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TO: ALL STAFF MEMBERS FOR THE 2018 SEASON
FROM: Vic, Craig and Margot
DATE: May 22, 2018
RE: FINAL NEWSLETTER BEFORE CAMP!!!

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 at the beginning of June 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 is the same as last year but it is still important that you properly read all documents carefully.

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 21, 2018**. 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 most 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 Pre-Camp just before the campers arrive.

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 21, 2018

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 the Detroit area 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 load bags onto the school bus and then board the Staff Bus as soon as it arrives from Michigan.

FLYING IN TO TORONTO AIRPORT

If you are flying to Toronto, please be sure that your flight is scheduled to arrive no later than 11:30am. 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 15).**

(Transportation details for those arriving June 18th 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 if possible; 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. 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

VISITING DAY

The one and only Visiting Day this year is **MONDAY, JULY 23, 2018**. 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 certain 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

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

DATES OF CAMP FOR 2018

FRIDAY, JUNE 15	Head Staff arrive for Pre-Pre-Pre-Camp Training
MONDAY, JUNE 18	Activity Leaders & Trip Staff arrive for Pre-Pre-Camp Training (between 3:00-5:00pm)
THURSDAY, JUNE 21	General staff arrive for Pre-Camp Training (between 3:00-5:00pm)
WEDNESDAY, JUNE 27	<u>JULY SESSION BEGINS</u>
MONDAY, JULY 23	<u>END OF JULY SESSION</u>
MONDAY, JULY 23	<u>VISITING DAY</u> - 11:00am to 4:00pm
TUESDAY, JULY 24	<u>AUGUST SESSION BEGINS</u>
TUESDAY, AUGUST 7	2-week J.T. & 6-week session ends
SATURDAY, AUGUST 18	<u>LAST DAY OF CAMP - RETURN HOME</u>

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** (for counselors, trip staff and waterfront staff): 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. **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 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, if you own them already. You bring routine rollerblading gear; we will provide hockey gear if needed.

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

For those travelling from overseas and are trying to keep luggage nice and light, many of these required items can be purchased in Toronto or even our local town of Huntsville on a Day Off.

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, is currently under construction so feel free to call directly for more information.

ALSO - Official Tamakwa clothing will be available for purchase at camp. A pre-order form will be emailed very soon but purchases can be made at camp and are of course totally optional.

OUR WEBSITE

In preparation for camp, we strongly recommend that you visit our website 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

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" is helpful as well.

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. OUR CAMP BELL RINGS MANY MANY TIMES IN THE MORNING TO WAKE EVERYONE UP, BUT IF YOU NEED AN EXTRA ALARM AND TYPICALLY USE YOUR CELL PHONE AT HOME, REMEMBER YOU WILL NOT HAVE YOUR CELL PHONE IN YOUR CABIN. WE SUGGEST PURCHASING AN INEXPENSIVE ALARM CLOCK FOR CAMP.
3. 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!
4. PHONE NUMBERS WHERE YOU CAN BE REACHED AFTER 10:30pm MOST EVENINGS ARE: (705) 633-8523 OR (705) 633-8530 OR (705) 633-8540. FOR EMERGENCIES, FAMILY MEMBERS CAN CALL THE CAMP OFFICE (705) 633-5561 ANYTIME.
5. VISITING DAY – **MONDAY, JULY 23, 2018**. PLAN ACCORDINGLY
6. COMING LATE OR LEAVING EARLY? - Contact 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)

HAVE YOU SUBMITTED ALL NECESSARY FORMS?

- STAFF MEDICAL FORM (to be completed online in your Staff Portal)
- LIFEGUARDING/LIFESAVING CERTIFICATE (if applicable, can be uploaded to the portal or scanned/mailed or brought directly to camp).
- OTHER FORMS TO EMAIL OR BRING TO CAMP:
 - Health Insurance Form, Vegetarian Form, Transportation Form
- BACKGROUND CHECK/POLICE CHECK (can be uploaded to the portal or scanned/mailed or brought directly to camp).
- WORK PERMIT (Non-Canadians ONLY, BRING TO CAMP)

All Activity Leaders and Trip Staff are expected to be in camp between 3:00 and 5:00pm on **MONDAY, JUNE 18, 2018**. All other staff are expected to be in Camp between 3:00pm and 5:00pm on **THURSDAY, JUNE 21, 2018**, unless you already have approval from Craig for a later arrival. If you have any other questions please call now. We are super excited to share our exciting plans for TAMAKWA 2018 with everyone. Have a safe trip to camp and we look forward to our first official 2018 gathering together around the campfire.