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This is your home for the next few weeks! You can look forward to learning, making new friends, and having lots of fun!

Like any other summer school or camp, there are certain rules and regulations that all campers must abide by. These rules have been created to ensure your safety as well as the safety and well-being of everyone else. Please read them carefully and should you have any questions, you can ask any of the staff.



"Welcome to Swallowdale Camp. Here at camp you will have the opportunity to meet new lifelong friends from all around the world and experience new and exciting activities. The friendships that are formed, the memories made, and the time spent outdoors is like no other. As always summers at Swallowdale will include the forming of lifelong friendships and the opportunity for children to learn about themselves and others. I am beyond honoured, and excited, to be returning to Swallowdale this summer as your Director. Swallowdale Camp has been one of the most unique and enriching experiences I have ever had, and I cannot wait to create a summer full of lifetime memories with all of you this summer!" Your Director –Vishnu Thillainathan

LOCATION AND CONTACT



Swallowdale Camp

C/O Rosseau Lake College 1967 Bright Street Rosseau, Ontario POc 1j0 Canada TEL: (705) 732-2661 (summer only) Director: Vishnu Thillainathan

CISS HEAD OFFICE

439 University Avenue, Suite 2110 Toronto, Ontario M5G 1Y8 Tel: (416) 646-5400 ciss@cisscanada.com

EMERGENCY CONTACT

1-866-305-CISS (2477) (From within Canada) +1-416-646-1225 (From outside Canada) Emergency Calls are received by the CISS Head Office in Toronto.

SOCIAL MEDIA

Social Networking

We know that most of you will use social media to stay in touch with your friends. Join us in the conversation on our official pages!



Please mention **@CISSCanada** on Instagram when posting about camp, and use the official hashtags **#CISSCampLife** and **#SWAL** whenever possible.

CISS PHILOSOPHY (Canadian International Student Services)



CISS and Swallowdale Camp are committed to offering a stimulating, challenging, and safe learning environment for Campers of all nationalities. We strive to offer the highest quality language programme available and take pride in presenting it as a distinctly Canadian experience.

Our staff is dedicated to providing a meaningful and exciting learning experience within a warm and caring community. The variety of activities available ensures that each student has an opportunity to choose those that best reflect his or her individual needs and interests.

We believe that the international experience generates learning on many levels. The unique environment at our programmes offers Campers the opportunity to communicate with other children from around the world. It encourages them to develop an appreciation and understanding of different cultures.



ARRIVALS

Domestic Campers

If you are driving to camp, please arrive between 2pm and 4pm. If you are meeting our staff at the airport, we will advise you of the place and time at least 1 week prior to your start date.

International Campers

You must be sure to have the following documents in your hand when you arrive to Canadian Customs & Immigration:

- Passport
- Visa (if required)
- Letter of Acceptance from CISS

Once you pass through Customs & Immigration, you will collect your bags and exit into the Arrivals Hall. Camp staff will be wearing a blue CISS T-shirts and will be holding up a welcome sign with the camp name.

If a student cannot find out staff after 30 minutes, he/she should call our emergency phone number: 1-866-305-CISS [2477] or 1-416-646-1225

DEPARTURES

Domestic Campers

If you are picking up your child at the camp, please do so between 9am and 12pm. If you are meeting our staff at the airport, we will advise you of the place and time at least 1 week prior to your start date.

International Campers

All campers are brought to the airport a minimum of 3 hours prior to their scheduled flight. CISS staff assist with check-in, but cannot accompany a student past the security check-point.

CISS staff ensure that all flights are departed before leaving the airport. If a flight is delayed, CISS will ensure that the student is supervised for the duration of the delay. If a flight is cancelled, CISS will work with the airline to ensure that each student is placed on the next available flight. Should an overnight be required, CISS will ensure that each student is supervised.

ARRIVAL AT CAMP – WHAT TO EXPECT

The following are all part of the check-in process:

- Camp Office Manager will collect your passport and any cash you may have for safekeeping.
- Passports are held by our staff until your departure day and will be returned to your at the airport when you check-in with your airline.
- All cell phones will also be collected.
- Camp Nurse will request all medications to be held for safekeeping and undergo a brief lice and tick check. (Please note that we will do weekly checks).
- Room assignment
- Counsellor introduction
- A review of our camp rules and regulations
- Orientation of the camp and the various activities
- ESL Test (if you are taking English classes)
- Swimming test

All campers receive a t-shirt when they arrive. T-shirts are to be worn on excursion days, especially.

WATERFRONT ACTIVITY	NON-SWIMMERS	INTERMEDIATE SWIMMERS	STRONG SWIMMERS
Canoeing	\checkmark	\checkmark	\checkmark
Fishing	\checkmark	\checkmark	\checkmark
Kayaking	\checkmark	\checkmark	\checkmark
Stand-up Paddle boarding (SUP)	×	\checkmark	\checkmark
Sailing	×	\checkmark	\checkmark
Swimming	LESSONS ONLY	SHALLOW END	\checkmark

SWIMMING TEST ASSESSMENT

All Campers receive a water-proof wristband that identifies their swimming level and also has the camp name and the CISS emergency number printed on it. This wristband is to be worn at all times.

A TYPICAL DAY

	TIME	ACTIVITY
	7:30	Wake-up!
	8:00-8:40	Breakfast*
	8:40 - 9:10	House clean-up
	9:15-10:15	Activity Period I
·	10:25-11:25	Activity Period 2
-0-	11:35-12:35	Activity Period 3
1	13:00 - 13:40	Lunch
	13:40 - 14:50	Rest period
	14:50 – 15:50	Activity Period 4
	16:00 – 17:00	Activity Period 5
	17:00 – 17:40	Free-Time Activities
	18:00 – 19:00	Dinner
	19:00 – 20:30	Evening Programme
	21:00	Snack
	21:30 – 22:00	Be in your house
	22:00 - 23:00	Good night! <i>(based on age)</i>

* On Sundays, breakfast is served at 9:00 allowing you to sleep in. The Sunday schedule is also modified to allow for house group activities rather than the typical daily choices.

PROGRAMME CHOICES

Swallowdale Camp offers two programme choices for regular campers (ages 7-15 years):

- 10 Hrs General English or
- Activity Camp

Each day there are five activity periods. Campers who choose General English will use 2 of the 5 activity periods for their English lessons. Campers who choose Activity Camp will use all five periods for activities.

EN 10 Hrs General English

Campers who choose the General English programme at Swallowdale receive 10 hours of language instruction each week - offered 5 days a week. Campers are tested and placed into one of three different levels (Beginner, Intermediate, Advanced). The maximum number of Campers in a class is 15, allowing for plenty of individual attention.

All lessons are taught by qualified language instructors whose main focus is to improve the communication skills of their Campers in a fun and interactive learning environment. Upon completion of their ESL course, all Campers are given a certificate. The goal of the English language programme is to make Campers confident communicators in English, regardless of their level.

Our classes are designed to enable foreign language learners to further their fluency and accuracy in English. With a focus on communication, lessons are designed for group oral activities as well as individual tasks in grammar, writing and reading.

Activity Camp

Campers may choose Activity Camp, which means that they do not take General English. Activity Camp gives Campers an opportunity to use all five daily periods devoted to the activities of their choice.

INSTRUCTED ACTIVITIES

All campers have a chance to do instructed activities. Each day there are five activity periods. If you are taking General English, 2 periods are dedicated to your English lessons. If you choose Activity Camp, all 5 periods are available for activities.

Campers choose their activities at the start of each week. Once you've made your choices, you cannot change them until the start of the following week.

If you have signed up for the 10 Hrs. General English programme, but no longer want to take the classes, we need to have the permission of your parents before you are allowed to change to the Activities Camp.

This year you can choose from:



RECREATIONAL ACTIVITY PERIOD ("REC")

On regular camp days, 1 hour is allocated as Recreational Period (REC). During REC, a variety of water and land sports & activities are offered. Campers can participate in different REC activities on a daily basis. Activities during REC are supervised, but not instructed.

Arts & Crafts Ball hockey Water trampoline	Basketball Dance Fishing	Soccer Swimming Tennis	Volleyball Woodworking
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EVENING PROGRAMME

Everyone joins together to have fun for Evening Programme! This is a combination of house-based and camp-wide activities and leisure options. **Participation is MANDATORY!**

Field Games Sports challenges Lalent night	Campfires	In-house videos	Social Games
	Dance/Disco	Special interest groups	Skit nights
	Field Games	Sports challenges	Talent night



We offer different excursions, according to our summer schedule. If they are "included" there is no extra fee required. If they are "optional" extra fees apply. All excursions include meals and entrance tickets (if required). All students who are 12 years old and younger must stay with a counsellor at all times. Older students will be allowed to go with a buddy or group of friends, but will be required to check-in with staff at specific times during the day.

Included:

Depending on your attendance, you may receive a SHOPPING TRIP in the nearby town of Huntsville. During this excursion, you will have a chance to do some shopping.



Huntsville

Huntsville is a small town in the charming area of Ontario called "Muskoka". Best known for many clear lakes and summer cottages, Huntsville is also growing as a commercial centre for the area. It's downtown features charming buildings, shops, cafes, ice-cream shops and restaurants that are typical of a 'small town' in Ontario.

Optional:

The following trips are available on select days – see schedule. If you wish to join a trip, talk to the Director or your counsellor.



Canada's Wonderland \$85 CAD

This popular amusement park includes over 200 rollercoasters and attractions, a water park and lots of fun. Be sure to try Behemoth and Leviathan – Canada's largest, tallest and fastest rollercoasters.



Niagara Falls \$125 CAD

The Niagara Falls straddles the international border separating Canada and the USA. At 173 ft (53m) high and 2,600 ft (792 m) wide, they are not the tallest in the world, but they are one of the most powerful. They are a major source of hydroelectric power. The city of Niagara Falls is one of Canada's most popular tourist attractions.

In Niagara Falls – Included Hornblower Niagara Cruise

This boat takes passengers in front of the American Falls and into the horseshoe of the Canadian falls. The noise from the falls is deafening and the spray is like a tropical rain. You truly get a sense of the awesome power that the Niagara Falls have. Raincoats are provided.

Campers at Swallowdale sleep in "houses". There are three houses: Clarkson, Bricks, and Brock. Males and females are accommodated in separate houses. Each house has a common room with sofas and tables. Rooms accommodate 2-8 campers per room. Each camper has his/her own bed and closet space. The doors to each room do not have locks on them. Staff also stay in the houses and have their own room. If you ever have a problem, you can easily find your counsellor and ask for help.

There are some general rules you need to know:

- Boys cannot enter girls' houses and girls cannot enter boys' houses
- Campers must keep their room and the common rooms clean
- Open food is NOT allowed in the houses
- Do not leave money or other valuables in your room. Give money to the Office Manager when you arrive for safe-keeping.
- Any campers who cause damage to the room or the house will be responsible for paying all associated costs for the repair(s)
- Campers are not allowed to go into other houses

Swallowdale Camp is not responsible for any items that are lost or stolen.

MEALS & DINING HALL

Each day you have: Breakfast, Lunch and Dinner + an evening snack. Meals are eaten in the school dining hall and everyone sits together with their cabin group. If you are vegetarian, or have a special dietary need, we hope that you told us in your application. If not, tell your counsellor as soon as possible.

When using the Dining Hall

- Everyone must wear decent clothes, including shoes and a shirt
- Bathing suits are not allowed inside the dining hall
- House groups sit together
- The staff on duty will tell everyone when to get the food
- All campers should clear food and other debris off their plates once finished eating
- Everyone stays in the dining hall until announcement are made
- If hands go up...it means be quiet
- Meal time is fun...expect some meal-time songs!

PEANUT ALLERGY: Swallowdale Camp is <u>not</u> a peanut-free environment. We cannot ensure that all food served, items in the tuck shop or items brought into camp by campers do not contain peanuts or other nut traces. *Campers with peanut allergies attend camp at their own risk.*

COMMUNICATION CAMPER TO PARENT (CELLPHONE USE AND PHONE CALLS).

We have a strict cell phone policy at Swallowdale Camp. Campers will each have a chance to call home as soon as they arrive at camp. Once this is done, cell phones are collected by camp staff during the check-in process and are kept in a secure location Campers will be allowed to retrieve their devices twice per week. Once, on the evening prior to the scheduled Optional or Included Full-Day Excursions and again on the night before departures.

Campers will have use of their devices for a 24-hour period after which they must return their devices to the staff, where they will be stored again until the following week or until the camper departs.

During the time that campers have access to their devices, they must adhere to the following rules:

- Campers are not permitted to wander around campus talking on their phones
- Cell phones may be used during excursions, but within certain parameters
- The phone must be turned off at night so not to awaken other campers
- CISS is not responsible for phones that are lost, stolen or damaged



Campus WiFi access will be provided to campers for use on the days when they have their devices.

We strongly advise that all campers bring a personal device to the camp for use on the days when they are allowed to call home. Campers who do not have their own device will be given use of one of the camp computers for email or Skype.

Campers will NOT be allowed to call home, using the camp office phone.

COMMUNICATION PARENT TO CAMPER

Parents should restrict contact with their child to the days when campers have access to their mobile devices. While parents are welcome to call the camp with any questions or concerns, our staff are not able to accept calls from parents who wish only to speak with their child. The campers are busy with classes and activities and the campus is quite large. It is not possible for our staff to dedicate the time required to bring campers to the phone each time a parent calls. This is our policy and we ask that all parents carefully respect these rules.

LIFE AT CAMP

Dealing with Problems at camp

Most issues are quickly resolved if discussed FIRST with the staff at camp

- 1. If you have a problem relating to your English class_PLEASE TALK to your teacher
- 2. If not fully satisfied with the response then you can discuss with the Director
- 3. If you have a problem with another camper or about **any other issue** PLEASE TALK to your counsellor
- 4. If you are not satisfied with the result of this discussion, please talk with the assistant director or director.
- 5. If still not fully satisfied with the response then you can discuss with your parents or agent.
- 6. If at any time you do not feel comfortable with any staff person who is working at the programme, please talk to your counsellor and the director about the situation. They will investigate the situation
- 7. If you believe a staff member is doing something potentially dangerous to the Campers you must discuss this with the Director or senior staff immediately.

Health, Hygiene and Safety

You must ensure good hygiene in houses, persons, facility and programmes

- House Clean-up
- Shower once a day
- Brush teeth before bed
- Wash your hands before your meal
- You must ensure personal, emotional, physical and mental safety
- When you have problems, talk to your counsellor or Head counsellor



- Once each week, we provide you with laundry service
- You must sort your laundry as directed by your counsellor
- Laundry will be taken by house, and returned by house
- Make sure that all your clothes are labelled with your name so nothing is lost



- It t is best NOT to keep money and valuables in your room
- Give your money to the Office Manager for safe-keeping. The staff will keep it in an account. You will be allowed to take out money for trips or shopping during designated "banking days".
- Banking days take place once per week, two days before excursions.
- Before you depart for your return home, the Director will give you a summary of your account. This will show how much you brought & how much you withdrew. They will give you back any remaining money on your last day.

Medication

You must give all medication that you brought with you to the Director or Health Care Provider. He or a staff member will administer the medication to you as required.*

If you have an epi-pen or other anti-allergy injections, be sure that the Director knows about it.

ATTENTION: If you require **injections**, be prepared to administer them yourself, under the supervision of the Health Care Provider. Our staff are not permitted to except for emergencies.



Packing list

The following is a minimum recommended list of items to bring camp, based on a 2-week stay. Laundry service is provided once weekly; bed linens and study materials are also provided. Campers should not bring valuable items. Swallowdale Camp will not assume responsibility for items lost or stolen.

CLOTHING

- 8 sport, casual or T-shirts
- 4 pairs of shorts
- 3 long sleeve shirts
- 3 pairs of jeans or similar
- 1 rain jacket or windbreaker (suitable for rainy or cool weather)
- 2 sets of pyjamas / sleepwear
- 2 bathing suits
- Sun hat and sun glasses
- 8 pairs of socks
- 8 pairs of underpants
- 1 pairs of comfortable shoes (for walking and/or for sports)
- 1 pair of sport shoes
- 1 pair of water shoes (very important!)
- Good / fun clothes for a disco and/or banquet

TOILETRIES

- Toothbrush and toothpaste
- Comb or brush
- Small mirror
- Soap (in non-breakable container)
- Shampoo (in non-breakable container)
- Personal hygiene items (no perfumes please)
- 2 bath towels
- 2 beach towels
- 2 washcloths
- Mosquito repellent
- Sunscreen (SPF 15 or greater)

GENERAL EQUIPMENT

- Knapsack / excursion pack
- Flashlight & batteries
- Pen/ Pencil and notepad
- Water bottle

REMEMBER TO LABEL ALL YOUR CLOTHES AND PERSONAL ITEMS!

At the end of summer there is always a pile of camper belongings left at camp. Campers are encouraged to label all belongings. CISS is partnered with Mabel's Labels, a company with all types of labels that are colourful, indestructible and fun! Go to https://mabelslabels.com and place your order. We look forward to sending campers home with ALL their belongings this summer!





If you see FIRE:

Leave the area IMMEDIATELY Pull a fire alarm and notify staff DO NOT try to put out the fire

If you hear a fire or air horn ALARM:

- 1. Notify the closest staff member
- 2. Go to the basketball court immediately
- 3. Find your house mates and stay with them.
- 4. If everyone from your house in present, sit down

ATTENTION: You must always have your wristband.

If you feel SICK (nausea, headache, fever, sore throat):

- **1.** Tell a staff member immediately
- 2. Go see the camp nurse with a counsellor

If you see someone is INJURED or SICK:

- 1. DO NOT try to move the person
- 2. Tell a staff member immediately

If you get LOST (when on an excursion)

Find a staff member of the place you are visiting and ask them to phone CISS (remember that the telephone number is on your wristband)

DO NOT try to find your own way back to the camp

IMPORTANT

The fire department must respond to all fire alarms. Intentionally pulling a false fire alarm as a joke, prank or for any reason other than for a real emergency will result in loss of privileges for the student(s) involved. Guilty student(s) WILL PAY the cost of having the fire department come to the campus. Fines could start at \$1,200 CAD +

PROGRAMME POLICIES

We want you to have fun. To ensure a safe and positive experience for each student, we have established the following policies:

Student Code of Conduct

Student's Rights and Responsibilities

- to learn in a safe and undisturbed environment
- to be free of physical and verbal harassment
- to take part in all activities offered by the programme
- to attend classes regularly and punctually
- to respect the rights of others; peers and staff alike
- to be prepared to work and take an active part in all classes and activities

Staff's Rights and Responsibilities

- to expect reasonable conduct from Campers during all activities
- to be respected by the Campers and respectful to the Campers
- to plan and conduct effective programmes by assisting Campers with learning
- to ensure a positive learning environment by enforcing the rules and regulations while recognizing the rights of other individuals

Alcohol & Drugs

L'alcool et des drogues sont interdites / Alcohol y drogas prohibidos / アルコールや薬物禁止 / 严禁酒精和毒品

Swallowdale Camp has a **zero-tolerance** policy on the use and/or possession of alcohol or illegal (nonmedicinal) drugs. Any camper caught with alcohol or drugs either on or off campus property will be sent home at his or her expense.

ATTENTION: The use, possession or selling of narcotic drugs is illegal in Canada and may result in criminal prosecution. Marijuana / cannabis is considered an illegal drug.

Smoking / Vaping

Défense de fumer / Prohibido fumar / 喫煙禁止 / 禁止吸烟

Smoking/Vaping is not permitted anywhere on Swallowdale Camp property or during the camp programme. This includes houses, washrooms, dining hall, classrooms, waterfront, forest, during activities or on excursions. Campers caught smoking will be disciplined.

ATTENTION: the legal age to purchase cigarettes in Ontario is 19 years. By law, all public areas in Canada are smoke-free.

Violence

La violence est interdite /Violencia prohibida / 暴力禁止 / 禁止暴力

No violence is permitted for any reason. Staff will help Campers resolve differences in a reasonable and diplomatic manner.

Violence = any use of physical force directed at another person or persons with the intent of causing pain, physical damage, or coercion.

Harassment & Bullying

L'intimidation/harcelement sont interdits / No hostigar y bullying / いじめ禁止 /严禁骚扰和恃強欺弱

- No bullying or harassment of any kind is tolerated at Swallowdale Camp.
- Human rights of our Campers and staff members must be respected.
- Harassment can be a single incident or a series of incidents.
- Campers who harass others will be disciplined.

ATTENTION: Continued harassment may result in dismissal from camp.

Definition:

Harassment includes words, acts, or gestures of a malicious or abusive nature directed at a person or group of persons for reasons of:

Academic ability	Language
Age	Race
Sex	Ethnicity
Sexual orientation	Religion
Disability	Appearance
Economic status	Skin Colour

CYBER-BULLYING

Cyber-intimidation est interdite / No hostigar usando medios electronicos

ネットいじめ禁止 / 严禁网络欺凌

RESPECT the personal honour of all Campers and staff. DO NOT post hurtful or negative messages or photos about any other student, staff or situations that occur at this programme.

Consequences & Dismissal

If a student breaks any of the policies that are outlined above, staff will use the following interventions and consequences:

- 1. Warning
- 2. Call home
- **3.** Lose free time privileges
- 4. Miss an activity
- 5. Sent home
- 6. Police investigation

The above list is not all-inclusive. Other measures may also be taken

Swallowdale Camp and/or CISS reserve the right to dismiss any participant who consistently, through his/her attitude and behaviour, interferes with the welfare of others and the success of the programmes.

There will be no refund in this case and extra expenses incurred through this situation must be assumed by the client.

Any student who violates the laws of Canada may be dismissed immediately.

STUDENT RIGHTS

I HAVE A RIGHT

- **1.** I have a right to be happy and to be treated with kindness in this programme. This means that no one will laugh at me or hurt my feelings.
- **2.** I have a right to be myself in this programme. This means that no one will physically harm my property, self, or otherwise harass me.
- **3.** I have a right to hear and be heard in this programme. This means that no one will yell, scream, or shout at me and my opinions and desires will be considered in everything we do.
- 4. I have a right to learn about myself, to learn about a new country and language, and share my culture with others in this programme. This means that I will be free to express my feelings, learn a language, and share my opinions without being interrupted or embarrassed.
- **5.** I have a right to use and share facilities and equipment in the programme with respect and care. This means that everything is left the way that it is found, policies and procedures are followed, and property is kept clean, neat, safe, and ready for use.
- 6. I have the right to regard the Programme Covenant with consideration and understanding. This means that I will try to model my conduct accordingly, and grow through my experiences in the programme, to be the best that I can be.

GOLDEN RULES

SWALLOWDALE CAMP

- No smoking, alcohol or drugs allowed anywhere, anytime.
- Wear your wristband at all times.
- Do not leave the camp without a counsellor.
- Attend all classes and activities that you sign up for.
- Girls are not allowed in boys' houses.
- Boys are not allowed in girls' houses.
- Campers are not allowed to enter any other camper's room without permission.
- Never deface the equipment, furniture or the walls of any building.
- Speak English!
- Have fun!