



OTTAWA TENNIS CLUB

Your Cottage in the City

176 Cameron Avenue , Ottawa, ON K1S 0X5 | info@otlbc.com | 613-730-7207 | www.otlbc.com

All The Things You Need to Know About Camp

At OTC we encourage participation, skill growth, and good sportsmanship. Our staff are committed to creating a safe, inclusive and fun environment.

Camp Hours: 9AM to 3:30PM

Pre-Care (8AM-9AM) and Post-Care (3:30PM-5PM) is available Free to Members, and \$64/week for Non-members. You may also purchase pre- **OR** post- care for \$32/week.

Camper Profile

In June 2026, the Digital Camper Profile will be available here!

This form contains valuable questions we need answers for, such as authorized pick-up and allergies. Your camper cannot attend camp until this form is completed.

Drop Off

Drop off takes place from 8:45AM-9AM. For pre-care drop off and regular drop off, Parents/Guardians must enter through the side gate in the Member parking lot. After 9AM, campers must enter through the front door and sign in at the Front Desk.

Pick-Up

Pick up takes place from 3:30PM-3:45PM. For both pick-up and post-care pick up, Parents/Guardians must enter through the front door and follow the signs to the Camp Sign-out desk. *No dogs are allowed on OTC property.*

All Parents, Guardians, and Authorized Pick-ups **MUST provide a piece of physical photo ID each day to sign out.** We will not allow campers to leave with an individual unless the primary parent has approved their name in advance on the camper profile, and their photo ID matches the name written.

Parents/Guardians who are late picking up their child(ren) will be charged a fee of \$15 per 15 minutes. This fee will be reapplied every 15 mins. (For example: A pickup up between 5pm and 5:15pm = \$15 fee, A pick up at 5:17pm = \$30 fee.)

Camper Self Sign In/Out

Parents/Guardians who allow campers to sign themselves in/out of camp, must signify this on the camper profile in advance. Campers must be at least 10 years of age. Campers should arrive between 8:45AM-9AM and are welcome to Self Sign-out at 3:30PM. Bike racks are available in front of the building; campers must provide their own lock. Camp Siblings can self-sign out, as long as one camper is at least 12 years of age.



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Camp Checklist

- Swimsuit and Towel
- Athletic attire (we recommend an extra set of clothing)
- Water bottle (we have multiple reusable water stations)
- Sunscreen
- Bug Spray (recommended)
- Hat
- Sunglasses (recommended)
- NUT-FREE energizing snacks
- NUT-FREE lunch (unless Camp Lunch has been purchased)
 - Register for Camp Lunch by the Thursday prior to the camp week.
 - We can accommodate vegetarians, but not vegan or gluten-free.
 - Indicate any allergies/dietary restrictions in the camper profile

We recommend labelling **ALL** belongings and using a backpack. If you are missing an item, please check the lost and found. We keep lost and found items for 1 week before donating.

In the event of illness

If your child feels unwell, please keep them home. If they arrive at camp unwell, a phone call home will be made to have them picked up.

The Courtside Café/Freezie Cards

Campers are allowed to go to the courtside café ONLY at the end of each camp day to purchase a freezie (\$2) and/or other snacks. Parents can pre-purchase a Freezie card (\$10 for 6 freezies) at the Front desk on the first day of the camp week or send campers with money.

Swimming Pool – Life jacket policy

1. All children six (6) and under **MUST** have a life jacket in the pool
2. Campers seven (7) and up **MUST** take a Swim Test* unless wanting to wear a life jacket:
 - **Swim Test Criteria:** Ability to swim one length uninterrupted and alone, AND tread water in the deep end for 1 minutes. OTC Lifeguard must conduct a swim test.
3. Campers fall into 1 of 3 categories:
 - Green: Level 1 – Passed the swim test and is wearing a wristband – **Permitted in Deep End**
 - Amber: Level 2 – Did not pass the complete test - give a band to swim in the shallow end without a life jacket – **shallow end only**



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- Red: Level 3 – Test not taken or failed – **life jackets required and shallow end only**

Rain Day Policy

Due to the nature of clay tennis courts, they are not playable when there is excessive standing water. During such times campers will utilise our new multi-use games area, beach courts, pool and indoor spaces. Appropriate activities will be delivered to challenge and keep campers engaged during rain periods.

In the event of a storm (e.g. thunder and lightning), campers will be in our indoor spaces. During such times, due to space constrictions campers' activities will be structured but not as active as outdoor activities.

Every effort will be made to keep campers always engaged and having fun in a safe environment.

Refund Policy

- **Summer Camps**
 - Full Credits will be provided up to 14 days prior to the start of the camp. Refunds are subject to a \$40 admin fee per child, per week of camp.
 - No Refunds, Credits or Transfers within 14 days of the camp start date, unless supported with medical documentation.
 - All Cancellation and Refund request must be in written form and sent to info@otlbc.com. Refunds are issued to the same method of payment, if possible.
- **Pre and Post Care**
 - Full Credits will be provided up to 14 days prior to the start of the camp. Refunds are subject to a \$40 admin fee per child, per week of camp.
 - No Refunds, Credits or Transfers within 14 days of the camp start date, unless supported with medical documentation.
 - All Cancellation and Refund request must be in written form and sent to info@otlbc.com. Refunds are issued to the same method of payment, if possible.
- **Camp Lunch**
 - Full Credits on your OTC account will be provided up to the Thursday prior to the start of the camp. All refunds are subject to a \$40 admin fee.
 - No credits or refunds afterwards, unless supported with medical documentation.
 - All Cancellation and Refund request must be in written form and sent to info@otlbc.com. Refunds are issued to the same method of payment, if possible.