

Table of Contents

Planning Your Trip.....	1
Program Selection	3
Evening Programs	3
Responsibilities	4
KOEC Staff.....	4
Visiting Teacher	4
Adult Supervisors.....	4
Students.....	4
KOEC Code of Conduct.....	5
General Rules for Students.....	5
Cabin Safety Rules *	5
Safety.....	5
Duty Groups and Schedule.....	6
Menu.....	6
Appendix A: Directions / Maps	7
Appendix B: Packing List	9
Appendix C: Cabin Groups.....	11
Appendix D: List of Health Concerns.....	15
Appendix E: Summary of Group Requirements	17
Appendix F: Program Schedule	19
Appendix G: Duty Schedule/Groups.....	21
Appendix H: Letter to Parents.....	23

Welcome to the Kawartha Outdoor Education Centre (KOEC)

Thank you for choosing the Kawartha Outdoor Education Centre (KOEC)! It is our hope that your class will participate in a rewarding Environmental Education experience. This booklet has been designed to help you and your class prepare for a visit to our centre.

Extra copies of this guide can be printed from our website at: www.campkawartha.ca/outdooreducation/forms.htm

Planning Your Trip

Here is a step-by-step guide to help you plan your trip to our Centre. If you have any questions about any of these steps, please do not hesitate to contact us.

1. Booking Confirmation (2-3 months before your trip)

Send in Booking Contract & Deposit

To secure your booking, we must receive a completed Booking Contract and a non-refundable, non-transferable deposit prior to your arrival. Please be sure to carefully review the booking contract including the billing procedures on the back page.

It is imperative that we have an accurate count of the students confirmed to attend our Centre. We use this information to hire staff and for menu preparations. You will need to commit to this information on the Booking Contract Form. If unsure, estimate low on the contract and be sure to keep us informed of any changes.

2. After Receiving Confirmation

- inform students that they will be participating in an Outdoor Education Program at the Centre
- advise students of dates
- consider a fundraising activity to reduce cost per student
- advise parents/guardians of the trip (8 to 10 weeks before the trip)
- please let us know if you would like a copy of Centre's DVD or VHS tape

3. Teacher Planning Session (6 to 8 weeks before your trip)

Please contact the Centre to discuss the following:

- program curriculum & objectives
- expectations & responsibilities
- adult supervision
- special concerns
- environmental policies

Note: if this is your first visit to our facility, we recommend that the planning session take place at the centre so you can tour the facilities. A virtual tour of our facilities can be found on our website at:

www.campkawartha.ca/facilities/index.htm

4. Things to Send Home with Students (4 to 6 weeks before the trip)

- ❑ *Permission for Out-of-Classroom Program Forms
- ❑ *Student Health and Safety Information for Overnight Out-of-Classroom Program (*contact your Board office regarding specific forms required for Out-of-Classroom Programs)
 - be sure to pass on a list of food allergies and dietary concerns to our centre at least two weeks prior to arrival so our kitchen staff can plan appropriate alternatives if required (see Appendix E)
- ❑ "Packing List" (Appendix B)

5. Make Reservation Arrangements for: (2 to 3 weeks before the trip)

- ❑ necessary equipment
- ❑ bus

6. Things to Prepare (2 weeks before the trip)

- ❑ Cabin Groups (Appendix C)
- ❑ List of Health Concerns (Appendix D)
- ❑ Program Schedule (Appendix F), and Program Groups (divide class into 3 program groups)
- ❑ Duty Groups & Schedule (Appendix G)
- ❑ Summary of Group Requirements (Appendix E) **

IMPORTANT: We require the “Summary of Group Requirements” faxed to us 2 weeks prior to arrival. This information is imperative for menu preparations and ordering food for your group. Without this information, we cannot guarantee that we will have the necessary alternatives for those with special dietary needs or allergies.

7. Things to Bring to the Centre

- ❑ Permission for Out-of-Classroom Program Forms
- ❑ Student Health and Safety Information for Overnight Out-of-Classroom Program
- ❑ Attendance Sheet
- ❑ Cabin Groups (Appendix C)
- ❑ List of Health Concerns (Appendix D)
- ❑ Program Schedule (Appendix F)
- ❑ Duty Groups & Schedule (Appendix G)
- ❑ Program equipment

Rates & Billing Procedures: *please refer to the back of the booking contract.*

- Fees include a Teacher Planning Session, full use of the Centre's facilities and property, programming, accommodations, nutritious meals and snacks.
- **One adult per 6 students is welcome to stay free of charge** (i.e. 1 adult per cabin). Additional adults are welcome, but there will be an additional charge. Please call the Centre for more details.
- A site and facility checklist will be completed prior to your departure. **Groups are responsible for any damage to the facilities and equipment. Any expense incurred during your stay will be included on your invoice.**

🖨️📶 High Speed Wireless Internet Access: **New!**

For teachers and adults supervisors, feel free to bring your laptops with a wireless network card. Our centre now has high speed internet with a wireless access point in the dining hall/rotary hall building. (Note: There are no computers for student use)

Program Selection

Your visit to the Kawartha Outdoor Education Centre can be a wonderful learning opportunity for your students. Take the time to consider how you could develop some of the goals you have been working on in class. We offer over 45 programs grounded in the new Ontario curriculum. Please note, we operate at a ratio of one instructor per 10-12 students. Often we also have interns, volunteers, and student teachers assisting.

For more information on program content & curriculum links, please refer to the Centre's brochure, available upon request or visit our web site at www.campkawartha.ca/outdooreducation/programs/index.htm

Evening Programs

What we offer...

The Kawartha Outdoor Education Centre offers two evening programs:

1. **Campfire:** on the first night, your students will participate in a campfire program, complete with stories, songs and games around an outdoor fire (weather permitting). Other evening programs are also available by special request.
2. **Night Hike:** the night hike is offered on the second night of your stay. Without the aid of a flashlight, students walk through open fields and forests, listening for the sounds of animals, and for other sounds of the night. Students follow scent trails, howl for coyotes and participate in a variety of games, stories and activities.

Other evening programs may be available by special request. Please check with our staff.

Both the night-hike and campfire program begin at approximately 8 o'clock. Please note, during our 2 ½ day Fur Trade Program, the Night Hike is offered on the first night and the Rendezvous/Campfire is offered on the second night.

Your own evening program...

Visiting teachers are also responsible for supervising a segment of the evening's program, usually between supper and evening program (from 6:30 p.m. to 8:00 p.m.). This time spent with students can be very rewarding and numerous activities are possible. Here are some of the programs teachers have taught in the past:

- journal writing
- a class game of volleyball, soccer, baseball
- arts and crafts
- storytelling
- eco-games
- co-op games
- preparation for campfire, e.g. skits
- nature walk
- team pictionary, charades

A word about free time...

Students have recreational time available before and after meals. Our staff encourage the students to spend this time actively, either outside in the designated play area or with friends in the dining hall. **Cabins should not be used during free time. Please make sure students are supervised by a parent or teacher, while on free time.**

Responsibilities

In order to offer the best experience possible for students, teachers, parents and our staff, it is important to clarify roles and responsibilities:

KOEC Staff

- ❑ welcome, orient and explain the Centre's rules and emergency procedures upon the group's arrival
- ❑ assist the visiting teacher and adult supervisors in equipment and facility usage
- ❑ instruct the day programs decided upon during the Teacher Planning Session
- ❑ lead one evening program each day (8:00 p.m. to 9:30 p.m.)
- ❑ facilitate meal time proceedings
- ❑ organize alternative programming in the event of special circumstances (inclement weather, student safety concerns)
- ❑ meet with the visiting teacher on a regular basis during their stay at the Centre
- ❑ enforce our safety guidelines

Visiting Teacher

- ❑ maintain acceptable standards of behaviour – while we will help you as much as we are able, *you have the final responsibility in disciplining your students!*
- ❑ ensure that the participants bring lunch (Monday's group) or have had lunch (Wednesday's group) on their first day at the Centre.
Please ensure no peanut or nut products are brought to the camp. Due to the large number of nut allergies, we prohibit any foods that contain nuts or traces of nuts.
- ❑ organize and run recreation periods
- ❑ lead one evening program each day (6:30 p.m. to 8:00 p.m.)
- ❑ ensure that you have the equipment and/or teaching materials required for your program activities
- ❑ dispense medication when necessary
- ❑ enforce LIGHTS OUT
- ❑ **conduct night supervision. Our staff return to their families in the evening. The supervision of students after evening program, until 7:45 a.m. is your responsibility.**
- ❑ wake participants each morning

Adult Supervisors

- ❑ enforce lights-out and wake-up times
- ❑ supervise cabins at night
- ❑ supervise during free time periods
- ❑ accompany instructors during day and evening programs and to assist in student management
- ❑ supervise at mealtimes and to be responsible for supervising both the set-up and after meal clean-up (including dishes).
- ❑ ensure no food or snacks are stored or consumed in the cabins
- ❑ ensure cabins are clean and tidy upon departure (swept floors and collect up garbage)

Students

- ❑ respect and abide by the Centre's rules, as outlined on the next page.
- ❑ fully participate in our programs and demonstrate a willingness to learn

KOEC Code of Conduct

Note to Principals and Teachers: In order for students to be fully aware of behavioural expectations at our centre, we recommend that students and their parents read and sign the letter included in Appendix G at the end of this manual. This letter clearly outlines the code of conduct students are required to follow at the Kawartha Outdoor Education Centre.

General Rules for Students

1. Respect yourself (by getting enough sleep). The experience will hardly be worthwhile if you are too exhausted to learn anything.
2. Respect others.
3. **No nut products or anything containing traces of nuts, gum or candy (and other snacks) are permitted at our Centre.**
4. Respect the environment (wildlife, nature, and facilities).
5. You must stay within the Centre's boundaries.
6. Electronic devices (walkman, radio, video-games, student cell phones/pagers, etc.) are prohibited.

Cabin Safety Rules *

1. Use ladders to get into and out of bunks.
2. No horseplay!
3. Cabins are for sleeping only. Cabin visits are not permitted. **No food or snacks in cabins – it poses a health risk to others with severe allergies, and will attract bugs and animals!**
4. Respect the Centre's property. Do not deface bunks or walls (ie NO graffiti on walls, bunks, etc); do not damage our property or equipment.
5. Do not tamper with smoke alarms or fire extinguishers. These are for your safety.

Please Note: The consequences for not respecting the above rules will be addressed during the student orientation tour. This will take place on the first day of your visit.

*** Note: your group will be billed for any missing items, damage caused to our facilities and/or equipment during your stay, or excessive cleaning time following your group's stay.**

Safety

Safety is our primary concern. We have First Aid supplies located on site, and both fire and medical emergency services are accessible within ten minutes. Our facilities conform to all Health and Safety standards. The Executive Director and the instructors all have First Aid training, CPR, as well as other skills and safety certifications.

The nearest hospital, the Peterborough Regional Health Centre, is approximately 25 minutes away. An ambulance can be on site in 15 to 25 minutes.

As part of their introduction to the site, students are made aware of the rules, safety considerations, and safety procedures during the first day of the visit. All cabins are equipped with smoke detectors and fire extinguishers.

The visiting teacher should ensure that an **emergency vehicle (car)** follows the school bus to the Centre and remains on site for the duration of the visit. It is recommended that the designated vehicle carry a basic First Aid kit. We also recommend that 1-2 supervisors carry cellphones for emergency purposes. Once again please note that, because our staff have families and other commitments, they do not spend the night.

Duty Groups and Schedule

It is recommended that you create duty groups before arriving at the Centre. A Duty Schedule has been included in **Appendix G** to assist you with organizing both the groups and the schedule. Please make sure that the groups are scheduled for only one meal per day.

Duty A:
(time required 15 minutes before and after each meal)

- 1) Wiping and setting tables before the meal
- 2) Sweeping the dining room floor after the meal

Duty B:
(time required 30 to 40 minutes after the meal)

- 1) Washing the dishes.

It is important that both the teacher and the students become aware of what the daily routine at the Centre will be. We encourage each person to become aware of his or her duties and responsibilities before the visit. This includes the adult volunteers as well as students. To make things easier, post the duty roster on the bulletin board in the dining hall. Encourage students to consult the roster on their own.

Menu

During your 2½ day stay, your group will enjoy 6 meals (2 breakfasts, 2 lunches and 2 suppers). Because your class will be the only visiting group at the Centre, our cook has had time to prepare delicious and wholesome meals with fresh ingredients and local produce. Children with special dietary needs are given individual attention and alternative menus. Nutritious snacks and fruit are available between meals.

Please be advised that our facility is nut-safe. We prohibit any food or snacks with nuts or traces of nuts.

Please note: It is imperative that we **confirm your number of students and adults attending as well as any food allergies or dietary concerns at least two weeks prior to your arrival**, or we cannot guarantee we will have the necessary food supplies for those with special dietary needs. This information is very important for the kitchen staff for ordering ingredients and preparing meals for your group. **See Appendix E**

Examples of meals are as follows:

<p>Breakfast: served with hot & cold cereal, yogurt, fruit, milk & juice</p> <ul style="list-style-type: none"> <input type="checkbox"/> pancakes, french toast, or waffles with bacon or sausages <input type="checkbox"/> bacon & eggs with toast & jam <input type="checkbox"/> bagels or English muffins with cream cheese and fruit 	<p>Lunch: served with two kinds of soup, veggies & dip</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tacos <input type="checkbox"/> Pizza <input type="checkbox"/> make-your-own wraps with tuna, egg salad, meat, lettuce, tomatoes, cheese, etc <input type="checkbox"/> Grilled cheese <input type="checkbox"/> Chicken Burgers
<p>Supper: served with vegetables, salad, dessert and milk</p> <ul style="list-style-type: none"> <input type="checkbox"/> pasta dish (e.g. lasagna, spaghetti) & garlic bread <input type="checkbox"/> roast beef, baked chicken/turkey, ham, fish, or pork chops with rice or potatoes (scalloped, mashed, or roasted potatoes) 	<p>Snacks: fruit is always available</p> <ul style="list-style-type: none"> <input type="checkbox"/> homemade cookies, muffins, or rice krispie squares <input type="checkbox"/> cheese & crackers, salsa & chips, bits & bites, or popcorn (evening snacks) <input type="checkbox"/> juice or hot chocolate

Groups arriving at the Centre on **Monday are responsible for bringing their own bag lunch.**

Groups arriving on **Wednesday should have lunch before arriving** at the Centre.