

# Red Pine Camp

## School Rental Guide



### Red Pine Camp Inc.

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## Welcome to Red Pine Camp!

Thank you for choosing RPC for your school trip. We are excited to work with you to put together an exciting adventure for your students and to ensure that it is a successful one.

This guide contains all of the information you will need to prepare for your trip including a packing list for students.

Please read the information carefully as it will help you to plan a successful and safe visit.

When you are ready to book your trip to Red Pine Camp:

- Complete a Booking Inquiry Form located on our webpage: [www.redpinecamp.org](http://www.redpinecamp.org) under the Camp Rentals tab.
- You will be contacted by the Rentals Director to discuss dates and details. Following this you will be emailed a contract to complete.
- Mail in your completed contract along with your deposit **so that we can solidify your booking** and begin preparing for your visit.
- A Booking Package will be mailed to you with your contract and all of the necessary forms to be returned to the camp.
- Keep this Guide to help you as we work together to develop an incredible camp experience at RPC for your students!

Please contact the camp with any questions at [redpinerentals@gmail.com](mailto:redpinerentals@gmail.com) or call the main Red Pine Camp office and leave a message and your call will be returned as soon as possible.



# Programming

Red Pine Camp is the perfect location to host your school leadership camp, sports retreat or focused curriculum study. Bringing students to camp enables them to bond, learn, explore and experience a few days away from the city in a beautiful and exciting outdoor camp environment.

We have a variety of buildings and outdoor areas around camp that can be used for many different purposes.

## Low Ropes Course

RPC has a low ropes course in a section of our forest. Our staff will organize, supervise and work with your staff to run an engaging and challenging half day program for your students.

## Evening Programs

Our experienced staff would be happy to run an evening program for your group. We will work with you to put together an evening best suited to the focus of your time at camp and could involve a campfire, team camp-wide games, hilarious full group programs or a combination. Please let us know in your inquiry form if you would like to discuss this further.

# Booking Availability

Red Pine Camp is open for school rentals Monday to Friday for the month of September.

Please state your date choices on your online inquiry form and we will do what we can to accommodate your needs.

# Meals

Meals are delicious and healthy and appeal to both staff and students. There are three full meals a day in addition to an evening snack.

### Typical Meal times

Breakfast 8:30am

Lunch 1:00pm

Dinner 6:00pm

Evening Snack 9:00pm



Standard three-day, two-night school programs include six meals and 2 snacks. If different meal arrangements are made the pricing for the trip may vary. A sample meal selection form is available at the end of this package.

Meals are served in our dining hall which can seat over 200 people comfortably. It is a beautiful old building with high ceilings and is a great multi-purpose space. Tables can seat up to 10 people with benches.

Students set their own tables. Staff will be present to orient the students to the kitchen and indicate what dishes/materials will be needed for each table. One student per table is required to set and this process only takes about 10 minute prior to each meal.

Our staff can arrange the dining hall to accommodate large evening programs, small group discussion areas and a location for an evening coffee house if the weather is damp.

Included with your contract will be a Menu Planning sheet. Please submit your meal choices for your stay with your contract. If your group has special menu requests for meals, this will be discussed on an individual group basis and your request may incur additional food costs.

Student Additional Information and Health Concerns form. Please list all dietary restrictions and allergies on this form. Our kitchen staff will take into account any food allergies and/or religious dietary restrictions. **Our kitchen is nut-free, however, our camping facility cannot be guaranteed to be peanut free as a number of groups use it over the course of a year.** We do ask all groups that come to the camp refrain from bringing any snacks/food products that contain peanuts but we cannot guarantee a peanut-free facility.

We ask that no guests enter the kitchen area without the permission of the staff or chef.

There are no issues with the drinking water at camp.



# Facilities

## Cabins

Guests sleep in cabins which are rustic but comfortable. Cabins are divided internally by doors which can be opened or closed to accommodate 10 people on average. Most cabin sections have either 2 or 4 beds; the majority of which are bunk beds.

Guests must bring their own bedding, pillows, toiletries etc.



None of the cabins or camp buildings are heated. Remind students to come prepared for the weather with proper bedding and clothing.

In your booking package you will receive a cabin allocation chart. School staff is responsible for dividing students and staff into cabin groups. We ask that you send us a copy of this chart one week before the arrival of your school so our staff can prepare the necessary cabins for your group.

## Washroom Facilities

The bathroom and shower facilities are located around camp. There is a larger wheelchair accessible washroom in the main 'green-flushies'. All facilities have hot and cold running water and flush toilets and all of the water is safe for drinking. Each of the washroom buildings hold between 3 and 10 toilets (for both males and females) and between 3 and 8 shower stalls. None of the buildings are heated.

The camp is on a septic system. Please help us by instructing students to put all brown paper towels, wrappers, tampons, pads etc. into the garbage – do not flush down toilets.



## Additional Camp Buildings

The Rec Hall is a large building with cement floors and a large stage. This is a great area for indoor sports or can be set up with chairs and tables.

The Chalet is a beautiful old wooden building with a large hearth set in the middle. This is usually designated as a Staff Lounge where teachers can relax and plan for the next event, debrief after a full day of camp or enjoy a quiet moment. Coffee, tea and a small selection of snacks are available.

The Hearth House is a building perched above the water that is a great small group meeting area. This space can be set up with tables and chairs and can seat 20 people comfortably.

## Council Rings

The camp has three council rings located at different places around camp. Two can seat 50-60 people comfortably and the other can hold 250+ people.

## Waterfront

The waterfront is closed during the spring and fall season.

## Sports Facilities

Red Pine Leadership Camp has a wide variety of activities to offer students while at camp.

### Low Ropes

Our low ropes course is inspected annually and all programming is led by certified instructors. These areas are not to be used other than for designated camp programming due to safety and liability reasons.

### Sports

Activities available to students while at camp include the following:

- Basketball court
- Paddle tennis
- Badminton
- Tether ball
- Shuffle Board
- Horseshoes
- Ping pong
- Baseball field
- Large open field suitable for Ultimate Frisbee etc.



# Your Time at Red Pine Camp

The following information will give you an idea of what to expect when arriving at camp and during your time with us.

## Camp Staff

RPC staff will be on site with you the entire time that you are at camp. Your group leader will be given a walkie talkie or cell phone number upon arrival which will keep you connected to the staff should anything come up. RPC staff are there to help you and to make your stay as comfortable and relaxed as possible. Please do not hesitate to ask them questions or ask for assistance.

## School Group Leaders

We ask that you assign one group leader for your group who will be on site the entire duration of your stay and who will be responsible for the conduct of your group during your time at RPC and will ensure that all students and staff understand and follow the policies and guidelines as outlined in this booklet. Any questions or concerns of the camp staff will be directed to this person.

## Arriving at Camp

When your group arrives you will be greeted by our staff members. The RPC staff will welcome your group on the bus(es) and, after a brief orientation with the group, will meet with the group leader for approximately 15 minutes to run quickly through the schedule for your time at camp, collect any forms and review the rules. An alternative orientation can be arranged in advance if your school would like to begin your time at camp differently. You will be required to provide the rental staff with a \$200 damage deposit upon your arrival. This will be returned to you two weeks after the event assuming the camp is left in good shape.

## Check Out

Group departure times will be arranged during the contract phase. We ask that your busses depart by the pre-arranged time so to give our staff sufficient time to make preparations for the arrival of the next group.

Your group organizer will meet briefly with our rental staff before you leave to go over the premises and sign a clean-up checklist, ensuring the camp is left as it was found when your group arrived.



# RPC Policies and Procedures

Red Pine Camp is located in a beautiful pine forest and all of the buildings are made of wood. Because of this we work hard to preserve our beautiful surroundings and we are very strict about open flames of any type at camp. Please ensure that everyone on your trip is aware of the following policies and procedures.

## Open Flames and Smoking

No open flames are allowed in camp except in designated fire pits and fireplaces.

Smoking is prohibited in camp and is restricted to the main parking lot behind cabins 20-23.

## Care of Camp Property

We ask that you follow a well-known camping rule “leave the camp and its surroundings in the same, or better, condition that you found it”.

Please keep the facilities and equipment tidy and clean, and in the same condition as found and understand that your group will be charged for any damage caused to the facilities during your stay. This includes any buildings (cabins, dining hall, washrooms etc.) and the natural environment and includes smoking damage.

We ask that you do not pick flowers or intentionally damage any of the plants or trees in and around the camp. In certain circumstances, arrangements can be made to collect plants etc. with groups interested in educational programming.

## Waterfront and Low Ropes Course

The waterfront is closed in our spring and fall season. We ask that you and your students stay away from the dock area.

The low ropes course is a wonderful program for students and we would be happy to arrange for staff to guide your students through a low ropes program if it is not already part of your programming with us. We ask that it not be used without one of RPC's qualified staff present for safety reasons.

## Health and Safety

Group leaders are asked to keep a completed Health Form for everyone (student and teachers) during your stay at RPC in case of an emergency. The form should include health concerns and allergies, their Health Card number and emergency contact information.



RPC has stocked first aid kits in various locations around camp. Upon your arrival, the group leader will be informed of these locations. There are also two AED machines (defibrillators) on site.

We suggest that your group leaders have a cell phone for emergencies and we recommend that there be a vehicle available for use as an emergency vehicle. In your orientation your group leader will be provided with a list of emergency numbers as well as directions to the nearest hospitals etc. We also have this information listed later in this information package.

Upon your arrival our staff will discuss the fire procedure with your group as well as the locations of the first aid kits and AED. This would be a great time for your staff to discuss your emergency procedures with your group.

In the case of an emergency, the school group representative will be responsible for either the transportation of the individual in a personal vehicle or remaining with the individual while being transported by ambulance.

### Nearby Hospitals and Emergency Assistance

PEMBROKE REGIONAL HOSPITAL  
705 Mackay Street  
PEMBROKE, ON  
Tel: 613-732-2811

ST. FRANCIS MEMORIAL HOSPITAL  
7 St. Francis Memorial Drive  
BARRY'S BAY, ON  
Tel: 613-756-3044

RENFREW COUNTY AND DISTRICT  
HEALTH UNIT (Public Health)  
7 international Drive  
PEMBROKE, ON  
Tel: 613-735-8666

### Nearby Pharmacies

CONWAY'S PHARMACY  
251 Bridge  
Street  
EGANVILLE, ON  
Tel: 613-628-2808 or  
613-628-2101  
Fax: 613-628-2282

HOURS:	
M-Th..	9:00 – 5:30
Fri.....	9:00 – 6:00
Sat ....	9:00 – 5:30
Sun....	closed

KILLALOE PHARMACY  
7 Lake Street  
KILLALOE, ON  
Tel: 613-757-2281  
Fax: 613-757-0268

HOURS:	
M-Fri .....	9:00 – 6:00
Sat .....	9:00 – 5:00
Sun .....	12:00 – 3:00





# Directions

Red Pine Camp is on Highway 60, two miles west of the town of Golden Lake.

From Ottawa:

Take the Queensway west, which becomes Highway 17 To Renfrew. Then either:

- when you get to Renfrew, go to the third exit ,which is Bruce St, and turn left at the lights. Go into Renfrew to the next set of lights, turn right onto highway 60, then travel on to Douglas, Eganville and finally the village of Golden Lake. About 3km past the village, watch for the blue Ontario highway sign pointing to Red Pine Camp.

OR

- continue along highway 17 past Renfrew to Cobden, turn left onto county road 8 and travel until you meet highway 60 at the big stop sign. Proceed straight through the stop sign and along highway 60 through Eganville until you reach Golden Lake. About 3km past the village, watch for the blue Ontario highway sign pointing to Red Pine Camp.

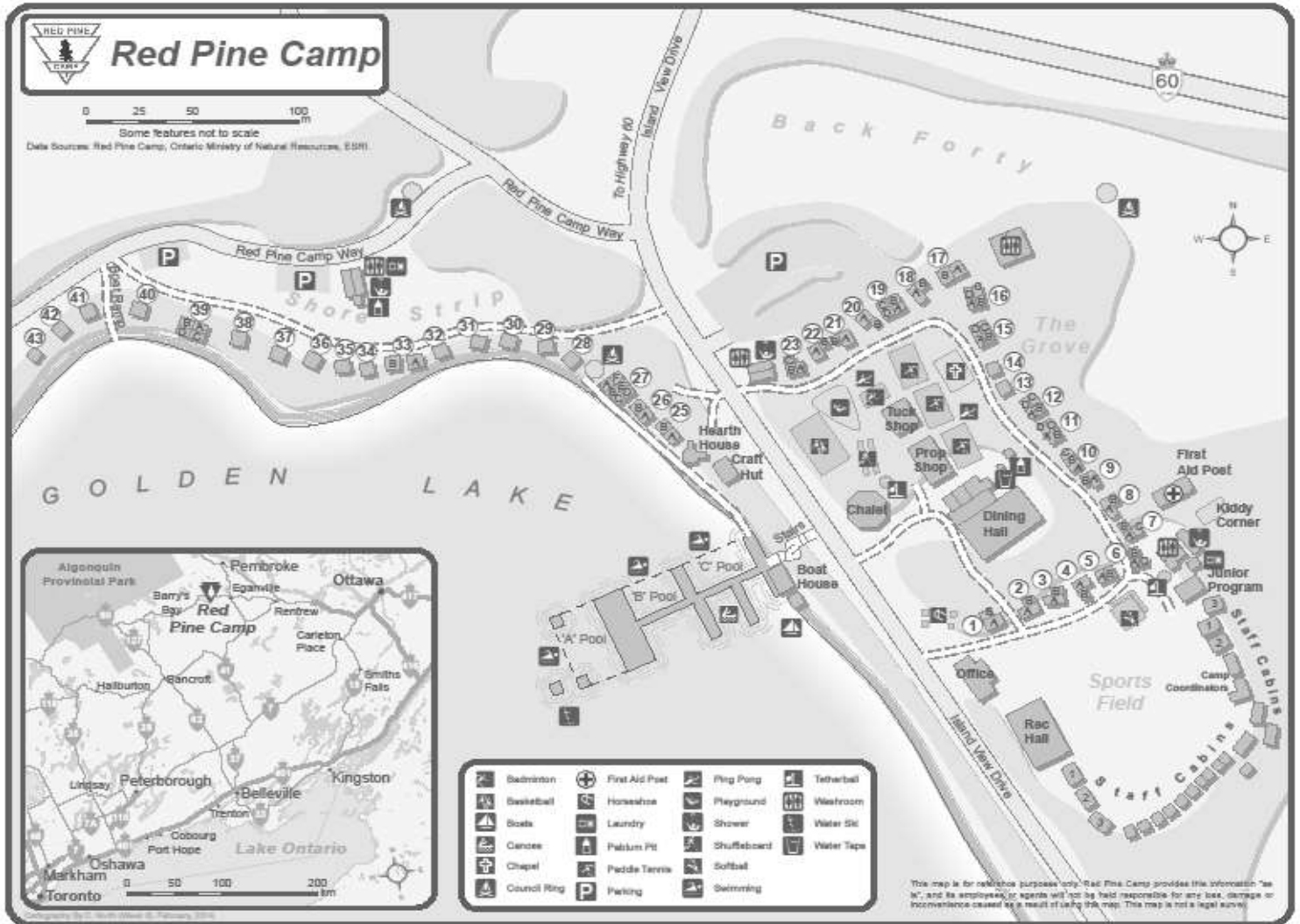
From Toronto:

- Take the 401 east, take exit #436 to merge onto 115 Trans Canada Highway North toward Lindsay/Peterborough. Take a slight right onto highway 7 (Ottawa) in approx. 7km, turn left onto Highway 134 in approx. 100 km, turn left onto Bridge Street West, in approx. 240km turn left onto Hastings Street North and follow signs for Barry's Bay. Continue onto route 62 following signs for Whitney/Algonquin Park / Lake Saint Peter. Turn right onto Opeongo Line / Highway 60 following signs for Eganville/Pembroke. In approximately 38km look for the blue Ontario highways sign pointing to Red Pine Camp, turn right onto Island View Drive.



# Map of Red Pine Camp

School groups will be using the main grove area of camp which is located on the right side of the road. Our orienteering program and field games will expand to the other areas but all sleeping cabins are located around the main part of camp.



# Packing List

We recommend that students label everything clearly and that they do not bring expensive clothing or equipment as campers play in all kinds of weather and although all reasonable precautions are taken, the camp is not responsible for loss, damage or theft of any belongings at camp.

The following list is only a suggestion of what to bring.

<b>CLOTHING</b> <input type="checkbox"/> short sleeved shirts <input type="checkbox"/> sweatshirts or long sleeved shirts <input type="checkbox"/> warm jacket or fleece <input type="checkbox"/> rain coat (? and pants) <input type="checkbox"/> jeans/pants <input type="checkbox"/> shorts if weather appropriate <input type="checkbox"/> underwear <input type="checkbox"/> socks (two extra pairs in case of rain) <input type="checkbox"/> pyjamas <input type="checkbox"/> sun or baseball hat * <input type="checkbox"/> running shoes <input type="checkbox"/> second pair of shoes (in case of rain) <input type="checkbox"/> rain boots  <b>PERSONAL ITEMS</b> <input type="checkbox"/> 1 flashlight <input type="checkbox"/> Sunglasses <input type="checkbox"/> Camera <input type="checkbox"/> Any medication, regular or occasional (allergies, cramps, etc.)	<b>BEDDING AND TOWELS</b> <input type="checkbox"/> 1 pillow and pillow case <input type="checkbox"/> 1 fitted sheet (single, to cover the mattress) <input type="checkbox"/> 1 towel for shower <input type="checkbox"/> 1 sleeping bag and extra blanket if cool  <b>TOILETRIES</b> <input type="checkbox"/> shampoo and conditioner <input type="checkbox"/> soap <input type="checkbox"/> toothbrush and toothpaste <input type="checkbox"/> hair brush or comb <input type="checkbox"/> deodorant <input type="checkbox"/> sunscreen (30 SPF minimum) <input type="checkbox"/> insect repellent <input type="checkbox"/> ? AfterBite anti-itch stick <input type="checkbox"/> ? Kleenex <input type="checkbox"/> feminine hygiene products
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## WHAT NOT TO BRING TO CAMP

The following items are fire hazards, health hazards or nuisances at camp. Please do NOT send them.

- Electric fans
- GUM
- Permanent markers
- Weapons or anything that could be used as a weapon
- Incense, candles, mosquito coils, citronella candles, matches or lighters
- Electronics: Cell phones, blackberries, iPhones, Laptop, tablets, iPods, etc. \*

\* we recommend that these items are left at home, however, this is to the discretion of your school staff. We ask that they stay in cabins during all camp programming.





# Student Additional Information Form

Please indicate any additional information about students that would be useful for our staff to know when preparing for your school's arrival at camp.

Student Name	



# Building Request Form

Please indicate the buildings/facilities that you would like to use during your time at camp and any special requirements for set-up. This does not need to be set in stone but will help us to prepare the space to meet your needs. Please use the map included with your contract or in the School Guide to help you.

We will contact you before your time at camp to discuss your requests and solidify arrangements.

Building or Camp Facility	
<p><b>Hearth House</b> This building can be set up with tables and chairs for approximately 20 people or can be a cozy gathering place.</p>	
<p><b>Craft Hut</b> This is a screened in, open air building. It can be set-up with approximately 6 picnic tables or with tables and/or chairs.</p>	
<p><b>Chalet</b> This is a cozy, circular building with a large screened in hearth in the center. Typically this is set-up as a staff lounge but can also be used for groups of up to approx. 50 people in chairs or approx. 30 at tables and chairs.</p>	
<p><b>Rec Hall</b> This building is a large, cement floor space that is great for large presentations, games or many small group activities. There is a stage and seating can be set up for approximately 250.</p>	
<p><b>Fire Pits</b> We have three fire pits or council rings located around camp. Two can be set up to seat 60 comfortably and the third is large and can set upwards of 250.</p>	
<p><b>Dining Hall – Special Set-up</b> The dining hall can set 350 people. Sections separate from your groups eating area can be cleared and set-up for small group meetings, evening games etc. This is dependant on the number of schools at camp during your rental.</p>	

Additional Requests:



# Sample Meal Choices for Fall School Groups

Please select the meals that you would like on the days indicated on the chart to the left. No duplicates please.

Day 1	Day 2	Day 3	Day 4	Breakfast: Meal Selection * No Duplicates Please
				Pancakes and Yogurt
				Scrambled Eggs and bacon
				French toast and sausage
				Western/cheese omelette hash browns
				Egg o Muffin (egg, ham & cheese on English muffin)

Breakfast Bar is also provided: Hot/Cold Cereal, Coffee, Tea, Hot Chocolate, Milk, Juice, Water

Day 1	Day 2	Day 3	Day 4	Lunch: Meal Selection * No Duplicates Please
				Macaroni & cheese
				Pizza Bagel or Homemade Pizza
				Chicken Finger and French Fries
				Grilled Cheese and Pom Poms (Potato Hash Browns)
				Quesadillas (meat and/or vegetarian)
				Chicken Caesar Wrap
				Burgers or Hot Dog and Chips

Soup and Mini Salad Bar, Coffee, Tea, Hot Chocolate, Milk, Juice, Water is also provided

Day 1	Day 2	Day 3	Day 4	Lunch: Meal Selection * No Duplicates Please
				Spaghetti with Meat sauce (veg. provided), Garlic bread and Caesar Salad
				BBQ 1/4 Chicken, Roast Potatoes and Fresh vegetable
				Homemade Lasagna, Focaccia bread and Italian Salad
				Chicken Fajitas, Mexican Rice, Salsa and Sour Cream
				Roast Beef, Gravy, Mashed Potatoes and Broccoli
				Sweet Sour Meatballs, Rice, Buttered Corn

Mini Salad Bar, Coffee, Tea, Hot Chocolate, Milk, Juice, Water is also provided

