



Dear parent / guardians,

In this guide you will find valuable information that will help you fill out the camp registration form. We suggest that you keep it open on the screen throughout the registration process so you can easily consult it as needed.

The questions and the information sections have the same numbers, allowing for a more user-friendly experience.

The system does not save the registration for later completion. You will need to have all the relevant information on hand before you begin the process. To complete the registration process, you need:

- Health insurance number and / or private medical insurance of your child
- Parent / Guardian social insurance number for Relevé 24 claims (Québec only)
- Contact information for two emergency contacts, other than parents / guardians

Some of the required questions (marked with \*) may not apply to you; if that is the case, please write n/a in the box. In addition, it is normal that the numbers of the questions do not follow each other; some questions apply only to certain types of camps.

Please note that if you want to register a child for several weeks of camp, it is easier to add all weeks to the basket before continuing in order that you only have to complete the form a single time.

In addition, if you are applying for financial assistance, be sure to select the instalment payment option when you checkout. That way, you only have to pay the deposit until your application for financial assistance is processed.

Finally, online registration must be paid by credit card. It is possible to choose a payment plan in several instalments, but a \$20 non-refundable registration fee will be required at the time of registration. If you wish to pay by cheque (one single payment), debit, or YMCA Gift Card, you must complete the [PDF registration form](#) available on the Day Camp website. Please note that paying by cheque may cause a delay in the registration process, and your spot may not be guaranteed. We strongly recommend using our online system and paying by credit card in order to ensure your child's spot is reserved.

Ready? Let's go!



If you need help creating an account, adding a second parent or a child to your existing account, or navigating the registration site, a help section is available on the site in the upper right-hand corner, right next to the language tab:

**Les YMCA du Québec**

Créer un nouveau compte **Connexion** Français Aide

Accueil inscription Activités et cours Réserve de terrain Mon panier (0)

**Bienvenue au système d'inscription en ligne des YMCA du Québec !**

Voici comment vous pouvez :

- rechercher les activités offertes dans nos 9 centres YMCA ;
- vérifier la disponibilité, l'emplacement, l'horaire et les autres détails d'une activité ;
- vous inscrire aux cours et certifications disponibles ;
- voir les détails et l'historique de votre compte ;
- faire un paiement dans votre compte.

**Pour vous inscrire**

Vous aurez besoin d'un code d'identification personnel et d'un NIP pour accéder à votre compte, ainsi que d'une carte de crédit valide.

Si vous n'êtes pas déjà un client des YMCA du Québec, veuillez créer un compte [ici](#).

**Vous êtes un client du YMCA et ne connaissez pas vos codes d'accès ?**

1. Cliquer sur le bouton Connexion dans le coin supérieur gauche.
2. Cliquer sur le lien *Vous avez oublié vos codes d'accès ?* afin de recevoir cette information par courriel.
3. Si votre adresse courriel ne peut être trouvée, contactez un de nos centres ou envoyez un courriel à : [inscription@ymcaquebec.org](mailto:inscription@ymcaquebec.org)

**Des questions ?**

Nous sommes là pour vous aider. Contactez-nous au : **514 687-6842** ou à [inscription@ymcaquebec.org](mailto:inscription@ymcaquebec.org)

**S'INSCRIRE À DES PROGRAMMES**

If you select the Meal option, it is important to note that the rate mentioned is for a full-week meal service.



### **1. Are you applying for financial assistance?**

Families who are unable to pay the full rate may be eligible for financial assistance from the YMCA. For more details on the conditions for financial assistance, consult the following link, <http://www.ymcaquebec.org/en/About-Us/Financial-assistance>, or contact our team. If you are applying for financial assistance when registering online, you will have to pay the \$50 deposit to reserve your spot and then your following payments will be adjusted based on the assistance provided.

To apply for financial assistance without paying the deposit, please complete the PDF version of the registration form and send it to us by e-mail. Please note, however, that PDF processing takes more time and that your child's space cannot be guaranteed.

### **2. Who has custody of the camper?**

Is legal custody of the camper shared by both parents / guardians, or only one? If only one parent / guardian has custody, is that person the primary or secondary contact?

### **3. Emergency contact 1: Name**

Name of a trusted person who resides as close to the camp as possible and can be contacted easily in case of an emergency if we are unable to reach parents / guardians.

### **4. Relationship to the participant**

Is the emergency contact a family member, friend, etc.?

### **5. Home phone**

Primary telephone number of the emergency contact. This is the first number we will call in case of emergency.

### **6. Cell phone**

Cell phone number of the emergency contact.

### **7. Work phone**

Work number of the emergency contact.

### **8. Emergency contact 2: Name**

The name of a second trusted person, who resides as close to the camp as possible, who can be contacted easily in case of emergency if we are unable to reach the parents / guardians.



**9. Relationship to the participant**

Is the emergency contact a family member, friend, etc.?

**10. Home phone**

Primary telephone number of the emergency contact. This is the first number we will call in case of emergency.

**11. Cell phone**

Cell phone number of the emergency contact.

**12. Work phone**

Work number of the emergency contact.

**13. Authorized Pickup List**

Name of all persons who are authorized to pick up the camper from camp (parents / guardians, as well as the parents / guardians of another camper if you choose to carpool, etc.). It is essential that the name of the person who will pick up the child at the end of the session is also on this list. Please note that authorized persons must present an ID upon arrival.

**14. Language your child speaks**

Main language spoken at home.

**15. Ability in English (5=fluent)**

Although the majority of our staff is bilingual, Camp YMCA Kanawana's activities are conducted primarily in English. It is therefore important for us to know your child's actual level of English. Indicate 0 if your child does not speak English at all, and 5 if he / she is English-speaking or fluent in English.

**16. First year at camp?**

Is this your child's first stay at Camp YMCA Kanawana?

**17. Are you a Québec resident?**

Are you a Québec resident?

**18. Do you want a Relevé 24 for tax purposes?**

If you are a Québec resident, do you want to receive a Relevé 24 to deduct a portion of the camp fees from your next tax return?



**19. If yes, please provide the social insurance number.**

Please provide the social insurance number of the parent / guardian who will deduct the fees.

**20. If a Québec resident, please provide medicare number.**

Please indicate the child's health insurance card number (4 letters followed by 8 digits).

**21. Expiration date.**

Please indicate the expiry date of the health insurance card.

**22. Other medical insurance: policy name and number.**

Does the child have other insurance (**compulsory** if the camper is not a resident of Québec)? If yes, please provide the name and the policy number. If you are a resident of another province or territory of Canada, please provide your provincial health insurance card number.

**23. Expiration date**

Please provide the expiry date of the insurance policy.

**24. Camper's last grade completed**

What will be the last grade level completed by the child upon arrival at camp?

**25. List any medical conditions we should know about**

Please list any medical conditions that may affect your child's stay.

**26. How can we support your child with these conditions?**

Please tell us how we can support your child with the medical conditions listed above, whether through medication or other means.

**27. Is your child seeing a mental health professional?**

Does your child see a mental health professional (psychiatrist, psychologist or other therapist)?

**28. If yes, name of the professional:**

Please tell us the name of the professional your child is consulting so we can contact them in case of emergency. [We would ask that you notify them that your child will be away at summer camp and ask them if we contact them on your child's behalf if necessary.]

**29. Organization:**

Please indicate the name of the organization (hospital, clinic, etc.) where this professional works.



**30. Phone number:**

Please tell us the phone number we can use to contact this professional.

**31. Does your child have any different needs?**

We offer services that are adapted for children with special needs. Please tell us if your child has specific needs that may require additional supervision or behavioural management.

**32. Does your child have different behavioural needs?**

Please tell us what kind of support your child needs. Depending on the answer, our inclusion team may contact you to schedule personalized support for your child and get all the information relevant to their situation. Please note that resources are limited and we may not be able to support your child's specific needs.

**33. Does your child require one-on-one support?**

If your child needs the constant presence of a companion to participate in camp activities, please let us know. Note however, that we have a limited number of companions and we may not be able to accept all requests.

Following registration, you will receive an information kit to complete and we will then contact you to confirm your registration.

**34. Does your child have any FOOD allergies?**

If your child has food allergies, please note them here so that kitchen staff can be informed. Note that YMCA Kanawana Camp is a peanut-free, nut-free environment.

**35. If yes, what type?**

Please specify all your child's food allergies, including peanut and nut allergies.

**36. Does your child have any OTHER allergies?**

If your child has other allergies (drugs, latex, pollen, pets, etc.), please note them here so that the infirmary staff will be informed.

**37. If yes, what type?**

Please specify all the non-food allergies of your child.

**38. Is their allergy or asthma life-threatening?**

If your child's allergies or asthma is severe or life-threatening, please let us know here.



**39. Does your child carry an EpiPen?**

If your child carries an EpiPen, please let us know. We have EpiPens in several places in the camp, but if your child's doctor has prescribed an EpiPen, we ask you to send two with him / her to camp.

**40. Does the participant take medication?**

If your child is taking prescription or over-the-counter medications regularly (antihistamines for seasonal allergies, medicated ointment for eczema, etc.), please indicate it here.

**41. If yes, please list type(s) and dosage information**

Detail the name and dosage of each medication your child should take. The infirmary will be responsible for storing and administering all of your child's medications while at camp (excluding emergency medications such as inhaler and EpiPen). [We have most basic over-the-counter medications in stock in our infirmary (ibuprofen/acetaminophen, Benadryl, cough syrup, etc.); so there is no need to send those with your child. All prescription medication must be in its original, labelled container, with dosage information provided.]

**42. Has your child had an operation we should know about?**

If your child has had surgery that may affect their stay at camp, please indicate it here.

**43. If yes, type of operation**

Indicate the type of surgery and any relevant details.

**44. Date of procedure**

Indicate the date of the surgery.

**45. Transportation TO CAMP**

What mode of transportation will you use to bring your child to camp? YMCA bus transportation, transportation by parents, or transportation from the airport if your child arrives in Montreal by plane? [If you choose "plane" as an option, please also add the above transportation fees to your total — it is \$75 for one airport trip — please add two trips if your child requires both pick up and drop off at the airport. Please contact us before booking your flights to be sure that your selection will work with our schedule, and send us a copy of your child's flight information once it is booked.]



#### **46. Transportation FROM CAMP**

What mode of transportation will your child use to leave the camp? YMCA bus transportation, transportation by parents, or transportation to the airport if your child leaves Montreal by plane?

#### **47. Same group as a friend**

If you'd like your child and a friend to be in the same group, please make this request here. The request must be made by both campers, they must be registered in the same program, and each camper is limited to two requests per camp week. We do our very best to honour the match requests, but we cannot guarantee that all requests will be fulfilled.

#### **48. Dietary restrictions?**

If your child has dietary restrictions other than the allergies listed above, please indicate this here.

#### **49. Vegetarian**

If your child is following a vegetarian diet, please indicate it here. Please note that we are not able to offer a vegan diet at the camp.

#### **50. Pork-free**

If your child is following a diet without pork, please indicate it here.

#### **51. Beef-free**

If your child follows a diet without beef, please indicate it here.

#### **52. Lactose-free**

If your child is on a lactose-free diet, please indicate it here.

#### **53. Other**

If your child has another food restriction, please indicate it here.





**54. If other, please specify**

Please specify the food restriction. Our team may contact you to discuss food options for your child. [Please note that for anything other than the diets listed above, we may ask that you provide supplementary food for your camper, e.g. gluten-free foods.]

**55. T-shirt size**

Your child will receive a camp T-shirt upon departure. Please specify the required size.

**56. Camper's interests**

In order to always improve upon our camp offer, we would like to know what your child's main interests are.

**57. Swimming level**

Several camps offer aquatic activities / swimming lessons. In order to ensure we provide all the necessary support and supervision for your child, we need to know their level of competency in the water.

**58. Multiple children discount**

If you register more than one child from the same family, you may have access to certain discounts. These discounts will be applied as a refund after the processing of your registration.