



Fostering Excellence in Camp Leadership & Program & Safety Since 1941

Annual Accreditation Report

Overview and Instructions

The purpose of Annual Accreditation Report: is to facilitate and encourage CANSPEI Accredited Camps to follow the CANSPEI Accreditation standards to help facilitate and promote high quality and safe programming and camp operations. This is a **mandatory report** which all Accredited Camps **MUST** provide **by October 31** of each year, reviewing their Camp's operations for the preceding summer. **Failure to file your Annual Accreditation Report will result in your camps accreditation being suspended or revoked. The information you provide us will be use only for the purposes for it was it was collected and your Camp's individual identified data will not released to other parties, except as may be required by law.**

This PDF is *click and film* form. When completed please save the PDF file under your camp name as the file name then email to info@canspei.ca or you can print it off and fill in by hand and faxed to 902-479-2839.

Please email Derek Mitchell anytime at derekmitchell@venturepartner.ca or call him at 902-220-3280 if you have any questions.

Camp Contact Information

Camp's Common Name:

Legal Name of Camp Operator:

Name of Person Completing the Report:

Person's Camp Position:

Person's Email:

Person's Phone:

Date of Report:



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1. Has your camp experienced any changes in the following?

AREA OF CHANGE	✓ If Yes	✓ If No
a. Significant renovations or additions to Camp buildings and infrastructure?		
b. Major enhancements to or the introduction of a new program area(s) for campers and/or new or enhanced staff training programs?		
c. Changes in key leadership such as a new Camp Director or General Manager or Program Director or any such similar leadership positions?		
d. Change in Camp Board/ Committee Directors or governance?		
e. Change in Camp ownership?		

If you have checked yes to any of the above please comment and explain below: (For any of the above you can attached any documents you would like to share with us)



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2. How many Serious Incidents or Injuries did your Camp have this past camping season? (Such as where you had to call 911 or take a child or staff to Emergency or call DCS or the RCMP to report such a Serious Incident or notify your Camp Board or Committee of such a Serious Incident or Injuries.)

Number of Serious Incidents or Injuries	<input type="text"/>
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Withhold disclosing any confidential information, please describe the Serious Incidents or Injuries:



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3. Inspection Reports:

Questions	✓ If Yes	✓ If No
Does your Camp have on file your Camp's Pre-Season Inspection Report?		

Questions	✓ If Yes	✓ If No	How Many Such Copies Are on File?
Does your Camp have on file each of your Pre-Camping Session Inspection Reports OR your Post Camping Session Cleaning Reports:			

4. Over your full camping season did your Camp conduct any of the following programs?

Programs	✓ If Yes	How Many Activities Did Your Camp Conduct	How Many Activity Logs Do You Have On File
Swimming			
Canoe, Kayaking or SUP Boating			
Motor Boating, Water Skiing or Jet Boating			
Low Ropes-Elements			
Climbing or Obstacle Walls			
Zip-Line			
High Ropes			
Biking			
Out-Trips			
Archery			



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If yes to any of the above programs, please attach **one of your Activity Logs for each program area** that you have checked as a yes. In addition, for Boating Out-trips, also please attach **one of your Boating Trip Plans** and for Hiking /Backpacking Out-trips please file **one of your Route Card/sTrip Plans**. Trip Plans / Route Cards must be approved and signed by your Camp Director in advance .

5. Certifications:

Please attach any of following **KEY STAFF** certifications for the operations, equipment or programs that your Camp is running:

- a. Senior First Aid Responder’s First Aid Certification
- b. Your Cook’s Food Handler Certification
- c. Your Life Guard’s Certification
- d. Your Camp Canoe or Kayak or SUP Instructor’s Certification
- e. Your Small Vessel Operator’s Licence (if operating a commercial size boat)
- f. Your Recreational Boater Operator’s Licence (if operating a motorized water craft)
- g. Your Camp Low Ropes Instructor or ACCT Low Ropes Certification
- h. Your ACCT High Ropes Operator Certification

4. Safe Staffing Practices:

Please answer the following questions:

Questions	✓ If Yes	✓ If No	How Many Such Copies Are on File?
Does your Camp have on file copies of First Aid Certifications for <u>ALL</u> your Camp staff & volunteers that have contact with campers?			
Does your Camp have on file copies of Criminal Records Checks for <u>ALL</u> your Camp staff & volunteers that have contact with campers?			
Does your Camp have on file copies of Reference Checks for <u>ALL</u> newly hired Camp staff & volunteers that have contact with campers?			



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5. Other Reports & Medical Logs:

Please attach the following relevant reports:

- a. Provincial Health Department Camp and Food Service Inspection Report
- b. Water Testing Report
- c. ACCT Recognized Annual Inspection Report for Aerial Parks / High Ropes Zip Lines and Climbing Walls
- d. Certificate of Insurance

5. Camp Participation & Operations Data:

Please complete the attached Excel Participation & Operations Data survey.