

## APPENDIX — A

# Guest Package



Welcome!

We are looking forward to having you come to Camp Jubilee Retreat and Conference Centre!

Your adventure with us begins at Cates Park in North Vancouver where you will meet our camp staff. Guests will board our water taxis for a 45 minute scenic boat ride up Indian Arm to Camp Jubilee—128 acres of unspoiled evergreen forest and 1/2 mile of Indian Arm waterfront.

To help you get ready for your west coast camp experience we have put together an information package to help you prepare for your camp adventure.



## CONTACT INFORMATION

[www.campjubilee.ca](http://www.campjubilee.ca)

### MAIL

Camp Jubilee  
2706 Spring St  
Port Moody BC V3H 0G1

### EMAIL

[stay@campjubilee.ca](mailto:stay@campjubilee.ca)

### PHONE

604-937-7388

### FAX

604-937-7322

## APPENDIX — A

# Guest Package—Packing List

## Packing List

*\*\*Please note that this list is not comprehensive and is the MINIMUM to be packed for a 3 day stay.*

Pack clothes that are appropriate for all types of weather including rain, sun, or wind. Please bring water shoes (or old shoes that can get wet) if your group is participating in any swimming activities, as the swimming area is rocky. **PLEASE SEE HEAT TREATMENT ROOM LETTER (NEXT PAGE).**

Some optional but useful items you may want to include while packing: disposable camera, favourite stuffed animal, book, etc. We also encourage parents to pack old clothes for their children to bring to camp. Please do not send clothes that would not be suitable to wear to school.

**Camp Jubilee will not be responsible for lost items.**

ITEM DESCRIPTION	PACKED
4 Complete changes of clothing (1 set per day, plus one extra)	<input type="checkbox"/>
3 Pairs of shoes:	
[1] Closed-toe, outdoor shoes (i.e. running shoes)	<input type="checkbox"/>
[2] Water shoes or old shoes that can be worn in the water	<input type="checkbox"/>
	<input type="checkbox"/>
Waterproof rain jacket with hood (plus waterproof pants if possible)	<input type="checkbox"/>
Warm jacket and sweater	<input type="checkbox"/>
Warm hat and gloves	<input type="checkbox"/>
Flashlight	<input type="checkbox"/>
Personal toiletries (towel, cloth, toothbrush, toothpaste, shampoo, soap, brush, etc.)	<input type="checkbox"/>
Sleeping bag (or blankets/quilt) and pillow	<input type="checkbox"/>
Sun hat, swim suit, extra towel and sunscreen	<input type="checkbox"/>
Water bottle	<input type="checkbox"/>
2 Large garbage bags (for wet and/or dirty clothes)	<input type="checkbox"/>



## APPENDIX — A

# Guest Package—Heat Treatment Room

As you may have heard, there has been a resurgence of bed bugs in the Lower Mainland due to the fact that they are great hitchhikers and yes, they will tag along to camp too! Bed bugs have been found in hotels, hospitals, libraries and so on; however it hasn't been a problem at Camp Jubilee yet. Let's keep it that way!

At Camp Jubilee we are aware of bed bugs and have proactively taken steps to avoid problems. We have set up a bed bug heat chamber on site to heat treat all belongings of the guests (and the staff) to prevent any bed bugs sneaking into camp. Pack your camp gear into 2 bags and please make sure that any clothes you may need during the first few hours at camp (i.e. rain jacket, sweater, etc.) are out of the bag that will be going in to the heat chamber.

1. 1 bag should have clothing, bedding and "non-melt-able" items only. The second bag, either a Ziploc or grocery bag with your name clearly labeled, should contain all the 'melt-able" items such as:
  - Toiletry products (such as toothpaste)
  - Flashlights
  - Batteries
  - Electronics
  - Any liquids
  - Rubber shoes like (example: Native or People brands)
2. What should you do when you come home from camp? As a precaution, you should put all of the clothes and the bag into the dryer and dry everything for at least 20 minutes on the heat cycle. If you want to wash the clothes first, that's fine too but you must put the clothes through the dryer on the heat cycle.



## APPENDIX — A

# Guest Package - Important Information



### Acknowledgement of Risks (Waiver) Form

Please complete the Camp Jubilee Acknowledgement of Risks (Waiver) form and return to your group leader at least 4 weeks prior to your departure.

This is an important form which is required by all guests participating in activities.

### Special Diet Request Form

Please complete the Camp Jubilee Special Diet Request Form and return to your group leader at least 4 weeks prior to your departure.

This is an important form which is required by all guests attending camp who have a special diet/allergy.

### First Aid & Medication

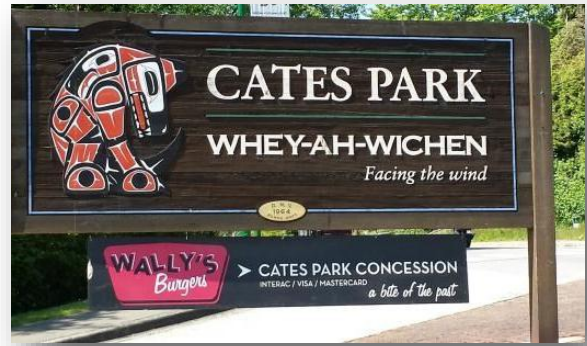
A predesignated adult from your group will be the sole person responsible for First Aid and dispensing of any medications. A Camp Jubilee staff member will be available to provide back-up First Aid support. All medication must be stored and locked in the First Aid room at all times, the key to which will be provided to the designated group First Aid Attendant.

**Please note:** Camp Jubilee staff are not permitted to administer any medication including over the counter drugs such as ASA or cough syrup. Please provide your own medication. Parents should send these items with their child and give your group leader with written permission to dis-



## APPENDIX — A

# Directions to Cates Park



## Directions to CATES PARK

Head westbound on Highway 1 over the Iron Workers Memorial Bridge, then:

- \* Take exit **23B** toward **Dollarton Highway**
- \* Continue onto **Dollarton Hwy**
- \* Turn right into Cates Park.

### Got GPS?

If you have a GPS system, use the following address to get directions to Cates Park:

4141 Dollarton Hwy  
North Vancouver, BC



## APPENDIX — A

# Directions to Cates Park

### \* DROP OFF/PARKING INFORMATION

- \* Overnight parking is not allowed in Cates Park, limited street parking can be found off Dollarton Hwy. We highly encourage to arrive via public transit, charter bus or car-pool.
- \* Boat Dock: We ask that you do not go on the dock. Please wait until a Camp Jubilee Staff person greets your group.
- \* No drop offs/parking allowed in the boat trailer parking lot.

LOOK FOR THESE SIGNS



# APPENDIX — B

## Special Diet Request Form

Camp Jubilee strives to provide all of our guests with nutritious and delicious meals and snacks, including those with dietary restrictions. We are sensitive to allergies and dietary restrictions and place the highest priority on ensuring safety. To safeguard this, we ask that this form be fully completed to ensure our food services team can be prepared for your upcoming visit.

### Special Diets Policy and Notes:

- For those guests with cross contamination or other significant allergy concerns may be required to bring prepared meals for the duration of your stay.
- Camp Jubilee is a **30 minute boat ride to Deep Cove, North Vancouver** where emergency boats will be taken. Therefore guests should understand it would take approximately 30 minutes to access medical support in the form of BC Ambulance Service. Guests who require medicine to treat their allergic reactions must bring their own including **EPIPEN and/or Benadryl** (or similar product). Further, guests should consult with their doctor to establish amount of medicine required for the trip, as the effects of the medicine may wear off after 10-20 minutes and additional medicine (i.e. injections) may be required.
- Camp Jubilee is “**nut managed**” which means that we **AVOID** the use of nut or nut-related products. We remind all our guests of our “nut managed” status. However, we cannot guarantee that nuts or nut products are not present as guests may bring a restricted product without our knowledge. Additionally, some of our food products contain the warning “May contain traces of nuts” or “Produced in a factory in which contains nut and/or nut products.”

DIETARY RESTRICTIONS				FOOD SENSITIVITY					ALLERGY				
				(No allergy diagnosed by physician)					(Diagnosed by physician)				
Vegetarian	Vegan	Pork Free	Beef Free	Gluten/Wheat	Dairy	Egg	Nut	Other (Please list)	Gluten/Wheat	Dairy	Egg	Nut	Other (Please List)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Details/Comments:				Details/Comments:					Details/Comments:				

**PLEASE NOTE IF ANY SENSITIVITY IS OK IN BAKED GOODS.**

**FOR EXAMPLE “EGG OK IN BAKED GOODS”.**

#### Guests with Allergies:

We recommend that students with multiple allergies and/or severe allergies bring their own food for meals precooked in separate containers to minimize the risks and cross contamination.

**Group Name:** CHHA-BC Youth Peer Support Program

**Participant Name** (please print clearly): \_\_\_\_\_

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(If guest is under 19, Parent/Guardian signature)*

# APPENDIX — C

## Acknowledgement of Risks & Agreement to Hold Harmless

### CAMP JUBILEE RETREAT & CONFERENCE CENTRE

#### PLEASE READ CAREFULLY!

THIS FORM MUST BE FILLED OUT FOR ALL STUDENTS AND ADULT SUPERVISORS ATTENDING CAMP

**RELEASE OF LIABILITY, WAIVER OF CLAIMS AND ASSUMPTION OF RISKS AGREEMENT (HEREINAFTER REFERRED TO AS THE "RELEASE AGREEMENT").**

**BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE OR CLAIM COMPENSATION FOLLOWING AN ACCIDENT.**

Activities involved in this trip may include (but are not limited to) hiking, orienteering, canoeing, rock climbing, rappelling, ropes courses, sports and games, swimming, archery, kayaking as well as various leadership activities and team building challenges and initiatives.

I understand that outdoor activities present to the participant a wide variety of risks, hazards and conditions, not all of them easily foreseeable, which could result in any type of physical or emotional injury. These conditions may include, but are not limited to uneven terrain, changeable weather conditions, animal and plant life, and use of assorted vehicles, gear and equipment including various types of safety gear. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity.

I understand that the school/organization is not always equipped with the skills, training, equipment and insurance necessary to undertake these types of educational activities, and will at need to enlist the aid of outside agencies that embody and abide by high professional standards within their industry.

I acknowledge that the outside agencies involved in this particular educational trip at Camp Jubilee Retreat and Conference Centre include the Camp Jubilee Society and Indian Arm Management Services Ltd. and that they have both read and sanctioned this agreement.

I expressly agree and promise to accept and assume all of the risks existing in this activity that are in my control. I do not have to participate in the activities if I do not feel comfortable or confident in doing so. I certify that I have no medical or physical conditions that could interfere with safety, or else I am willing to assume – and bear the costs of – all risks that may be created, directly or indirectly, by any such condition.

I understand that both the school/organization and above-mentioned outside agency or agencies will approach this trip with both care and planning. While the trip is underway, they will endeavor to instruct, protect and care for my well being, including making decisions regarding my medical care. I also understand that, following all trip activities, they will continue to maintain professional standards of behavior.

I understand that I will be expected to uphold the standards of behavior expected of the school/organization. I will be expected to listen to and honor any request, suggestion, advice or rule given by the staff, employees of the outside agencies selected by the school/organization and other supervising adults on the trip, with the understanding that this is in the best interest of all participants. I will be expected to act with responsibility and care for myself and for others on the trip.

I understand that school/organization and camp staff will take reasonable steps to prevent injuries to participants. Some degree of risk is inherent in the nature of this activity and may occur without fault on the part of the participant, organization or Camp Jubilee Retreat and Conference Centre including the Camp Jubilee Society and Indian Arm Management Services Ltd. By allowing your child to participate in this activity, you are agreeing that the activity described above is suitable for your child, and that there is a risk of injury associated with the activity.

I am aware that there are risks involved in this program, and have decided that I am prepared to participate in the program and all activities involved in the program. I am content to proceed on the trip as I wish. **Photo Release:** I give permission to use my photo and/or video image in any Camp Jubilee promotional material (i.e. newsletter, social media or other related publication).

Name of School/Organization: CHHA-BC Youth Peer Support Program

Participant	Signed this _____		Signature:		Last Name:		First Name:	
	day of _____, 20____.							
	Street:			City:		Prov/State:		Postal/Zip Code:
	Age:	Sex:	Email:			Phone Number: (     )     -		

Yes, please send me special offers and Camp Jubilee news by email!

Emergency Contact:	For Participants under the age of 19	Parent/Guardian
Relationship:		Name:
Phone #:		Parent/Guardian
		Signature:
Please list any health conditions or medical issues that we ought to be aware of (previous injuries, medications, allergies, dietary needs, etc..)		