

Planning Guide For Teachers

Please review carefully!



Camp Kawartha Outdoor Education Centre

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Website: www.campkawartha.ca/outdoor-education



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.** 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.

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Welcome to Camp Kawartha's Outdoor Education Centre

Thank you for choosing Camp Kawartha's Outdoor Education Centre! 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:

<http://www.campkawartha.ca/outdoor-education/programs/>

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 (ASAP after choosing your dates)

Send in Booking Contract & Deposit

Once you have contacted the office and penciled in your dates, in order to secure your booking, we must receive a completed Booking Contract and a non-refundable, non-transferable deposit. 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 the cost per student
- bus reservations
- advise parents/guardians of the trip
- reserve any necessary equipment
- please let us know if you would like a copy of our Camp Kawartha DVD. Our video is also accessible on our website at <http://www.campkawartha.ca/outdoor-education/>

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:

<http://www.campkawartha.ca/virtual-facility-tour/>

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 three weeks prior to arrival so our kitchen staff can plan appropriate alternatives if required (see Appendix E)
- ❑ Appendix H: Letter to Parents (page 19)

5. Things to Prepare (3 weeks before the trip)

- ❑ Cabin Groups (Appendix C)
- ❑ List of Health Concerns (**Please use your school's forms and procedures**)
- ❑ Program Schedule (Appendix F), and Program Groups (divide class into 3 program groups)
- ❑ Duty Groups & Schedule (Appendix G)

6. ****Forms to fill out & Return *Must be emailed 3 weeks prior to your trip***

- ❑ Summary of Group Requirements (Appendix E) **

****IMPORTANT:** We require the “Summary of Group Requirements” emailed to us 3 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
- ❑ 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 see your contract sheet for rates.
- 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.**



Internet Access:

We encourage you to leave all electronics at home and enjoy the stay with your students. However, if you require the internet during your stay, we can arrange to have a connection available for you. This is for teachers and adult supervisors and is a free service for guests.

Program Selection

Your visit to the Camp 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 50 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 included in your booking package or visit our web site at <http://www.campkawartha.ca/outdoor-education/programs/>

Evening Programs

What we offer...

The Camp 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).
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 7:45pm. 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 7:45 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 pictictionary, 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. In order for Camp Kawartha to maintain a good relationship with its neighbours, it is important that noise levels be kept to a minimum from 10 p.m. in evening until 7 a.m. the following morning. There will be a staff member on-site to monitor noise levels and to insure that your group is in compliance with Camp Kawartha's Policies and Procedures.**

Responsibilities

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

Camp Kawartha 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 (7:45 p.m. to 9:15 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
- ❑ **an onsite staff person will be appointed to your group during your overnight stay. This person will monitor noise levels, deal with any maintenance concerns and will be available to assist in the event of an emergency.**

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 have had lunch (Wednesday's group) on their first day at the Centre.
- ❑ ***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 7:45 p.m.)
- ❑ ensure that you have the equipment and/or teaching materials required for your program activities
- ❑ ***Responsible for dispensing, recording and monitoring all student medication.*** Please use your school's forms and protocols. If you do not have this form, one will be provided for you.
- ❑ enforce LIGHTS OUT
- ❑ **Conduct night supervision. Please consider our neighbors during these hours and keep all noise to a minimum.** An on-site staff person will monitor noise levels and will also be available for emergencies.
- ❑ wake participants each morning and ensure students are ready and on time for designated meals.

Medication

- ❑ **Please be aware that dispensing, recording and monitoring student medication is the responsibility of visiting teachers, not Camp Kawartha Staff.** Appoint one teacher as the designate for dispensing medication. Camp Kawartha staff will provide a key to the first aid cabinet to this teacher. The teacher will insure the cabinet is locked at all times, except when accessing medicine for students. The teacher will also insure that medication is dispensed, recorded and monitored according to their School Board's operating policies and procedures. If you do not have a form from your School Board, we have provided an example form in this package. (Appendix: D)

Adult Supervisors

- ❑ enforce lights-out and wake-up times
- ❑ respect our neighbors by keeping noise to a minimum during evening and early morning hours
- ❑ supervise cabins at night
- ❑ supervise during free time periods
- ❑ accompany instructors during day and evening programs and assist in student management
- ❑ supervise mealtimes as well as 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 (sweep floors and collect 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

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.

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.

Food Philosophy and Menu

At Camp Kawartha, we serve fresh and healthy food to all of our visitors. We've created menus that are specifically geared to using locally grown and seasonally produced food. We pledge to:

- Work with local food growers and where possible, local suppliers
- Use produce from our organic garden and solar green house, when available
- Reduce the use of "processed foods"
- Create innovative menus that inspire health and a connection to our local environment
- Order, prepare and serve food that is consistent with our mission "to create positive stewards of our human and natural communities"
- Provide alternatives to those visitors with special dietary needs
- Offer nutritious snacks between meals

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 three 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 soup, veggies & dip</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tacos <input type="checkbox"/> Pizza <input type="checkbox"/> Wraps with egg salad, meat, lettuce, tomatoes, cheese, etc <input type="checkbox"/> Grilled cheese
<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"/> chicken/turkey, beef or ham with rice or potatoes (mashed, or roasted potatoes) 	<p>Snacks: fruit is always available</p> <ul style="list-style-type: none"> <input type="checkbox"/> homemade cookies, muffins, or squares <input type="checkbox"/> cheese & crackers, salsa & chips, or popcorn (evening snacks) <input type="checkbox"/> juice or hot chocolate

Groups arriving on Wednesday should have lunch before arriving at the Centre. Arrival prior to 1:30pm Wednesday must be approved by the centre. All of our groups are granted exclusive use of our facilities, so it is important that the Monday-Wednesday group has had time to depart before the next group arrives. This is also important as our staff may still be busy with the present group, and may not be able to assist early arrivals.

Appendix A: Directions / Maps

Camp Kawartha
 1010 Birchview Road, Douro-Dummer, ON K0L 2H0
 Phone: (705) 652-3860 or Toll-free: 1-866-532-4597

Google Map Directions available on our website at:
www.campkawartha.ca/contact-us/locations/

From Peterborough:

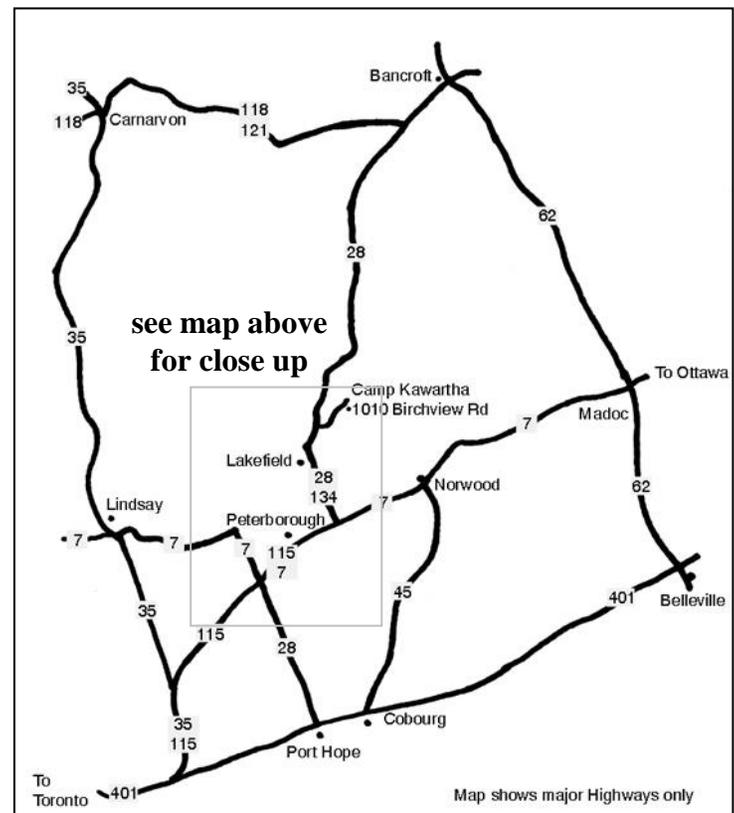
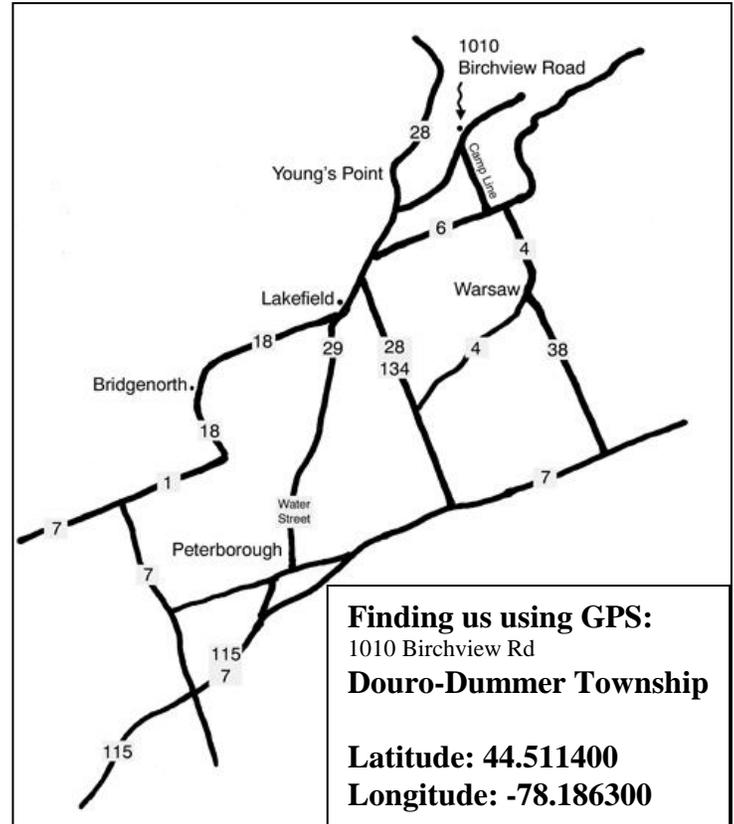
- travel north on Water Street
- continue onto Lakefield Rd/County Rd 29
- at lights in center of Lakefield, turn left onto Queen St/County Rd 29
- continue on County Road 29 through Lakefield
- at the lights just outside Lakefield, turn left onto highway 28 North
- continue for approximately 2.5 km to Birchview Road (if you get to Young's Point you went too far north)
- turn Right onto Birchview Road
- the camp is 7 km on the left, indicated by a sign for Camp Kawartha.

From Toronto:

- travel East on Hwy 401 to Hwy 115
- take Hwy 115 north to Peterborough (Exit #436)
- continue on Hwy 115 and merge onto Hwy 7 East (signs say Hwy 7 East to Ottawa)
- turn left onto Hwy 28 North (intersection with lights)
- continue north for approximately 19 km, past lights at intersection with County Rd 29 & Road 6
- turn right onto Birchview Road
- the camp is 7 km on the Left, indicated by a sign for Camp Kawartha

From Ottawa:

- travel West on Hwy 7 to Hwy 28 North - approx 7 km east of Peterborough
- turn right onto Highway 28 North (intersection with lights)
- continue north for approximately 19 km, past lights at intersection with County Road 29 & Road 6
- turn right onto Birchview Road
- the camp is 7 km on the Left, indicated by a sign for Camp Kawartha.



Appendix B: Packing List

The following list is a guideline of items to bring for a 2½ day visit to the Centre so that everyone is prepared to fully participate in activities and will be comfortable during your stay. Substitutions may be made, but please ensure that you have something suitable for all articles listed under the Essential Items section. It is important that you pack warm clothes at all times of the year. Rain gear is essential for Spring and Fall. Several layers of clothing are best for cold weather.

Essential Items:

- sleeping bag or sheets & blankets (twin bed size)
- pillow
- pajamas
- socks & underwear for 3 days
- 2 T-shirts (no tube tops or spaghetti straps)
- 2 long sleeved shirts
- 2 sweaters (wool or wool blend)
- 2 pairs of long pants
- warm jacket
- running shoes for outdoor use
- indoor shoes for use in Dining Hall/Rotary Hall
- slippers for use in cabins
- rain jacket (must have for Spring & Fall)
- rubber boots (must have for Spring & Fall)
- sun hat & sun screen (SPF 20 or higher)
- insect repellent (no aerosol please)
- flashlight and extra batteries
- water bottle, a strap or hip belt is useful
- Wed-Fri groups need to eat lunch prior to arrival

Cold-Weather Gear ❄️

- water-resistant winter coat & snow pants
- insulated snow boots
- winter hat/wool toque
- scarf or knit mask to cover face and mouth
- several pairs of mittens (wool is best)
- several layers of clothing, extra socks
- long underwear

Personal Hygiene Items

- towel, facecloth and soap
- hairbrush and comb
- toothbrush and toothpaste
- deodorant, chapstick

Writing Material

- journal/notebook or writing pad
- pencils and pens

Optional Items

- shampoo & conditioner
- daypack (knapsack)
- alarm clock
- books
- small travel games
- camera and film
- rainpants, or k-way pants
- cross country ski equipment (winter)
- money to buy Camp Kawartha Souvenirs ☺

Prohibited Items:

- ✗ no cigarettes, matches, or lighters
- ✗ no alcohol or drugs
- ✗ no knives, hatchets or weapons
- ✗ no iPods, MP3 players, or radios
- ✗ no electronic games, or gameboys
- ✗ no student cell-phones
- ✗ do not bring jewellery, valuables or anything that will be missed terribly if lost!
- ✗ no food or snacks in cabins **

Suggestions: From experience, gym/duffle bags, suitcases and backpacks are more easily recognized and withstand the rigors of bus transportation much better than garbage bags.

All personal articles should be labeled with your name to aid identification. Teachers and parents should **check cabins and washrooms before departure** for any items left behind.



**** NUT PRODUCTS PROHIBITED. IT IS IMPERATIVE THAT STUDENTS DO NOT BRING ANY FOOD OR SNACKS THAT MAY CONTAIN NUTS OR TRACES OF NUTS.**
 NO food or snacks are allowed in the cabins because of allergies & it will attract bugs & animals.

Dressing for Winter Weather

When the weather is cold and the winds are blowing, you can still enjoy the beauty of winter. At the Camp Kawartha Outdoor Education Centre, we want children to experience the joys of winter, from exploring animal tracks to seeing the northern lights flicker among the stars. However students will only be able to enjoy winter when they are comfortable. Below are tips on how to dress to protect you and your children from the cold.



Essential cold-weather gear for everyone includes:

- Water-resistant winter coat
- Water-resistant snow pants
- Insulated snow boots
- A winter hat/wool toque
- A scarf or knit mask to cover face and mouth
- Several pairs of Mittens (wool is best)
- Several layers of loose-fitting clothing, extra socks
- Long underwear

Tips:

The outer layer of your clothing should be tightly woven, preferably wind resistant, to reduce body heat loss caused by wind. Wool, silk, or polypropylene inner layers of clothing will hold more body heat than cotton. Among the most essential gear is a warm winter hat, fully covering your head. You lose up to 80% of your body heat through the top of your head. So don't forget to cover up! A wide scarf can cover your face on those days when there is a strong gusting northern wind.

Think like an onion! Dress in layers, having extra sweaters and layers of fleece on hand to pile on under your jacket. Make sure you stay dry. When your clothing gets wet, it chills your body rapidly. Remember, excess perspiration will also increase heat loss, so remove extra layers of clothing whenever you feel too warm.

A good pair of boots makes all the difference. Snowmobile boots with a rubber or nylon exterior and insulated inner lining work the best. At night, take the liner out and allow it to dry thoroughly before the next day's activities (**Note: do not place anything on the heaters - fire hazard!**). Have a pair of indoor shoes handy so that your socks stay nice and dry.

Mittens should be well insulated and should fit snugly around the wrists. Bring an extra pair in case your first pair becomes wet.

Remember, the key to enjoying the winter is to dress warm and stay warm!

A Word about our Cabins:

Please be advised that there are no washrooms in our cabins. However, washroom facilities are close by, and the area is well lit.

There is a staff house available for teachers/adults (complete with 2 bedrooms (2 double/single bunks & 1 single bed), a living room with a wood stove, a kitchen, and a bathroom with shower.

Appendix C: Cabin Groups

- Use **only** the number of cabins necessary to accommodate your group size. Please inform our staff of any cabin changes
- Please ensure cabins are as full as possible, to prevent unnecessary use of heat and electricity. The more cabins used, the more electricity, heat and cleaning time required which increases our costs, and will ultimately increase our rates.
- **No food or snacks in cabins.**

Visit our website for photos, information, any notices about cabins that are closed for renovations:

www.campkawartha.ca/cabins/

Group A: small Cabin Cluster to the left of the Dining Hall

Aspen (Algonquin) (7) 3 sets of bunks, 1 single bed	Maple (Huron) (7) 3 sets of bunks, 1 single bed	Balsam (Iroquois) (7) 3 sets of bunks, 1 single bed	Spruce (Mississauga) (7) 3 sets of bunks, 1 single bed
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.

Alder (Mohawk) (7) 3 sets of bunks, 1 single bed	Elm (Ottawa) (7) 3 sets of bunks, 1 single bed	Pine (Seneca) (7) 3 sets of bunks, 1 single bed	Poplar (Siniwick) (7) 3 sets of bunks, 1 single bed
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.

(* cabin name in brackets are the old cabin names)

Large Cabins - near Basketball Court and Staff House

BEL (14 beds) 2 rooms, 3 bunks and 1 single bed each		Gainey (20 beds) 3 areas, total of 9 sets of bunk beds, 1 single bed	
1.	8.	1.	11.
2.	9.	2.	12.
3.	10.	3.	13.
4.	11.	4.	14.
5.	12.	5.	15.
6.	13.	6.	16.
7.	14.	7.	17.
		8.	18.
		9.	19.
		10.	20.

Group B: east Cabin Cluster - to right of dining hall

Willow (12) 5 sets of bunks in main area 2 single beds in semi-private area	Oak (12) ♿ 5 sets of bunks in main area 2 single beds in semi-private area	Sumac (IODE) (9) ♿ 4 sets of bunks, 1 single bed	Cedar (9) ♿ 4 sets of bunks, 1 single bed
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
9.	9.	9.	9.
10.	10.		
11.	11.		
12.	12.		

Birch (Spurway) (10 beds) 4 sets of bunks, 2 single beds	Acorn (Bunkie) (4 beds) 2 sets of bunks	Pine Cone (4 beds) ♿ 2 sets of bunks
1.	6.	1.
2.	7.	2.
3.	8.	3.
4.	9.	4.
5.	10.	

(* cabin name in brackets are the old cabin names)

Tamarack (Estate) (11 beds) 2 rooms, door can be closed or left open between rooms; one side has 3 sets of bunks, one side has 2 sets of bunks, 1 single bed	
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	

Staff House (for adults only)

(5 beds) 5-6 people capacity (loft is off-limits)	
3 rooms, 1 room to left of washroom has 2 single beds. 1 room to right of washroom has 1 set of bunk beds. Room behind that has a bunk with double bed on the bottom and a single bed on top; (you must walk through the room with bunks to get to 3 rd bedroom). There is a kitchen with full size oven and fridge and a living area with sofa and woodstove. There is also a bathroom with a shower.	
1.	4.
2.	5.
3.	6.

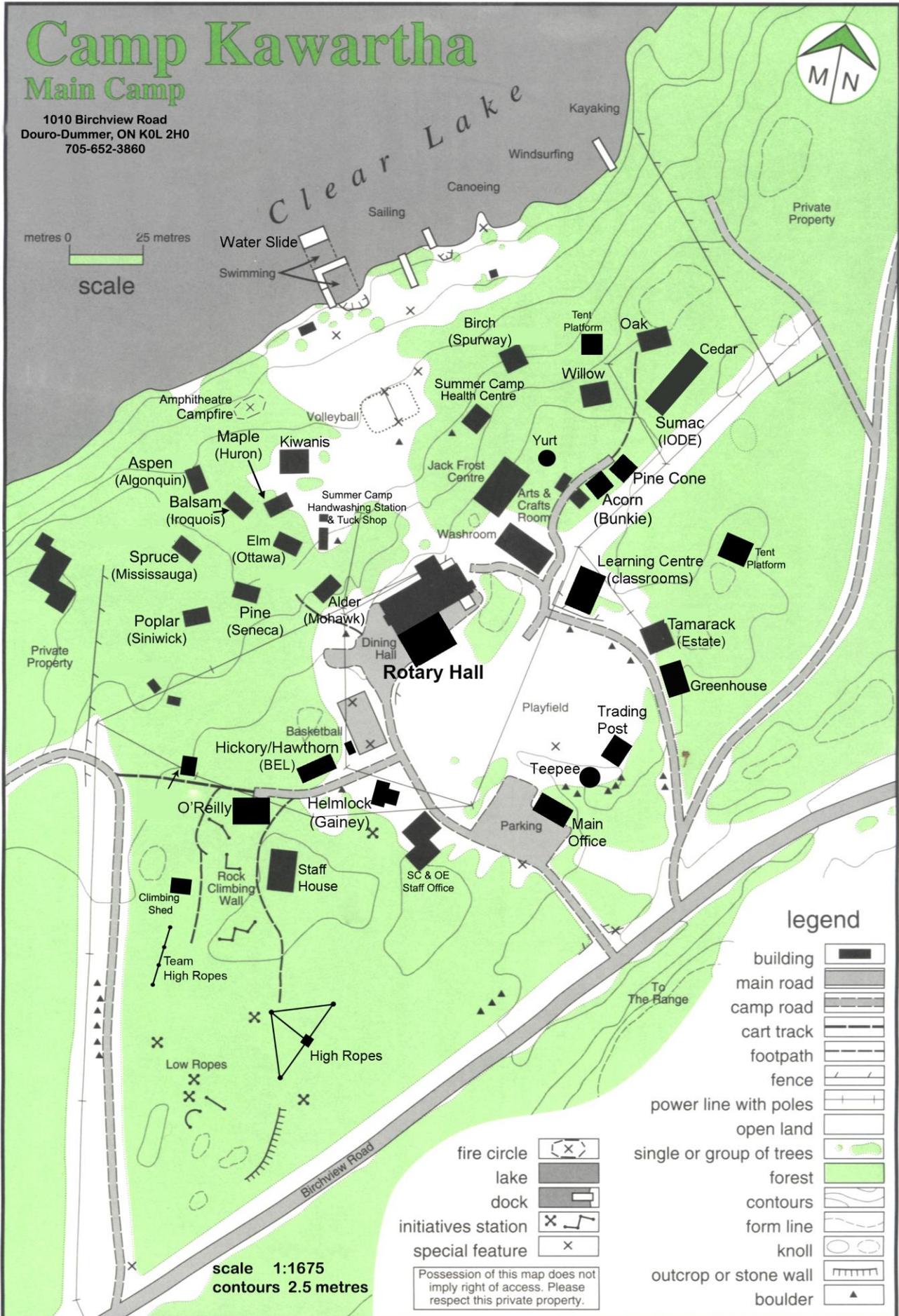
Conserve Energy! 🌍

- Turn off lights when not in use 📺
- Turn down heat during the day 🌡️

Checklist before departure:

- Collect up all belongings
- Please remove all personal belongings from cabins as early as possible (by 10:00am)
Turn off lights & heat, close windows & door

Note: Kiwanis, and O'Reilly are not insulated/winterized, and are only available upon special request, and must be pre-approved by the Camp.



Appendix E: Summary of Group Requirements

Please download fillable Group Requirements form from our website:
<http://campkawartha.ca/outdoor-education/book-your-class/>

The form is required 3 weeks prior to your visit. Please fill out online, save to your computer and attach to an email to Shawna at registrar@campkawartha.ca

Appendix F: Program Schedule

Teacher: _____ School: _____

Grade: _____ F#: _____ M#: _____ Date of Visit: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m.		Breakfast	Breakfast	Breakfast	Breakfast
Program Starts: 9:30 a.m.	Group 1 Arrives 9:30 a.m.				
12:00 p.m.		12:30 Lunch	Lunch	12:30 Lunch	Lunch
Program Starts: 1:30 p.m. (Mon/Wed) 1:45 p.m. (Tues/Thurs)			Group 1 Departs 1:15 p.m. Group 2 Arrives 1:30 p.m.		Group 2 Departs 2:00 p.m.
4:00 p.m.	Recreation	Recreation	Recreation	Recreation	
5:00 p.m.	Dinner	Dinner	Dinner	Dinner	
6:30 p.m.					
Visiting Teacher's Program					
7:45 to 9:15pm					
Evening Program					
9:15 pm	Evening Snack	Evening Snack	Evening Snack	Evening Snack	
9:30 pm	Back to Cabins	Back to Cabins	Back to Cabins	Back to Cabins	
10 PM – 7 AM	Quiet Time	Quiet Time	Quiet Time	Quiet Time	

Program Notes:

10PM quiet time is strictly enforced!

Appendix G: Duty Schedule/Groups

Please assign groups for duties A and B in the space provided below for mealtimes during your stay.
(Minimum 4 students, maximum 7 students per duty group),

	Monday	Tuesday	Wednesday	Thursday	Friday	
<u>BREAKFAST</u> Duty A (set tables and sweep)		1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	
Adult Supervisor						
<u>BREAKFAST</u> Duty B (dishes)		1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	
Adult Supervisor						
<u>LUNCH</u> Duty A (set tables and sweep)		1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.
Adult Supervisor						
<u>LUNCH</u> Duty B (dishes)	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	
Adult Supervisor						
<u>DINNER</u> Duty A (set tables and sweep)	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.		
Adult Supervisor						
<u>DINNER</u> Duty B (dishes)	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.		
Adult Supervisor						

Appendix H: Facility Rental Clean-up Checklist

We ask each group to do their part in leaving our facilities tidy and clean, and in the same condition as found. Please refer to this check list upon departure for ways you can help tidy up after your stay. Your assistance will help us keep cleaning and maintenance costs down, and ultimately keep our rates down.

CABINS

- Remove personal possessions (by 10am please)
- Turn down heat and turn off lights
- Close windows and Shut doors tightly

DINING HALL WASHROOM

- Gather personal possessions
- Close windows
- Turn lights off

WASHROOM BUILDING

- Gather personal possessions
- Turn off lights
- Shut doors tightly

DINING HALL/ ROTARY HALL

- Gather personal possessions
- Put furniture in original places
- Place benches up on tables
- Stack stools/chairs on one side of the room
- Turn down heat
- Turn off lights
- Close windows and Shut the door tightly

CLASSROOMS

- Gather personal possessions
- Put tables in original places and stack chairs
- Turn down heat
- Turn off lights
- Close windows and Shut doors tightly

PLAYING FIELD

- Gather personal possessions
- Collect up garbage
- Tidy up field, and put away sports equipment

RECYCLING/CARDBOARD BOXES/GARBAGE

- Please put all recycling in appropriate bins just outside of the kitchen door.
- Please ensure that garbage makes it to the dumpster.

DO NOT LEAVE GARBAGE, ETC. ON KITCHEN PORCH



Appendix H: Letter to Parents

Camp Kawartha Outdoor Education Centre

1010 Birchview Road, Douro-Dummer, Ontario K0L 2H0
 Phone: (705) 652-3860 Fax: (705) 652-1500
 E-mail: info@campkawartha.ca Website: www.campkawartha.ca

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