



# *Camp Kawartha* **PLANNING GUIDE FOR TEACHERS**



## **Camp Kawartha**

### **Outdoor Education Centre**

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#### **Nut Products Prohibited**

It is imperative that your group does not bring any food or snacks that contain nuts or may contain traces of nuts. If food is brought on site, we strongly ask that you read all food labels carefully to ensure that no nut products or products containing traces of nuts are brought on site.



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# Welcome to Camp Kawartha's Outdoor Education Centre

Thank you for choosing Camp Kawartha's award-winning Outdoor Education Centre! It is our hope that your class will participate in a rewarding outdoor and environmental education experience. This booklet has been designed to help you and your class prepare for a visit to our Centre.

## Planning Your Trip

Here is a step-by-step guide to help you plan your trip. If you have any questions, please reach out to us.

### 1. Booking Confirmation (**ASAP after choosing your dates**)

#### Send in Booking Contract & Deposit

Once you have contacted the office with your Inquiry Form and the Registrar has approved your dates, 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.

*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 menu preparations. You will need to commit to this information on the Booking Contract Form. An extra fee will be charged if the contract numbers differ from attendee numbers.*

### 2. After Receiving Date Confirmation

- inform students that they will be participating in an Outdoor Education Program at the Centre
- advise students and parents/guardians of dates for the trip
- consider a fundraising activity to reduce the cost per student
- make bus reservations
- reserve any necessary equipment

### 3. (Optional)Teacher/Parent Information Session (6 to 8 weeks before your trip)

If this is your first visit to the Centre, we recommend that you arrange a teacher/parent planning session at your school. Our Head of Outdoor Education can set a date and time for either in-person or Zoom presentations. Topics will include: program curriculum & objectives / expectations & responsibilities / adult supervision / special concerns / environmental policies

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

Contact your Board office regarding specific forms required for Out-of-Classroom programs.

- Permission for Out-of-Classroom Program Forms
- Student Health and Safety Information for Overnight Out-of-Classroom Program

For Parents:

- Appendix E** (dietary and allergy concerns)
- Appendix I & J** (send home our Letter to Parents and our waiver)

### 5. You Need to Prepare & Email (3 weeks before the trip)

- Appendix C** -- Cabin Worksheets
- Appendix D** – Health & Wellbeing
- Appendix E** – Food Allergies/Dietary Requirements
- Appendix F** – Summary of Group Requirements
- Appendix G** – Program Schedule
- List of Health Concerns (**Please use your school's forms and procedures**)

**IMPORTANT:** We require the “Allergies/Dietary Needs” emailed to us 4 weeks prior to arrival as this information is critical 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.

## 6. What You Should Bring

- Student Health and Safety Information for Overnight Out-of-Classroom Program
  - Attendance Sheet
  - Cabin Groups (**Appendix C**)
  - Health & Wellbeing Lists (**Appendix D**)
  - Program Schedule (**Appendix G**)
  - Duty Groups & Schedule (**Appendix H**)
  - Program Equipment
  - Signed Parent Letter & Signed Waivers (**Appendix I & J**)
- 

## Internet Access

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. We want students to connect fully with the natural world, so we require that students leave electronics at home.

## Rates & Billing Procedures (*please refer to 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.**

## Program Selection

### Morning & Afternoon Programs

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 and learning objectives you have been working on in class. We offer over 60 programs grounded in the latest Ontario curriculum. Please note, we operate at a ratio of one instructor per 10-15 students (depending on the program). Often, we have interns, volunteers, and student teachers assisting as well.

### Evening Programs

The Camp Kawartha Outdoor Education Centre offers two evening programs:

1. **Campfire** – The first night your students will participate in a campfire program, complete with stories, songs, and games around a campfire.
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 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 campfire and night-hike programs begin at approximately 7:30 p.m., ending at 9:00 p.m. NOTE that 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 our evening programs (from 6:30 p.m. to 7:30 p.m.). This time spent with students can be very rewarding and numerous activities are possible. Here are some programs teachers have taught in the past:

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

### A Word About Free Time

Students have recreational time available before and after meals. We encourage you to have 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.**

**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 the evening until 7 a.m. the following morning. There will be a staff member on-site to monitor noise levels and to ensure that your group is following Camp Kawartha's Policies and Procedures.**

## 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 agreed to during the Teacher Planning Session
- lead one evening program each day (7:30 p.m. to 9:00 p.m.)
- facilitate mealtime proceedings

- ❑ organize alternative programming in the event of special circumstances (inclement weather etc.)
- ❑ 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 assigned 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. Please be aware that they are not responsible for supervising your students.

## Visiting Teacher & Supervisors

- ❑ maintain acceptable standards of behaviour – while we will help you as much as we are able, *you have the final responsibility in managing your students and their behaviour.*
- ❑ ensure that Wednesday arrival groups have had lunch before arrival – your first meal is dinner.
- ❑ **ensure no peanut or nut products are brought to the Centre (due to the large number of nut allergies, we prohibit any foods that contain nuts or traces of nuts)**
- ❑ organize and supervise recreation periods.
- ❑ lead one evening program each day (6:30 p.m. to 7:30 p.m.).
- ❑ ensure that you have the equipment and/or teaching materials required for your program activities.
- ❑ enforce LIGHTS OUT.
- ❑ **conduct night supervision (please consider our neighbours during these hours and keep all noise to a minimum / our onsite 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

**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 medication cabinet to this teacher. The teacher will ensure the cabinet is always locked, except when accessing medicine for students. The teacher will also ensure that medication is dispensed, recorded, and monitored according to their School Board's operating policies and procedures. Puffers and Epi-pens should be with the student(s) at all times.

## Adult Supervisors

- ❑ enforce lights-out and wake-up times
- ❑ respect our neighbours 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 including set-up and after meal clean-up
- ❑ 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:** 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 I.** This letter clearly outlines the code of conduct students are required to follow at our Center.

## General Rules for Students (Review with the Students)

1. Respect yourself (eat properly; get enough sleep). The experience will hardly be worthwhile if you are too exhausted to learn anything.

2. Respect others. Bring your best behaviour and be prepared to learn. We expect all students to abide by our code of conduct. (See page 20 for a Code of Conduct letter to parents.) Out of respect for our neighbours, keep noise levels to a minimum between 10:00 p.m. and 7:00 a.m.
3. **NO nut products or anything containing traces of nuts can be brought to the Centre. Gum, candy, or other snacks are permitted at our Centre, but not in the cabins.**
4. Camp Kawartha's mission is to foster stewardship. Please be stewards of the land we are on. That means act with respect and care for the natural and built environments (wildlife, nature, and facilities).
5. Stay within the Centre's boundaries.
6. Electronic devices (student cell phones, speakers, radios, videogames, etc.) are prohibited.

### Cabin Safety Rules (Review with the Students)

1. Use the 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 (i.e., NO graffiti on walls, bunks, etc.); do not damage our property or equipment. Please inform Camp Kawartha staff of any damage promptly.
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 the 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 to let someone know, and then 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. Your group will be billed for any missing items, damage to our facilities and/or equipment, or excessive cleaning time following your 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 fifteen minutes. Our facilities conform to all Health and Safety standards. **All CK staff have First Aid, CPR, and AED training.**

The nearest hospital, the Peterborough Regional Health Centre, is approximately 35 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.**

**We require that the visiting teacher ensures 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.**

Our educators share a lifetime commitment to excellence in education in the outdoors. They combine a wide range of knowledge and experience in natural science, history, geography, environmental studies, outdoor living skills, group development and adventure learning. **Our instructors are continually upgrading their skills and qualifications by attending workshops, conferences, and training courses.**

### Safety Review by Teachers

Before your students visit to our Centre, please review the following with them --

1. Some games and activities will mean travelling over **uneven ground**. For example, the Survival Game, usually played on the final day, involves walking and running in our forested area over uneven terrain. Ensure students bring sturdy footwear.
2. **Sunscreen and Bug Spray** -- Students will be asked to wear sunscreen, bug spray if they choose, and a hat on sunny days. We will provide regular opportunities for students to apply, and reapply the sunscreen and bug spray themselves.



3. **Stay Hydrated** – Students should carry a water bottle with them during activities. There are filling stations in the dining hall.
4. **BEE ware** -- We would like to remind all guests to the Centre that there are always bees, wasps, and stinging insects in any natural area. Please ensure that any students with allergies to bees come with the appropriate safeguards (an EpiPen (if required), antihistamine tablets etc.).
5. **Poison Ivy** -- We also like to remind guests that there are patches of poison ivy in the vicinity of the Centre. Closed toe shoes and long pants are highly recommended. “Leaves of three, let it be!”
6. **Ticks** – Tick numbers and Lyme Disease are increasing in Peterborough County. Lyme disease can become a serious infection caused by a bacteria spread by the bite of Blacklegged Tick (formerly called deer ticks). We highly encourage all students to do **TICK CHECKS** at the end of the day and to get in the habit of doing so after every outing in the woods as this helps children to build solid routines around tick awareness and Lyme disease prevention.
  - *The Peterborough City County Health Unit recommends to always perform a TICK CHECK when coming in from the outdoors*
  - *A shower can rinse ticks off*
  - *Woods clothing should be placed in the wash or hung outside*
  - *Either with a loved one or alone with a mirror, check your body thoroughly for ticks*
  - *Make sure to look in hidden areas like the scalp, between toes, armpits, back of knees, groin, behind ears*
  - *Please remember that ticks can be tiny freckle-sized or as large as a small grape when engorged*
  - *If a tick is found, put it in a screw top bottle or zipper closed bag and bring it to a staff member*

## Communicable Disease Policy (June 2023)

**Screening:** Prior to visiting Camp Kawartha, please screen yourself and accompanying children/students for the following symptoms (new/unexpected or outside of their baseline health): *fever, cough, shortness of breath, decrease or loss of taste or smell, muscle aches or joint pain, extreme tiredness, sore throat, runny or stuffy/congested nose, headache, nausea, vomiting and/or diarrhea, abdominal pain, pink eye, decreased or no appetite.*

The following self-assessment tool can be used as a guide -- <https://www.ontario.ca/self-assessment/> -- and anyone showing signs of a communicable disease should stay home.

A staff or visitor who is showing signs and symptoms of a communicable disease during their stay needs to return home as soon as possible. Parents of children/students should be contacted, and the ill individual will be isolated in a comfortable cabin until they are able to return home.

Ill staff or visitors must return home until they are fever-free for 24 hours and have had 24 hours of improving symptoms (any symptoms from the list above). Ill staff or visitors must be 48 hours free of gastrointestinal symptoms before returning to Camp Kawartha.

**Vaccines:** Camp Kawartha recommends (but does not require) all staff and visitors be up to date with their immunizations based on their age according to the Publicly Funded Immunization Schedules for Ontario.

**Masking:** Masking is optional and not required at Camp Kawartha.

## Student Prerequisites

While no specific educational prerequisites are required for programming at the Centre, we do expect students to come prepared to learn. Some of the programs require physical movement, but we do our utmost to accommodate students with disabilities. Some of our cabins are wheelchair accessible as is our Rotary Hall, Dining Hall and bathroom facilities.



## 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 H** 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.

It is important that both the teacher and the students be aware of what the daily routine at the Centre will be. We encourage each person to learn about their duties and responsibilities, this includes the adult volunteers as well as students. To make things easier, post the duty roster (Appendix H) on the bulletin board in the Dining Hall. Encourage supervisors and students to consult the roster on their own.

## Food Philosophy

At Camp Kawartha, we serve fresh and healthy food to all our guests. We create 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 fresh 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.

**Our Kitchen Team has designed a menu for your visit** and is committed to preparing delicious and wholesome meals with fresh ingredients and local produce. Visitors with special dietary needs are given individual attention and alternative menus. Nutritious snacks and fruit are available between meals. **We are a nut-aware facility and take this seriously. 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.*

## ARRIVALS

**Groups arriving on Wednesday should have lunch before arriving at the Centre.** Arrival prior to 1:30 p.m. Wednesday must be approved by the Centre. All 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 to our staff who may still be busy with the present group or cleaning and may not be able to assist early arrivals. **For Monday to Wednesday groups, lunch will be provided. Please do not bring bagged lunches.**

## Appendix A: Directions / Maps

GPS Address: Camp Kawartha Outdoor Education Centre

1010 Birchview Road, Douro-Dummer, ON / Phone: (705) 652-3860 or Toll-free: 1-866-532-4597

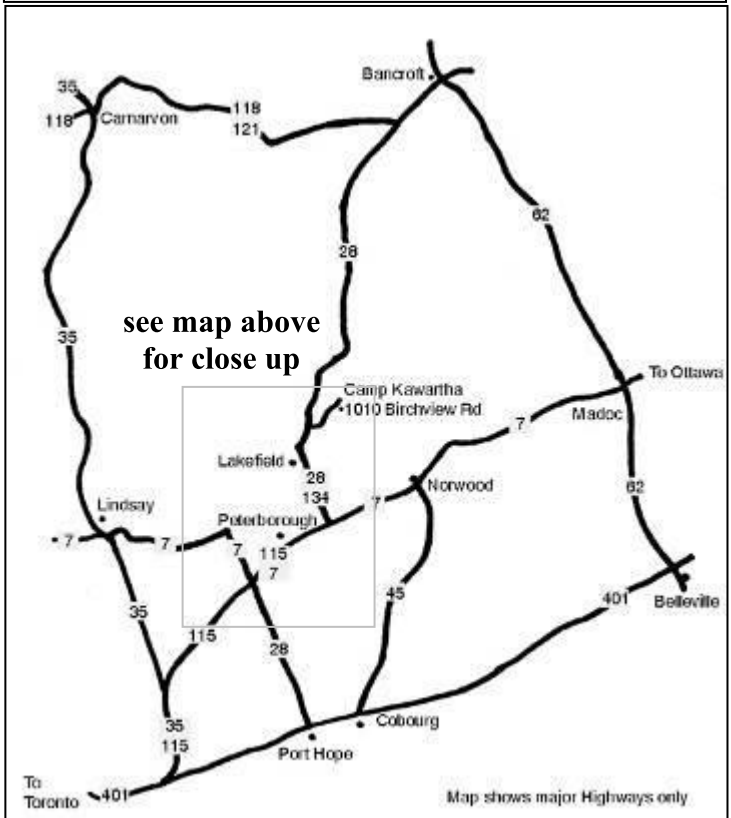
### From Peterborough:

- 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.



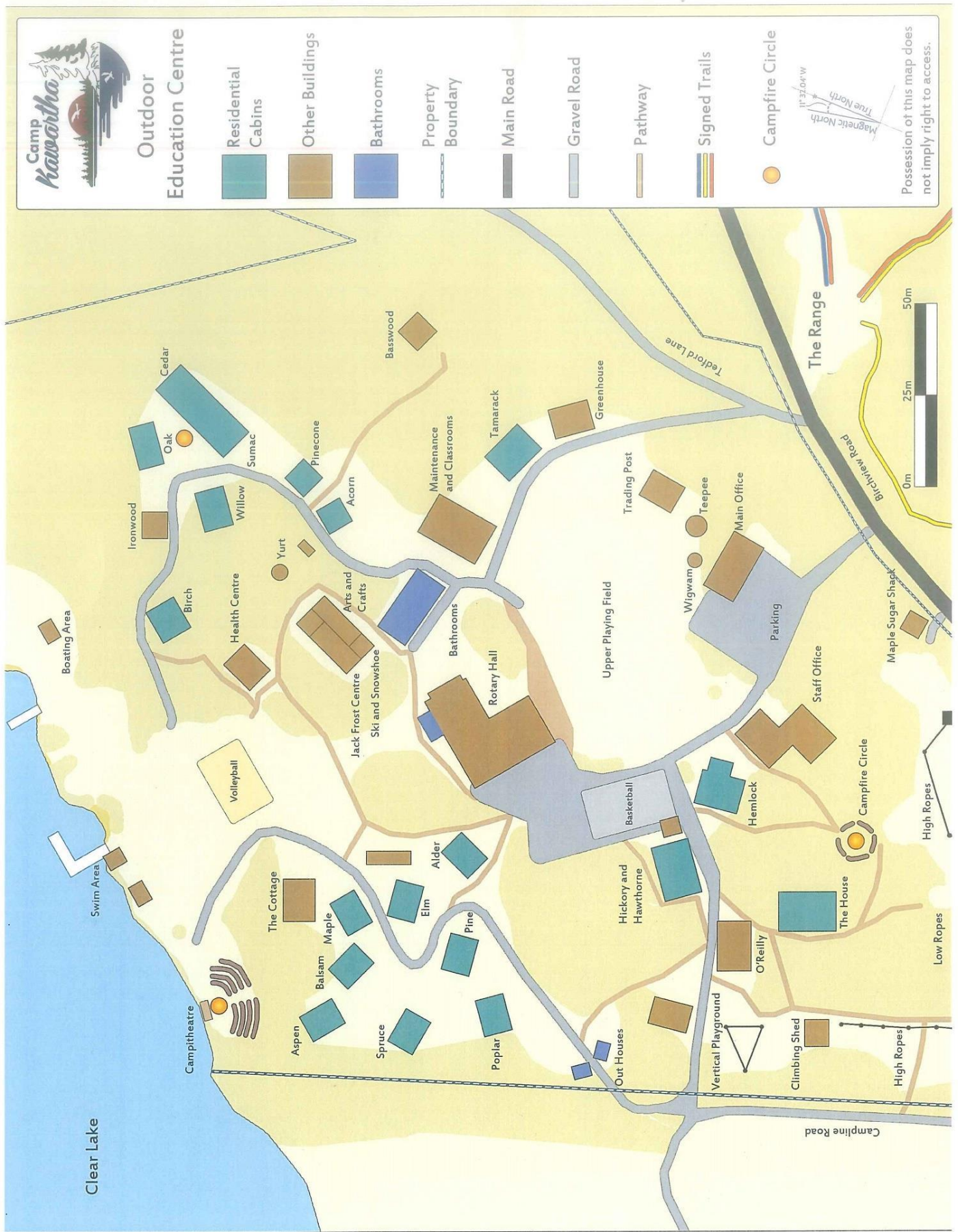
### From Toronto:

- 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 your group members 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 & sunscreen (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 tuque
- scarf or knit mask to cover face, mouth, neck
- several pairs of mittens (wool is best)
- several layers of clothing, extra socks
- long underwear

***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.

***Personal Hygiene Items***

- towel, facecloth, and soap
- hairbrush and comb
- toothbrush and toothpaste
- deodorant, lip balm

***Writing Material***

- journal/notebook or writing pad
- pencils and pens

***Optional Items***

- shampoo & conditioner
- daypack (knapsack)
- alarm clock
- books
- small travel games
- camera
- rain pants
- cross country ski equipment (winter)
- sunglasses

**Prohibited Items:**

- ✗ no cigarettes, matches, or lighters
- ✗ no alcohol or drugs
- ✗ no knives, hatchets, or weapons
- ✗ no electronic devices
- ✗ no student cellphones
- ✗ do not bring jewelry, valuables or anything that will be missed terribly if lost!
- ✗ no food or snacks in cabins \*\*



**\*\* 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 Centre, we want children to experience the joys of this season, 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
- winter hat/wool tuque
- scarf or knit mask to cover face and mouth
- wool mittens (several pairs)
- 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.

**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 well and stay warm & dry!**

## What about spring and fall?

Layering clothing in spring and fall is essential as the daily temperature usually rises quickly. Good hiking boots will not only help you manage our trail system but also prevent water penetration. Having a pair of running shoes on hand would be good for games on flat, grassy surfaces. Water resistant jackets with hoods and rain pants will help on rainy days. In the evenings dress for cooler weather with jackets, sweaters, and long pants.

In hot weather, light is the way to go! Light colours attract less heat, light fabrics breathe better, and light sandals let your feet breathe too. Ensure you have a light jacket, sweater, and long pants for evening temperatures.

## A Word about our Cabins

There are no washrooms in our cabins, however, washroom facilities are close by, and the area is well lit.

We ask that at least one adult supervisor be in or near each cabin cluster so that students have easy access to an adult for assistance and so that adults can monitor noise and activity in cabin clusters.

The Staff House is available for teachers/adults and contains 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: Your Cabin Worksheet

- Use only the number of cabins necessary to accommodate your group size. Please inform our staff of any cabin changes.
- **An adult supervisor must be in each cabin cluster (either in a cabin with students or in an adjacent cabin).**
- 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.**

### Group A: Small Cabin Cluster (down the hill from the Dining Hall)

<b>Aspen (7)</b> 3 sets of bunks, 1 single bed	<b>Maple (7)</b> 3 sets of bunks, 1 single bed	<b>Balsam (7)</b> 3 sets of bunks, 1 single bed	<b>Spruce (7)</b> 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.

<b>Alder (7)</b> 3 sets of bunks, 1 single bed	<b>Elm (7)</b> 3 sets of bunks, 1 single bed	<b>Pine (7)</b> 3 sets of bunks, 1 single bed	<b>Poplar (11)</b> 5 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.
			9.
			10.
			11.

### Large Cabins (beside and across from the Staff House)

<b>Hickory &amp; Hawthorne (BEL) (14 beds)</b> 2 rooms, 3 bunks and 1 single bed each	<b>Hemlock (Gainey) (13 beds)</b> 3 areas, total of 6 sets of bunk beds, 1 single bed	
1.	1.	8.
2.	2.	9.
3.	3.	10.
4.	4.	11.
5.	5.	12.
6.	6.	13.
7.	7.	

**Group B: East Cabin Cluster (to right of Dining Hall - furthest from the Staff House)**

<b>Willow (12)</b> 5 sets of bunks in main area 2 single beds in semi-private area	<b>Oak (12) ♿</b> 5 sets of bunks in main area 2 single beds in semi-private area	<b>Sumac (IODE) (10) ♿</b> 4 sets of bunks, 2 single beds	<b>Cedar (10) ♿</b> 4 sets of bunks, 2 single beds
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.		

<b>Birch (Spurway) (10 beds)</b> 4 sets of bunks, 2 single beds	<b>Acorn (4 beds)</b> 2 sets of bunks	<b>Pinecone (4 beds) ♿</b> 2 sets of bunks
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	10.	

**NOT AVAILABLE**

**Staff House (for adults only)**

<b>(5 beds) 5-6 people capacity</b> (loft is off-limits)	
3 bedrooms, kitchen with full size oven and fridge and a living area with sofa and woodstove. There is also a 3-pc bathroom with shower. Please confirm availability with office. Limited availability in June.	
1.	4.
2.	5.
3.	6.

<p><b>Conserve Energy! For all cabins:</b></p> <ul style="list-style-type: none"> <li>• Turn off lights when not in use</li> <li>• Turn down the heat during the day</li> </ul>	<p><b>Checklist before departure:</b></p> <ul style="list-style-type: none"> <li>• Please remove all personal belongings from cabins as early as possible (by 10:00 a.m.)</li> <li>• Turn off lights &amp; heat, close windows &amp; door</li> </ul>
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## Appendix D: Health and Wellbeing

Please complete this form and email it to [registrar@campkawartha.ca](mailto:registrar@campkawartha.ca) at least **three weeks prior to arrival.**

The purpose of this form is to provide Camp Kawartha staff with student and/or staff health information which will help prepare us to give your group the best possible experience. Please indicate any significant or life-threatening medical conditions, physical limitations, or other concerns that might affect full participation in our outdoor education activities.

### Special Needs or Limitations & How many participants are affected?

- |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="radio"/> Anaphylaxis # _____</p> <p><input type="radio"/> Asthma # _____</p> <p><input type="radio"/> Diabetes # _____</p> <p><input type="radio"/> Seizure Disorder # _____</p> <p><input type="radio"/> Heart Problem # _____</p> <p><input type="radio"/> Recent Surgery # _____</p> <p><input type="radio"/> Mobility Challenges # _____</p> <p><input type="radio"/> Vision Challenges # _____</p> | <p><input type="radio"/> Hearing Challenges # _____</p> <p><input type="radio"/> Learning Disabilities # _____</p> <p><input type="radio"/> Behavioural Challenges # _____</p> <p><input type="radio"/> Other:<br/>_____</p> <p><input type="radio"/> Other:<br/>_____</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

You can provide more detail here if you wish.

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**Please note:**

- Teachers are responsible for the administration of any medication. We can provide a locked storage space or refrigerated area and administration form if needed.
- If you are concerned about a particular individual, reach out to our Head of Outdoor Education to discuss any issues directly. [neil@campkawartha.ca](mailto:neil@campkawartha.ca)

## Appendix E: Food Allergies & Medical/Religious Dietary Needs

Please complete this form and email it to [registrar@campkawartha.ca](mailto:registrar@campkawartha.ca) at least **three weeks prior to arrival.**

In the chart below, list any participant with food allergies and/or special dietary needs.

*Allergy examples- nuts/peanut allergy, lactose intolerance, dairy allergy, allergies related to food colouring or additives (please specify), fruit or vegetable allergies (specify if this applies to baked goods as well), eggs, gluten, etc.*

*Dietary examples- no red meat, no pork, Halal, diabetic, etc.*

We treat food allergies very seriously, so if someone is simply avoiding certain foods, please do not list that as a food allergy.

<i><b>Name of participant</b></i>	<i><b>Specify food allergy MILD / MODERATE / SEVERE</b></i>	<i><b>Specify dietary restrictions/needs</b></i>

**If you require specialty foods beyond Gluten free, Vegan or Halal, please give us as much notice as possible so we can source it for you. (Recommended 1 month)**

## Appendix F: Summary of Group Requirements

Please complete this form and email it to registrar@campkawartha.ca at least three weeks prior to arrival.

School: \_\_\_\_\_

List Teachers:


Number of students	Number of teachers/parents	Grade(s)
Teachers/Parents are free at a ratio of 1 adult per 6 students		
Arrival		Departure
<b>Date</b>		<b>Date</b>
<b>Time</b>		<b>Time</b>
<b>First Meal</b>		<b>Last Meal</b>

### Cabins

**Group A:** *cabin cluster to left of Dining Hall and down the hill*

- |                                          |                                           |
|------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Aspen (7 beds)  | <input type="checkbox"/> Alder (7 beds)   |
| <input type="checkbox"/> Maple (7 beds)  | <input type="checkbox"/> Elm (7 beds)     |
| <input type="checkbox"/> Balsam (7 beds) | <input type="checkbox"/> Pine (7 beds)    |
| <input type="checkbox"/> Spruce (7 beds) | <input type="checkbox"/> Poplar (11 beds) |

**Group C:** *Large Cabins around perimeter of playing field*

- Hickory/Hawthorne Cabin (15 beds, 2 rooms)
- Hemlock (Gainey) Cabin (13 beds, 2 areas)

**Group B:** *cabins to right of Dining Hall*

- Willow (12 beds)
- Oak (12 beds) (wheelchair ramp) ♿
- Cedar (9 beds) (wheelchair ramp) ♿
- Sumac (9 beds) (wheelchair ramp) ♿
- Birch (10 beds) – NOT AVAILABLE
- Acorn (4 beds – 2 sets of bunks)
- Pinecone (4 beds – 2 sets of bunks, ramp) ♿
- 
- Staff House** – for adults only (6 beds; bathroom; living area & kitchenette)

Use only the number of cabins necessary to accommodate your group size. Please ensure cabins are as full as possible.

We request you position adult supervisors either in or near student cabins for nighttime supervisory purposes.

### Programs

Please list your program titles.

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### Photo Release

Do you give permission to Camp Kawartha to photograph or video student activities during your stay at our Centre that may be used for promotional purposes? No names will be used.

- Yes, permission granted     No, Photos Prohibited

### Gift Store Visit (shop.campkawartha.ca)

Would your class like to visit our Gift Store on your last day?     Yes     No

*If yes, please speak with the Head of Outdoor Education on your arrival day to arrange a time to fit your itinerary. (The Gift Store accepts credit cards, Interac debit, Apply/Google Pay and cash. You, your supervisors, and your students are responsible for the management of any cards or cash, and any purchased items.) Orders can also be placed online.*

### Notes

Feel free to provide any information that may help our staff provide a positive and meaningful experience for your students. For example, are there any teaching approaches/strategies that your students respond to?

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## Appendix G: Program Schedule

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Grade(s): \_\_\_\_\_ Date of Visit: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.
Program 9:30 a.m. – 12:00 p.m.					
Lunch	12:05 p.m.	<b>12:30 p.m.</b>	12:05 p.m.	<b>12:30 p.m.</b>	12:00 p.m.
Program 1:30-4:00 p.m. (Mon/Wed)  1:45-4:15 p.m. (Tues/Thurs)			Monday Class Departs 1:15 p.m.  Wednesday Class Arrives 1:30 p.m.		Wednesday Class Departs 2:00 p.m.
Recreation Time	4:00 p.m.	4:00 p.m.	4:00 p.m.	4:00 p.m.	
Dinner	5:00 p.m.	5:00 p.m.	5:00 p.m.	5:00 p.m.	
Visiting Teacher's Program 6:30-7:30 p.m.					
Evening Program 7:30-9:00 p.m.					
Snack	9:00 p.m.	9:00 p.m.	9:00 p.m.	9:00 p.m.	
	Back to Cabins	Back to Cabins	Back to Cabins	Back to Cabins	

**10:00 p.m. to 7:00 a.m. Quiet Time is strictly enforced!**

## Appendix H: Duty Schedule/Groups

Please assign groups for Dining Hall Duty in the space provided below for mealtimes throughout your stay.

*15 minutes before and after each meal*

Duties Include: Wiping and Setting Tables Before the Meal / Sweeping the Floors of the Dining Hall After the Meal

(Minimum 4 students, maximum 7 students per duty group)

	Monday	Tuesday	Wednesday	Thursday	Friday
<b><u>BREAKFAST</u></b> (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.
<b>Adult Supervisor</b>					
<b><u>LUNCH</u></b> (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.
<b>Adult Supervisor</b>					
<b><u>DINNER</u></b> (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.	
<b>Adult Supervisor</b>					



**Appendix I: Letter to Parents Regarding Student Conduct**

**Camp Kawartha Outdoor Education Centre**

1010 Birchview Road, Douro-Dummer, Ontario K0L 2H0

Phone: (705) 652-3860 / Website: www.campkawartha.ca

Dear Parents,

The Camp Kawartha Outdoor Education Centre is a not-for-profit, charitable organization dedicated to teaching children to care for the Earth and for each other. 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 \_\_\_\_\_.

To make this experience as positive and as safe as possible, it is important that you clarify with 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 always be supervised).
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 our 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 and respect. If students behave in any way that compromises the safety of this experience for classmates, teachers and staff, they will be sent home.
2. **Respect yourself.** Students are expected, in accordance with 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 now and 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 ensure 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

School Name: \_\_\_\_\_

**Appendix J: Waiver**

**Camp Kawartha**

**Release for Participation in Event, Program or Activity**

**WARNING – Please read carefully. By signing this document, you will assume certain risks and responsibilities.**

In exchange for participation in programming (the “Activity”), organized by Camp Kawartha located at 1010 Birchview Road, Douro-Dummer, ON, the undersigned (“Participant”) agrees as follows:

1. **Agreement:** This is a binding legal agreement. Prior to participating, a Participant (or a parent/guardian of a Participant under the age of majority) must acknowledge and agree to the terms outlined in this agreement.
2. **Voluntary Participation:** The Participant is participating voluntarily in the Activity.
3. **Risks:** The Participant understands that participation in the Activity involves inherent risks, including risk of physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent paralysis and/or death, and, by participating in the Activity, the Participant assumes all related risks.
4. **Communicable Diseases:** Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness, permanent disability, and death does exist.
5. **Release:** The Participant releases Camp Kawartha and its affiliates, successors and assigns, officers, employees, representatives, partners, and agents (the “Releasees”), in their individual and/or corporate capacities from causes of action of any nature and kind, which the Participant may have against the Releasees arising out of or relating to any injury, loss or damage to person and property that may be sustained as a result of participation in the Activity. The Participant agrees to indemnify the Releasees against any and all claims, actions, lawsuits, damages, judgments, and costs or damages of any kind arising out of or relating to their participation in the Activity.
6. **Acknowledgment:** By signing this document, the Participant acknowledges they have read and understood this document, that they have signed the document voluntarily, and that this agreement is to be binding on themselves, and their heirs, administrators, personal representatives, executors, successors, and assigns.

\_\_\_\_\_  
Name of Participant (print)

\_\_\_\_\_  
Signature of Participant (if over 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian  
(if Participant is under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date