



**Appendix H: Letter to Parents**

**Camp Kawartha Outdoor Education Centre**

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**Dear Parents,**

The Camp Kawartha Outdoor Education Centre is a not-for-profit, charitable organization dedicated to teaching children about the outdoors. Our summer camp has been in operation since 1921 and our Outdoor Education Centre since 1985. We have a series of creative, curriculum-linked programs carefully selected by our staff and your teachers.

Your child will be attending our centre from \_\_\_\_\_ to \_\_\_\_\_.

In order to make this experience as positive and as safe as possible, it is important that you clarify to your child, the following in-house rules. These rules have evolved over the years to ensure the safe and smooth operations of the programs at our centre.

***Any student that breaks the following in house-rules, will be sent home immediately:***

1. There will be no smoking, alcohol or drug consumption by students. Students may not have any cigarettes, matches, lighters, drugs or alcoholic beverages, in their possession.
2. There will be no weapons (guns, hatchets, knives) or any implement that the teachers, parents and educators at the centre deem dangerous or potentially dangerous.
3. Stealing or borrowing other people’s possession without their consent will not be tolerated.
4. Students may not visit each other’s cabins during the day or evening (this is to ensure that students will be supervised at all times).
5. Students must remain inside of the designated boundary (this will be explained to students during their tour of our facilities).
6. Students must stay in their cabins after lights out at night, except if a washroom trip is necessary and if so, students must return to their cabin promptly.
7. Students cannot vandalize or deface our property (including dining hall, classrooms, outdoor education equipment, cabins, bunks, washrooms, any other buildings, signs) including the natural environment.

***Students are expected to practice the Camp Kawartha philosophy of respect, outlined below. Any student acting contrary to this philosophy will be subject to disciplinary action to be determined by the principal, teachers and outdoor educators. Generally these rules fall under what we refer to as the three “R’s”***

1. **Respect others.** We expect students to treat one another, teachers, visiting parents, neighbours, and our outdoor educators with courtesy.
2. **Respect yourself.** Students are expected, in accordance to their grade level, to take appropriate care of themselves (personal hygiene, getting sufficient sleep, dressing warmly and appropriately)
3. **Respect the environment.** The Camp Kawartha Outdoor Education Centre has 186 acres of beautiful habitat. We want students to be stewards of this area for future generations.



**NUT PRODUCTS PROHIBITED**

**\*\* Note:** Many students attending our facility have a severe life-threatening allergy to nuts. Therefore **IT IS IMPERATIVE THAT YOUR GROUP DOES NOT BRING ANY FOOD OR SNACKS THAT CONTAIN NUTS OR MAY CONTAIN TRACES OF NUTS. PROHIBITED ITEMS WILL BE CONFISCATED.** We strongly request that you **read all food labels carefully** to insure that no nut products or products containing traces of nuts are brought into the camp.

I have read, understood and agree that my child will abide by these rules as outlined above. If my child does not comply then I understand that the consequences, as outlined, shall be instituted.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Name of Parent/Guardian (please print)** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Name of Student (please print):** \_\_\_\_\_

Thank you for helping us to make this experience a positive and memorable one for all concerned.

Sincerely,

**Jacob Rodenburg (B.A., B.Ed., M.Ed)**  
**Executive Director**

## 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 H at the end of this manual. This letter clearly outlines the code of conduct students are required to follow at the Camp 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. Out of respect to our neighbours, keep noise levels to a minimum from 10 p.m. to 7 a.m. the next morning.
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. Stay within the Centre's boundaries.
6. Electronic devices (student cell phones, iPods, MP3 players, radios, video-games, 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.
6. **Respect our neighbours by obeying our lights out time and keeping noise to a minimum after evening programming and early in the mornings. Stay in your cabins from 10 p.m. to 7 a.m. If you need to go to the bathroom, wake up a buddy or supervisor and return to your cabin immediately.**

**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 45 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 cell phones for emergency purposes.

There will be one staff member that will stay the night for emergency purposes only.