



Group Welcome Package
Prepare for your 2023 stay



Base de Plein Air
Jean-Jeune

Base de Plein Air Jean-Jeune
180 chem. Jean-Jeunes
Amherst, QC J0T 1T0

819-687-2683
jean-jeune.qc.ca
infovendee@jean-jeune.qc.ca

Table of contents

Informations	3
Before you arrive.....	3
Upon arrival.....	3
At departure.....	3
Directions.....	4
Emergency procedures for groups	5
Fire Alarm and/or Emergency Evacuation.....	5
Lost/Runaway person.....	5
Emergency Numbers	6
What to bring for your stay	7
Code of conduct for Base de Plein Air Jean-Jeune	8
Participant list.....	10

Informations

Before you arrive

- The Jean-Jeune representative will communicate with you to validate the following contract information:
 - Date and time of arrival
 - Date and time of departure
 - Number of participants
 - Number of vehicles
 - Any specific requirements
 - Activities schedule
 - Meal schedule, if needed
- The contract can be modified up until 2 weeks prior to your arrival.
- Fill and sign the documents included, they must be returned to the representative.
 - Code of conduct
 - Participants list

Upon arrival

- You will be greeted by the representative and brought to your accommodations.
- The remaining balance must be paid upon arrival or prior to.
- The representative will hold a short meeting with the person responsible of the group.
- A final verification:
 - Schedule
 - Allergies
 - Equipment required during the stay

At departure

- Put back any furniture that was displaced during your stay. Basic cleaning of the accommodations is required to avoid any supplemental cleaning fees.
- You can expect to receive a survey by email. We appreciate all constructive feedback!

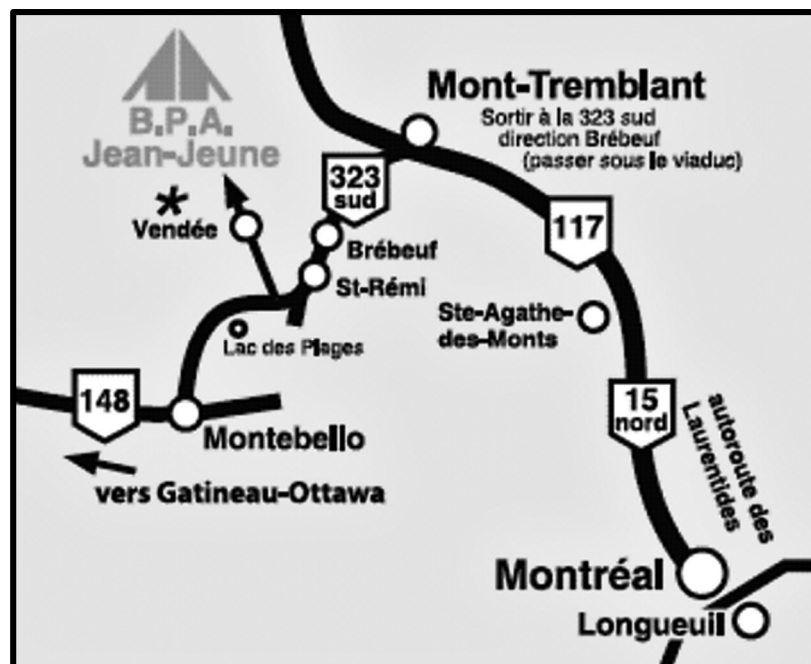
Directions

From Montreal and its surroundings (allow approximately 2 hours and 15 minutes):

- Take highway 15 North until Route 117
- Continue along Route 117 until Route 323 South (exit #117)
- Take Route 323 South (towards Brébeuf/Montebello) until Chemin de Vendée/rue du Village
- Turn RIGHT (just before bridge that leads to Lac-des-Plages)
- Continue for approximately 10 km on Chemin du Village de Vendée
- At the stop sign, turn RIGHT (at the end of the village)
- Finally, follow the signs to the Base de plein air Jean-Jeune

From Gatineau and its surroundings (allow approximately 1 hour and 15 minutes):

- Take Route 323 NORTH until Chemin du Village de Vendée
- Turn LEFT
- Continue for approximately 10 km on Chemin de Vendée/rue du Village
- At the stop sign, turn RIGHT (at the end of the village)
- Finally, follow the signs to the Base de plein air Jean-Jeune



Emergency procedures for groups

Fire Alarm and/or Emergency Evacuation

1. Stop all activities and assemble the group.
2. Stay calm and make sure all participants are safe.
3. Evacuate the area and go to the assembly points, which are:
 - a. The games area
 - b. The volleyball court
4. Take attendance and present yourselves to the reception.
5. Follow the directives provided by the employees.

Minor Fire

1. Immediate evacuate the building, campsite or activity.
2. Pull the manual fire alarm, if possible.
3. Use the fire extinguisher (employee or adult).
4. The responsible adult should refer to the official attendance list to account for all the children.
5. Immediately advise the Base's employees.
6. Wait for further directives to follow.

Serious Injuries

1. Evaluate the area's safety, eliminate the danger, and remove the victim.
2. Always intervene with first aid basics.
3. Advise the Base's employee or the lifeguard, who will administer the first aid and call first responders.
4. Keep the victim safe and if possible, bring closer to first responders.
5. Wait for further directives to follow.
6. Complete an incident report with the Base's employee.

Lost/Runaway person

1. Assemble the rest of the group.
2. Advise the Base's employee.
3. Recall when and where the person was last seen.
4. Perform a preliminary scan of the area.
5. Check the bathrooms and sleeping dormitories.
6. Check the surrounding paths.
7. After 10 minutes, the Base's employee will trigger the emergency procedures.

Emergency Numbers

Police, Ambulance, Firefighters, First responders : **911**

Poison control Center of Québec : **1-800-463-5060**

Medical Centers

32 km distance

St-Jovite Medical Center

819-425-2728

992 rue de St Jovite

Mont-Tremblant, QC J8E 3C1

60 km distance

Laurentien Hospital

819-324-4000

234, rue St Vincent

Sainte-Agathe-des-Monts, QC J8C 2B8

107 km distance

CSSS d'Antoine Labelle

819-275-2118

1525, rue L'Annonciation N

Rivière-Rouge, QC J0T 1T0

An automated external defibrillator (AED) is available at the Reception Desk of the Base.

What to bring for your stay

This will be an action-packed adventure, but also filled with sand, bugs, trees, outdoor weather conditions (sun and rain). To fully enjoy your stay, the following recommendations should be followed. As a minimal, you should pack the following clothes and items to enjoy your time at the Base.

For the day

- Bathing suit
- Beach towel
- Bug spray
- Sunscreen
- Hat or baseball cap
- Water bottle
- Rain jacket
- Waterproof boots or an extra pair of shoes

For a sleepover

- Long pants
- Shorts
- Short sleeve t-shirt
- Warmer sweater
- Socks
- Pyjamas
- Toiletries: toothbrush, toothpaste, hairbrush
- Towel and wash cloth
- Enough underwear for the duration of the stay
- Sleeping bag and pillowcase
- Large bag for dirty/wet clothes

The Base de Plein Air Jean-Jeune is not responsible for any lost or stolen items.

Code of conduct for Base de Plein Air Jean-Jeune

General

- We value respect and protection of the environment. We invite you to use the composting and recycling bins available to you.
- The activities offered include: canoe, kayak, rabaska, swimming, archery, and hiking trails. If you would like to plan any other type of activity, please validate with the representative at the reception desk beforehand.
- Always adopt a respectful behaviour towards the employees, the other users and the environment.
- The water on site is potable, single use plastic bottles are not allowed.
- Shoes must be worn at all times on site.
- No domestic animals are permitted.
- The group must put away all the equipment that belongs to the Base after usage.
- The group must also put away all its material and clean the area after each usage.
- It is strictly forbidden to light candles or incense in any of the rooms.
- Use, possession, and consummation of drugs are strictly forbidden at all times on the site. If this rule is not adhered to, the group will be expelled immediately.
- It is permitted to smoke or vape only outside the buildings around the campfire area.
- If an object breaks or there's an issue with the building, advise the site representative as soon as possible.
- Quiet hours throughout the Base are from 11pm to 7am.
- During the night, we ask that you remain in your accommodations or campsite.
- Fireworks are not permitted to protect the environment.
- All vehicles must remain in the main parking lot and cannot circulate in the paths.
- Young children must be accompanied by an adult in the playground area.

Fire

- Prior to lighting a fire, check the Fire Danger Index (Sopfeu). Fires are not permitted if the index is categorized as very high.
- You must extinguish your fire with a bucket of water. The fire extinguisher is for emergency use only.
- It is strictly forbidden to light any fire outside the designated fire pits already present on the site.

Swimming

- It is strictly forbidden to swim outside of opening hours.
- Glass, alcohol, cigarettes and vaping, barbeques, and firepits are also forbidden at the beach.



- Swimming is only permitted in the marked swim zone, all while respecting other swimmers. It is therefore not permitted to swim beyond the zone limited by rope and buoys.
- A swim test will be required prior to swimming without a lifejacket.
- Children under 8-year-old must be accompanied in the water, by someone who is at least 16 years old, at all times with within arm's reach of the child. There is a maximum of 3 children under the age of 8-year-old per responsible companion.
- It is not permitted to bring floaties into the water.
- Access to the dock is reserved to employees only. It is not permitted to swim under the dock.
- The area between the lifeguard's chair and the beach, marked with cones, must be kept free at all times.
- Ask an employee to obtain any nautical equipment stored in the Vareck.

Boating

- A lifejacket must be worn at all times.
- It is recommended to kneel to keep body weight evenly distributed while using a paddle to avoid tipping over.
- It is strictly forbidden to capsize your boat or anyone else's.
- Anyone under the effects of drugs or alcohol will not be permitted access to the water.
- It is not permitted to dock your boat in any other area than the docking zone.
- Swimming is prohibited in the lake.
- Personal boats are not permitted in the lake.
- It is recommended to wear wet shoes and to protect from the sun (water, sunscreen, hat).
- It is recommended to secure personal belongings and protect from the water.
- Ensure adequate time to get back to the dock before the beach closes.
- Check the weather forecast prior to leaving the beach. No boating equipment can be used during a storm or unsettled weather.

Naturally, these rights are permitted to guests in a reasonable matter, however, if the rules are not adhered to or behaviour is excessive and/or disrespectful, these rights will be revoked.

Any group who does not adhere to these rules could face monetary fines or immediate expulsion from the Base, **without reimbursement.**

As the person responsible for this contract, I understand that it is my responsibility to ensure that my group is made aware and complies with the rules of the Base de Plein Air Jean-Jeune and I accept the conditions of this contract.

Client Name: _____

Signature: _____

Date: ____/____/____

Participant list

Group name : _____

Date of stay : _____

#	Name	Family Name	Age	Remarks (Allergies or other pertinent details)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				