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**TO: ALL STAFF MEMBERS FOR THE 2016 SEASON**  
**FROM: Vic, Craig and Margot**  
**DATE: May 27, 2016**  
**RE: FINAL NEWSLETTER BEFORE CAMP!!!**

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## ***AS PART OF THIS NEWSLETTER....***

### **LETTER FROM VIC, CRAIG & MARGOT**

### **STAFF BAGGAGE & BUS INFO**

### **TIPS FOR TRIPS**

### **WHAT NOT TO BRING TO CAMP (for your information)**

Please note that in previous years staff have been sent baggage tags for their luggage. We have found over the years that most staff keep all belongings with them in their cabin during pre-camp and simply do not need tags to track down their bags. We still recommend you clearly name your duffels, backpacks and sleeping bags in some fashion.

## **TRAVEL & TRANSPORTATION INFORMATION**

### **ATTENTION: NON-CANADIAN STAFF ONLY**

For non-Canadian staff already in Canada holding a valid Work Permit, this section does NOT apply to you. We will just need a copy of your Work Permit upon your arrival at camp.

For those of you who still need a Work Permit, an email will be sent to you next week with all of the necessary paperwork and information regarding how to properly obtain your Work Permit. Please READ ALL DOCUMENTS and the entire email in detail before arriving at the border. For those of you who have obtained a Work Permit before, please note that the process has changed yet again, even from the changes outlined last year and it is imperative that you read all information in detail. Once you have read everything, please feel free to call Margot at any time with questions.

For those of you travelling on the Staff Bus from Michigan, you MUST go to the Windsor Tunnel to obtain your Work Permit BEFORE departure day, **JUNE 23, 2016**. While you are welcome to travel to the Sarnia or Ambassador Bridge Border we have been advised that the Windsor Tunnel is best for obtaining work permits without much trouble.

## **BAGGAGE**

For the first few days of pre-camp, many of you (all counsellors and some specialists) will not be living in your final cabin placement. While you will have both of your bags with you, it may be easier to have items for those first few days either packed in only one bag or at least easily accessible until you are able to unpack all your clothing and personal belongings at the end of the week.

For further baggage instructions, find the following that applies to you:

**IF YOU ARE RIDING THE DETROIT BUS or TORONTO BUS...**  
**BAGGAGE SHOULD BE TAKEN TO THE BUS WITH YOU.**

**IF YOU ARE DRIVING IN A CAR...**  
**YOU MUST TAKE YOUR BAGGAGE WITH YOU. THERE WILL NOT BE ROOM ON THE BUS FOR JUST YOUR BAGS.** PLEASE BE SURE YOUR DUFFEL BAGS ARE WITH YOU IN YOUR CAR.

## **TRAVEL ON THURSDAY, JUNE 23, 2016**

### **STAFF BUS FROM DETROIT**

The bus will depart at 8:00am from the parking lot of **WEST BLOOMFIELD HIGH SCHOOL - 4925 Orchard Lake Road - between Walnut Lake and Lone Pine, on the east side.** Be sure to arrive with your duffels no later than 7:30am, as the bus leaves **PROMPTLY** at 8:00am.

Since you've already obtained your Work Permit at the border prior to bus departure day, upon arriving at the Windsor side of the tunnel, you will have to show your work permit to the Immigration Officer. **DO NOT** leave Windsor without your work permit. Be sure to give your work permit to Margot when you arrive at camp. When you are at the border, please remember to be as polite and cooperative as you can. The nicer you are, the quicker you will clear Customs and Immigration.

### **STAFF BUS FROM TORONTO**

Be sure to arrive no later than **12:30 PM** at the **AMC THEATRE parking lot at 'THE INTERCHANGE'** (Hwy 400 & Hwy 7 – Southeast corner). The bus will be coming from Detroit and passing by to pick up the Toronto staff as close to 1:00pm as possible. There will be a separate school bus for Toronto staff baggage waiting at the Interchange. Toronto staff should help each other and load your bags onto the school bus and then board the Michigan Staff Bus as soon as it arrives.

### **FLYING IN TO TORONTO AIRPORT**

If you are flying to Toronto, please be sure that your flight is scheduled to arrive no later than 11:00am. Non-Canadian citizens should have all necessary employment information in hand for the immigration officer at the airport. You must obtain your work permit at the airport. Once you arrive at camp, be sure to bring the work permit to Margot.

**For any staff member flying to the Toronto Airport feel free to speak with Margot** so she can help put you in touch with other staff flying into the airport. This way, you can share a cab ride to the Toronto bus location. Please call her at 416-924-7433 (or 705-633-5561 after **JUNE 16**).

**(Transportation details for those arriving June 20th will be emailed separately.)**

## **DRIVING TO CAMP**

Schedule your trip for arrival at Camp anytime between **3:00pm and 5:00pm** on your arrival day. If you need any further directions, please call us.

### **IF YOU'RE DRIVING TO CAMP FROM THE UNITED STATES:**

Be sure to have all the paper work mentioned at the beginning of this letter if you are driving into Canada from the United States. Be sure that you have your work permit (or the final papers to obtain your work permit) in hand when entering Canada. This paperwork is the only proof you have that you are legally entering the country for summer employment. If you are driving to camp you do not need to go to the border in advance, you can get your work permit when you cross the border and head straight to camp.

### **BAGGAGE, THE STAFF BUS, AND YOU**

If you are driving to camp from Detroit, you cannot load your bags on the staff bus. The bus may leave Detroit seemingly empty; but it will be completely filled once it stops to pick up staff in Toronto.

### **STAFF CARS**

If you bring a vehicle to camp, you will park it in our parking lot at our landing across the lake from camp. It is safe, secure and is in a major Provincial Park where people normally must buy a parking permit. As an employee of Tamakwa, you DO NOT need to buy a permit to park in our lot, but we will be giving you a camp staff parking pass to display on the dashboard. Please ensure that this permit is clearly displayed on your dashboard at all times. Park officials have been known to check our lot from time to time and they may ticket your car if the permit is not visible. This permit is only valid for parking in our parking lot.

Please bring two sets of keys to camp; one to be stored for safe keeping in the office and a second to be kept in your possession. There are times during the summer when we will need to move your car and it is best if an extra set of keys is on hand in the office.

## **MORE HELPFUL INFORMATION**

For your benefit, here is some information in advance of camp that we think will help you plan and know what to expect when you get there.

**SUMMER MAILING ADDRESS:**                      **CAMP TAMAKWA**  
   **P.O. BOX 10008**  
   **HUNTSVILLE, ONTARIO P1H 2H3**  
   **CANADA**

### **PRE-CAMP LIVING QUARTERS**

In the movie *INDIAN SUMMER*, all the boys stayed in one cabin and all the girls in another. That's how counselors and specialists will be spending the first few nights after your arrival to Pre-Camp. We do this to create a sense of cohesion with everyone starting out together on the same foot. A few days after you arrive at camp, you'll be getting your cabin assignments with plenty of time to settle in and prepare your own cabin before the kids arrive. So please, as previously mentioned, pack accordingly for these first few days.

## **NO ELECTRICAL APPLIANCES**

We advise staff and campers alike that appliances of every type are **STRICTLY PROHIBITED!** That means electrical, fueled or otherwise, including (but not limited to): **electric blankets, hair dryers, hair straighteners, curling irons, hot pots, stoves, electric fans, lap-top computers, iPads, cell phones, and the like, etc.** These items are incompatible with the Tamakwa-Algonquin experience and many create a fire hazard. So serious is this policy that we ask you to understand that bringing any of these appliances to camp means forfeiting them. (see page 8 for staff cell phone policy). **In other words, if we find them; we keep them. We will expect our staff to be leaders in abiding by these policies. For those of you with nowhere to leave them for the summer, we will check them into the office for the duration of the summer.**

## **SOAPS & SHAMPOOS:**

All soaps and shampoos **MUST** be 100% biodegradable. Dr. Bronner, Trader Joe's Refresh, Burt's Bees, Green Beaver, Original Sprout, Jason's, Desert Essence Organics, Camp Suds, Graydon products and Kiss My Face are a few good options. Suave, Herbal Essence, Ivory and Dove are NOT. If the label claims made from biodegradable ingredients or biodegradable formula, it is not 100% biodegradable. Please do not bring glass containers.

## **FOOD:**

For a variety of reasons, no food may be brought into camp, other than the food provided by our kitchen food service. To help enforce this, camp even has its own little "Customs" service. When any package is received, it is opened in the presence of an administrative staff member. If a package contains food (anything that goes in the mouth), then it will be donated to a local charity. Please understand that this is done for everyone's health, safety, and welfare. Food in cabins attracts animals (sometimes big ones); it creates competitiveness, and ruins appetites.

**STAFF LAUNDRY - see Staff Manual link**

**PACKAGES - see Staff Manual link**

**STAFF TELEPHONE CALLS - see Staff Manual link**

**DAYS OFF - see Staff Manual link**

## **EVENING STAFF REC:**

*Entertainment* - We are asking that every staff member bring their favorite DVDs to camp. Bring your favorite movies, concerts or whatever. If everyone brings a few, we will have a great selection for staff to choose from for the summer season. Please be sure your DVDs are labeled with your name in magic marker.

## **VISITING DAY**

The one and only Visiting Day this year is **MONDAY, JULY 25, 2016**. This day is primarily set for camper visits, but you are welcome to have visitors in camp on this day as well. However, you must understand that **your primary function on visiting day is to your campers and camp**. There will be NO DAYS OFF on this day or for 2-3 days on either side of visiting day. If you want to make plans to have visitors while you are in Algonquin - you might want to avoid this particular weekend. Also remember that staff **MAY NOT** have visitors in camp during any other day of camp. On most nights, staff may have visitors during Staff Rec times, from 10:30pm until 12:00am, when pre-arranged with us.

## **RESORTS & HOTELS NEAR TAMAKWA**

See the Green Book for a list of nearby resorts, hotels and lodges. It may be handy if you are expecting visitors on Visiting Day, or plan to meet up with family or friends who want to visit the area during the summer. They tend to fill up quickly so we advise booking as early as possible.

## **And if it's camping out that you and/or your friends/family prefer...**

### **CAMPING IN ALGONQUIN PARK**

#### **Public Campgrounds and Canoe Trip Campsites:**

Parks Ontario campsite reservation number: 1-888-ONT-PARK (668-7275).

Parks Ontario website: [www.ontarioparks.com](http://www.ontarioparks.com)

For a copy of the current Ontario Parks Guide, call 1-800-ONTARIO.

## **DATES OF CAMP FOR 2016**

TUESDAY, JUNE 17	<b>Head Staff arrive</b> for Pre-Pre-Pre-Camp Training
MONDAY, JUNE 20	<b>Activity Leaders &amp; Trip Staff arrive</b> for Pre-Pre-Camp Training (between 3:00-5:00pm)
THURSDAY, JUNE 23	<b>General staff arrive</b> for Pre-Camp Training (between 3:00-5:00pm)
WEDNESDAY, JUNE 29	<b><u>JULY SESSION BEGINS</u></b>
MONDAY, JULY 25	<b><u>END OF JULY SESSION</u></b>
MONDAY, JULY 25	<b><u>VISITING DAY</u></b> - 11:00am to 4:00pm
TUESDAY, JULY 26	<b><u>AUGUST SESSION BEGINS</u></b>
TUESDAY, AUGUST 9	<b>2-week J.T. &amp; 6-week session ends</b>
SATURDAY, AUGUST 20	<b><u>LAST DAY OF CAMP - RETURN HOME</u></b>

## **TO BRING OR NOT TO BRING**

### **YOU MUST BRING....**

1. **Sleeping bag** (for counselors and trip staff): should be compact, quick drying, and lightweight.
2. **Lifejacket/PFD:** It must be government approved and suitable for your weight. For comfort sake, we recommend the vest-type that allows you to easily maneuver in a variety of waterfront activities. Many of our activities will be around the waterfront and law requires you wear a Lifejacket/PFD in any watercraft. Only by bringing your own will you be assured of having a suitable Lifejacket/PFD when you need it. **BE SURE TO MARK IT WELL WITH YOUR NAME.**

At Tamakwa you do not need fancy clothes and gear. But a few good quality items are worth having:

3. **Shoes:** Will get wet, muddy, schlect. Bring something sturdy and comfortable for rugged use and have a few extra pairs of shoes so there's always a dry pair.
4. **Rain Gear:** Should be durable. (A two-piece set, separate jacket and pants is highly recommended). That thin plastic stuff will not last very long at camp.

5. **Inline skates and protective gear:** Having our own inline skating rink means you should seriously consider bringing inline skates. **YOU bring** routine rollerblading gear; **WE will provide** hockey gear. (Be sure to read the section on **INLINE SKATING** in the Green Book.) Hockey players may also bring gloves, helmets, elbow pads and shin pads, although this equipment is also supplied by camp.

**NOTE:** **DO NOT BRING** tennis racquets. We supply special Half-Court Tennis racquets.

### **WHAT TO GET AND WHERE TO GET IT**

As you will see from the “Tips for Trips” enclosure, we’ve responded to the frequently asked question: “*What should my child bring for canoe tripping & other outdoor activities, and where can we get it?*” As mentioned in the Green Book, Perfect Trading Co in Michigan offers Tamakwa families a special 20% discount on everything for camp, including in-stock and non sale items. The website, [www.myp perfecttrading.com](http://www.myp perfecttrading.com), is currently under construction so feel free to call directly for more information.

**ALSO** - Official Tamakwa clothing will soon be available at **ROOTS** stores in Toronto (80 Bloor St West and “The Lodge” at 2670 Yonge St) and Michigan (211 W. Maple in Birmingham). Tamakwa clothing is optional. Select items will also be available for sale at camp during the summer or you can pre-order clothing before camp using a form which will be emailed to you prior to camp.

## **OUR WEBSITE**

In preparation for camp, we strongly recommend that you visit our website [www.tamakwa.com](http://www.tamakwa.com) ...particularly the CAMPER-PARENT section and the “GREEN BOOK” MANUAL (which new staff should have already received). Not only will you feel more informed about camp life and what to expect...but also it’s complete with dates, facts, what-to-bring, and other concrete information. And above all that... it’ll get you pumped for camp... and it’s FUN!

**TAMAKWA’S “GREEN BOOK”** -- [www.tamakwa.com/green-book](http://www.tamakwa.com/green-book)

Keep in mind, while this is geared towards our camper families, it provides answers to questions you may have as most of the information applies to staff too. Our "Staff Prep & Packing Supplement" will help as well.

A few sections within the Green Book Manual which may be most relevant are:

- **What to Bring To Camp List** – please keep in mind that this is the suggested list we send to our camper families, but one which we believe may be of some help to you.
- **Dates of the Camp Season**
- **Driving Instructions to Camp**
- **Resorts & Hotels Near Tamakwa** - if you are expecting visitors on Visiting Day, or plan to meet up with family or friends who want to visit the area, this list may come in handy. These are just a few nearby resorts at a variety of rates. They tend to fill up quickly so we advise booking as early as possible.

## **REMEMBER**

1. **NO ELECTRICAL APPLIANCES, NO FURNITURE (FOLDING OR ANY OTHER), NO CELL PHONE USE IN CAMP**  
(Cell phones may be brought to camp with the following understanding – they **MUST** be stored in the office where they will be put in a safe location. You can easily arrange to have them charged and available to you on your day off. Any cell phone found in any cabin or in anyone’s possession - will be taken, not returned and donated to a charitable organization.)

2. SOAPS & SHAMPOOS MUST BE 100% BIODEGRADABLE
3. PACK CAREFULLY - TWO (2) DUFFEL BAGS ONLY (or other suitable luggage).
4. SEND IN BRONZE / LIFEGUARD CERTIFICATES (if REQUIRED by your contract)
5. FORWARD YOUR POLICE CHECK PAPERWORK, IF NOT SENT IN ALREADY
6. **BRING A LIFEJACKET / PFD!** (this applies to counsellors, trip staff and waterfront staff)
7. IF PACKAGES ARE SENT, THEY MUST BE PRE-PAID OF ALL DUTIES AND CHARGES. (Our package policy is on pages 4-5 of the GREEN BOOK). NO FOOD IS ALLOWED!
8. PHONE NUMBERS WHERE YOU CAN BE REACHED AFTER 10:30pm MOST EVENINGS ARE: (705) 633-8523 OR (705) 633-8430 OR (705) 633-8540. FOR EMERGENCIES, FAMILY MEMBERS CAN CALL THE CAMP OFFICE (705) 633-5561 ANYTIME.
9. VISITING DAY – **MONDAY, JULY 25, 2016**. PLAN ACCORDINGLY
10. COMING LATE OR LEAVING EARLY? - CALL CRAIG for approval and MARGOT to confirm.

## LAST REMINDER CHECKLIST

**(QUESTIONS: CALL 416-924-7433 or 248-335-6400 or 705-633-5561)**

### **PHONE MARGOT for:**

- ALL FLIGHT ARRANGEMENTS INTO CANADA
- REPORT ANY LATE ARRIVALS OR EARLY DEPARTURES FROM CAMP  
(THAT HAVE ALREADY BEEN APPROVED BY CRAIG)
- ANY AND ALL TRAVEL RELATED QUESTIONS
- QUESTIONS ON HOW TO OBTAIN A WORK PERMIT (Non-Canadians ONLY)

### **BRING DIRECTLY TO CAMP (IF NOT ALREADY MAILED):**

- CAMP HEALTH FORM (any staff under 18 must have both parent/guardian signatures)
- OTHER FORMS: Health Insurance Form, Vegetarian Form, Transportation Form
- COPY OF LIFEGUARDING/LIFESAVING CERTIFICATE (if applicable)
- PHOTOCOPY OF HEALTH CARD (Canadians ONLY)
- BACKGROUND CHECK/POLICE CHECK
- WORK PERMIT (Non-Canadians ONLY)
- EXTRA SET OF CAR KEYS FOR OFFICE USE ONLY (if you are bringing a vehicle)

All Activity Leaders and Trip Staff are expected to be in camp between 3:00 and 5:00pm on **MONDAY, JUNE 20, 2016**. All other staff are expected to be in Camp between 3:00pm and 5:00pm on **THURSDAY, JUNE 23, 2016**, unless you already have approval from Craig for a later arrival. If you have any other questions please call now. We can hardly wait to share our exciting plans for TAMAKWA 2016 with everyone. Have a safe trip to camp and we look forward to our first official 2016 gathering together around the campfire.