations:

Multiple Locations Additional Fee (4 Sites and Under):  $\$402.62 + \$52.34$  (HST) =  $\$454.95$  per satellite location.

*If your Camp/Outdoor Education Centre has four or fewer sites, you will pay the Provisional One fee of  $\$346.73 +$*

HST, plus an additional fee of \$402.62 + HST per location for all other locations in the multiple locations operation.

Fee calculation **Multi-Site 4 & Under example:** Camp ABC has four camp locations. The camp with the highest gross annual revenue is called the **main camp** and the other three camps are the **satellites**. The fee is \$346.73 + HST (\$45.07) for the main camp and \$402.62 + HST (\$52.34) x 3 for the satellites for a total of \$1,756.65.

Multiple Locations Additional Fee (5 Sites and Over): \$173.88 + \$22.60 (HST) = \$196.48 per satellite location.

If your Camp/Outdoor Education Centre has five or more sites, you will pay the Provisional One fee of \$346.73 + HST, plus an additional fee of \$173.88 + HST per location for all other locations in the multiple locations operation.

Fee calculation **Multi-Site 5 & Over example:** Camp ABC has five camp locations. The camp with the highest gross annual revenue is called the **main camp** and the other four camps are the **satellites**. The fee is \$346.73 + HST (\$45.07) for the main camp and \$173.88 + HST (\$22.60) x 4 for the satellites for a total of \$1,177.72.

Name of Camp/Outdoor Education Centre with the highest gross revenue:

Include this Camp/Outdoor Education Centre's information in the table below.

Additional Camp/Outdoor Education Centre Names and Summer Addresses	Director's Name	Director's Email and Summer Phone Number
1.		
2.		
3.		
4.		
5.		

## Provisional One Outdoor Centre Applicant Agreement

I/We confirm:

That we have met the minimum criteria to join the OCA as we have:

Operated for a minimum of one fiscal year

Operated for a minimum of 100 in person participant days (# of participants x # of days = 100)

The preceding information to be true and authorize the OCA to process the 2021-22 Provisional One Application.

That I/we have reviewed and are working towards compliance of the OCA Standards outlined in the OCA's 2021 Standards.

To have read, understand and agree to abide by the OCA Code of Professional Ethics (see next page).

To have read, understand and agree to abide by the OCA Code of Conduct.

To have our camp/outdoor centre visited in accordance with the OCA Standards/Accreditation Program.

Legal authorization to sign on behalf of the organization I/we represent.



## Supplemental Information

I have read OCA's Code of Professional Ethics.

**Communication:** *We shall be professional and accurate in all communication to staff, campers and families/guardians, to maintain confidentiality, to eliminate misunderstanding, and to prevent recruitment of another camp's staff. Camps must also refrain from using another camp's name in their literature and marketing materials without written consent.*

**Advertising:** *We shall ensure that all programmes, facilities and services are accurately advertised.*

*All Accredited Member Camps agree to use either the approved Association logo or the statement "Accredited Member of the Ontario Camps Association" in all advertising.*

**Money:** *We shall conduct all financial dealings according to legal and fair business practises.*

**Privacy:** *We shall protect the confidentiality of campers, parents and staff.*

**Employment:** *We shall ask all applicants if they have been employed by another camp. If so, the director will, after obtaining consent, contact the previous director for reference and good character.*

**Requests:** *We shall request approval of the camp owner and/or director for the use of files, lists, equipment and supplies of another camp, whether it is in operation or not.*

I have read the **benefits** of joining the OCA.

I have submitted the following documents to [jen@ontariocamps.ca](mailto:jen@ontariocamps.ca):

Current Brochure and/or links to any other promotional materials

Copy of Long Range Plan

Activities List

Supporting Documents for Standards Questions

Camp Director's Resume

Liability Insurance Binder Letter/Policy Document

Most Recent Annual Financial Statement

My six references have submitted their reference forms. It is my responsibility to follow up with the OCA office to confirm reference letters have been submitted and to follow up with any outstanding references.