



## **Outdoor Education Planning Guide**



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## Welcome to C.Y.O. Camp Brébeuf

Whether you are a new school or one that has been coming to camp for years, we hope that our commitment to quality outdoor education will exceed your expectations. Please read through this package thoroughly as it contains important information in planning your experience. If you have any questions about your experience or information in this package please let us know. We are looking forward to your stay with us!

## About Our Camp

### Camp Facilities

C.Y.O. Camp Brébeuf offers year-round programming. During the Outdoor Education season (September to June) we are open to school groups from public, separate and private boards. Located on our 110 acres of property are 14 cabins that can sleep 8 – 42 people, dining hall, 3 indoor programming spaces, office, and staff cabins. In the winter we can accommodate up to 114 people in our winterized cabins, many have washrooms and showers attached. The camp also has a main washroom facility (the washhouse) that is heated with flush toilets and shower stalls. Other features of our site include:

- 11 element challenge course, climbing wall and 5 element low ropes course
- Large enclosed pond (max. depth 4.5ft) and river (Eramosa)
- Outdoor chapel
- Large network of trails
- Basketball and gaga ball courts
- Cell phone reception and wireless internet access

### Our Staff

From arrival to departure our staff take care of your experience by facilitating all programs, sitting with students during meals, supervision of the cabins at night, and organizing games and evening programming. We also have a team of Full-time staff that support the overall operations of the camp.

Our Outdoor Education team is comprised of current post-secondary aged students and recent university or college graduates. Staff members are chosen for their personality, leadership abilities, outdoor skills and a passion for working with youth. All of our staff receive on-site training at the beginning of each season and hold a minimum current Standard First Aid and CPR certification, among other certifications. All staff must present a clear criminal records check prior to the beginning of their contract.



## **Food Service and Snacks**

C.Y.O. Camp Brébeuf is dedicated to serving well balanced, nutritious meals. We follow Canada's Food Guide offering whole grain breads, cereal, wraps, and pastas. Lean cuts of meat and plenty of fruits and vegetables are a part of our daily menu.

We are experienced in special diets including vegetarian, celiac, diabetic, and lactose intolerant. Please let us know in advance if anyone in your group has an allergy or dietary need. If we have this information ahead of time we can work closely with individuals to provide alternatives where necessary. Our head cook will also meet with the student while they are here at camp to discuss their alternative meals.

**Please note: C.Y.O. Camp Brébeuf is a nut sensitive facility.** This means that we do not serve anything that contains nuts or may contain nuts. Please tell your students not to bring food or snacks that contain nuts.

Unless otherwise previously arranged, we will provide the following meals and snacks to groups:

**Day Trip** – Students bring their own bagged lunch and snacks

\* option available for Camp to provide lunch, please contact us to see if this is possible.

**One-Night Trip** – Students bring bagged lunch and afternoon snack on first the day.

Camp provides dinner first night and snack, breakfast and lunch on the second day.

**Two-Night Trip** – Students bring bagged lunch and afternoon snack on the first day.

Camp provides dinner and snack first night. Breakfast, lunch, afternoon snack, dinner and evening snack on the second day. Breakfast and lunch on the last day.



## **Booking Process and Payment**

### **Booking Your Experience**

You are welcome to book your trip with us at any time by contacting us at camp through email or by phone. We also are happy to book your group for the following year while you are here at camp. Please be aware that depending on the time of year we may fill up quickly and that other groups may be sharing the site with you. We do work hard to ensure that your experience is unique and memorable for your group.

Information that we will gather from you to make your group booking and finalize a booking contract is:

- Length of trip (day trip, one overnight or two overnight)
- Approximate number of students attending
- Contact information for person coordinating trip
- Time of year, month or date(s) you would prefer – final date(s) will be on booking contract
- Any dates that do not work for you

Once we have finalized your date(s) we will send you a booking contract confirming details and containing policies. Please review the contract to ensure everything is correct, have the contract signed and then return it to camp.

### **Bus Bookings**

Once you have finalized your date please make arrangements for busing and confirm your arrival and departure times with camp. We use this information to build your schedule.

### **Reduction in Numbers Policy**

Providing Camp Brébeuf with accurate numbers of students and chaperones prior to arrival allows us to prepare by scheduling staff and activities, and in overnight stays, ordering food. If for any reason it becomes necessary to significantly change the number of students attending (-5/+5 students or more) you are asked to provide 3 weeks' notice so that arrangements can be altered. Any changes made after this 3-week minimum, the cost of 50% of the difference in student numbers will be charged. (example. For a drop of 10 students, school will be charged for 5 of these students at the regular price)

### **Cancellation Policy**

Once a date has been reserved for your school, if there is any need to cancel your booking we ask for a minimum of 3 weeks' notice. Any cancellations made after the 3-week minimum, a \$100 cancellation fee will be charged.

## **Providing Payment**

A final invoice will be issued after your trip and payment can be made to C.Y.O. Camp Brébeuf by cheque or electronic transfer from the school. We do not require a deposit or money ahead of your trip.

## **Outdoor Education Rates**

The chart below indicates the 2017 rates for Outdoor Education trips, operating Monday through Friday. Note the prices include HST where applicable.

| Trip Length                            | Price Per Student |
|--|-------------------|
| Day Trip – students bring bagged lunch | \$17.00           |
| Day Trip – camp provided lunch         | \$27.00           |
| One night – Two day Trip               | \$85.00           |
| Two night – Three day Trip             | \$160.00          |

Teacher and Chaperone Rates for 2017 Outdoor Education trips. Note prices include HST where applicable. \*we do not charge for E.A.s that are required to attend, regardless of ratio.

|                                |   |
|--------------------------------|---|
| Day Trip – bagged lunch        | No additional charge  |
| Day Trip – camp provided lunch | 1 teacher/chaperone free for every 10 students. Additional teachers/chaperones will be charged \$10.00 to cover the cost of lunch |
| Overnight Trips                | 1 teacher/chaperone free for every 10 students. Additional teachers/chaperones will be charged for the cost of meals.             |

C.Y.O. Camp Brébeuf provides a ratio of 1 staff for every 15 students for day time programs. If your school board requires a different ratio for certain programs, please contact us.

### Financial Need:

We want to help eliminate any barrier preventing a student from experiencing the outdoors. If your school requires financial assistance for a student(s) to be able to attend, please contact us at camp and we can discuss options.

## Information and Policies for Teachers

### Health and Safety

**First Aid:** Our staff have standard first aid. We will treat any injury or emergency to the best of our ability. If there is an injury and a student needs to be sent to the hospital, teachers will drive the student, unless an ambulance is required. Please be sure to bring students medical information with you in case of such an incident.

**Medication:** Teachers must arrange for the collection and administering of medication, C.Y.O. Camp Brébeuf staff will not be permitted to do this. This includes prescription and over the counter medication. Please obtain parents' permission before your arrival. Camp Brébeuf will provide a secure location to store medication should the group require it.

**Emergency Vehicle:** It is expected that a school with more than one teacher present will provide their own emergency vehicle. In the case that one is not available, please contact us at camp.

**Thunderstorm Policy:** The weather is monitored constantly while a group is at camp. At the first sign of thunder all students and teachers must remain inside until the storm has passed. Activities that are missed may be rescheduled if possible but there are no guarantees.

**Cold Weather Policy:** On days when the temperature reaches minus 20 or below programming will be adjusted to have indoor warm up breaks for every 20 minutes of outdoor programming.

**Alcohol and Smoking Policy:** We ask that all teachers/chaperones refrain from consuming alcohol for the duration of their stay at camp, as they may be called upon at any hour to handle situations. There is one smoking area on camp property, located behind the dining hall at the cement fire circle. Please refrain from smoking, vaping or using e-cigarettes anywhere else on camp property.

### Supervision

We appreciate having the support of teachers, group leaders and parent volunteers as this allows our staff to deliver a program that is as smooth as possible.

**Disciplinary Procedures:** Camp staff will manage most minor disciplinary needs that arise, however teachers are ultimately responsible for their students' behavior during the trip. If a student breaks a Camp Brébeuf policy the teacher, Outdoor Education Coordinator or Camp Director will take necessary action in order to ensure the safety and enjoyment for the remainder of the students. Please see the Student Responsibility Form for more details.

**Night Time Supervision:** After a long day and evening of activities, it is very important that you and your students have a full night's sleep. Please stress the importance of sleep to your students. At least one Brébeuf staff member sleeps in the cabin in case students need assistance and to ensure that students sleep. Lights out is typically by 11 pm. At this time the students are expected to be quiet in order to fall asleep. The students will have ample time prior to this to socialize and prepare for bed. If the students are misbehaving or not settled by 1 am, camp staff will inform the teachers. It is our goal that the teachers get a full night's rest, we will only wake you up as a last resort.

## **General Information**

**Teacher/Chaperone Vehicles:** We ask that all vehicles belonging to teachers and visitors remain parked in the camp parking lot. This is to allow emergency or delivery vehicles access to drop off areas at camp. There is no parking available by teacher/chaperone accommodations.

**Teacher/Chaperone Accommodations:** Teachers are provided with separate sleeping accommodations from their students. Depending on the season teachers may need to share these cabins with teachers from another school. Separate rooms will be provided though for males and females.

## **Information and Policies for Students**

**Washroom Breaks:** We provide students with a washroom break before and after every activity and meal. We ask that students use these breaks in order to avoid having to leave during activities and meals. Please assist us by encouraging students to make use of these bathroom times. We do know that emergencies occur and exceptions are made for legitimate needs.

**Phone calls home/cell phone:** We ask students to leave their cell phone at home to avoid them being lost, damaged, or used inappropriately. However, if a student does bring a cell phone to camp we ask that teachers collect it and they can allow the student to use the phone during an appropriate time. We can also provide a location in the office for the storage of cell phones. For sanitary reasons please no cell phone use at meal times. Office phones are available for teacher use in contacting parents or for emergencies.

**Slippers or Indoor Shoes:** In an effort to keep our facilities cleaner we do not allow outdoor shoes to be worn inside our buildings. Students may bring a change of shoes to be worn when inside, these can be kept in the dining hall for meal times.

**Student Responsibility Form:** Please have students review this form with their parents prior to coming to camp. Please keep all forms and bring them to camp.

## Sample Schedules

Below are examples of typical 2 nights, 1 night and 1 day trips. We are happy to work with you to customize the schedule to fit your needs and goals for the experience. Please note that during some weeks there may be more than one group using the site. We will do our best to accommodate all your requests, but due to availability and staffing it may not always be possible.

### Sample 2 Night Schedule

| Day 1                                       | Day 2                              | Day 3  |
|---|------------------------------------|--|
| 10:30 Arrival, Policies, Camp Tour, Move In | 7:30 Wake Up and Morning Free Time | 8:00 Wake Up and Pack                              |
| 11:30 Lunch (bagged lunch)                  | 8:30 Breakfast                     | 8:30 Bring Luggage Up to Dining Hall and Free Time |
| 12:15 Opening Prayer or Reflection          | 9:30 Rotation 3                    | 9:00 Breakfast                                     |
| 12:30 Large Group Games                     | 11:00 Rotation 4                   | 10:00 Large Group Game                             |
| 1:30 Rotation 1                             | 12:30 Lunch                        | 11:00 Closing Debrief                              |
| 3:00 Snack (students bring)                 | 1:30 Rotation 5                    | 11:45 Outdoor Free Time                            |
| 3:30 Rotation 2                             | 3:00 Snack                         | 12:15 Lunch  |
| 5:00 Outdoor Free Time                      | 3:30 Rotation 6                    | 1:15 Departure                                     |
| 5:30 Dinner                                 | 5:00 Outdoor Free Time             |  |
| 6:30 Outdoor Evening Game                   | 5:30 Dinner                        |  |
| 7:15 Evening Activity 1                     | 6:30 Outdoor Evening Game          |  |
| 8:00 Evening Snack                          | 7:15 Evening Activity 3            |  |
| 8:30 Evening Activity 2                     | 8:00 Evening Snack                 |  |
| 9:30 Night Prayer or Reflection             | 8:30 Evening Activity 4            |  |
| 9:45 Prepare for Bed                        | 9:30 Night Prayer of Reflection    |  |
| 11:00 Lights Out                            | 9:45 Prepare for Bed               |  |
|   | 11:00 Lights Out                   |  |

## **Sample 1 Night Schedule**

| <b>Day 1</b>                                | <b>Day 2</b>                       |
|---|------------------------------------|
| 10:30 Arrival, Policies, Camp Tour, Move In | 7:30 Wake Up and Morning Free Time |
| 11:30 Lunch (bagged lunch)                  | 8:30 Breakfast                     |
| 12:15 Opening Prayer or Reflection          | 9:30 Rotation 3                    |
| 12:30 Large Group Games                     | 11:00 Rotation 4                   |
| 1:30 Rotation 1                             | 12:30 Lunch                        |
| 3:00 Snack (students bring)                 | 1:15 Departure                     |
| 3:30 Rotation 2                             |                                    |
| 5:00 Outdoor Free Time                      |                                    |
| 5:30 Dinner                                 |                                    |
| 6:30 Outdoor Evening Game                   |                                    |
| 7:15 Evening Activity 1                     |                                    |
| 8:00 Evening Snack                          |                                    |
| 8:30 Evening Activity 2                     |                                    |
| 9:30 Night Prayer or Reflection             |                                    |
| 9:45 Prepare for Bed                        |                                    |
| 11:00 Lights Out                            |                                    |

## **Sample Day Trip Schedule**

Please note that day trip schedules are flexible to your arrival and departure times. Below is a sample of what a typical day trip could look like.

9:30 Arrival, Policies and Introductions  
9:45 Rotation 1  
10:45 Rotation 2  
11:45 Lunch (Bagged Lunch or Camp Provided)  
12:15 Rotation 3  
1:15 Rotation 4  
2:15 Closing Debrief  
2:30 Departure

## Programs Spring/Fall

### **Policies and Safety**

C.Y.O. Camp Brébeuf strives to ensure that we are updating our programs to meet the best industry practices regarding our participant safety. We consult with OPHEA guidelines and OCA standards when designing policies and practices for our programs. If you require a copy of our policies or wish to discuss the specific safety requirements of your school board please contact us.

### **Program Selection**

Please choose 6 programs for day activities for a 2-night trip, 4 programs for day activities for a 1-night trip and 4 – 5 programs for a day trip. You can record your choices on the Important Class Information Sheet. When indicating your programs please list them in order of preference.

### **Day Activity Choices**

**ABC:** Adventure Based Challenges. Students are challenged with problem solving activities that encourage them to think ‘outside the box’ and rely on each other to complete the task. Communication, teamwork, and encouragement are a main focus.

**Archery:** Archery gives students the challenge of learning a new skill and working on their aim. Some archery activities include archery bingo and popping balloons.

**High Ropes:** Students get an opportunity to try our 40-foot challenge course on one of eleven elements. Challenge by choice is talked about with the students, allowing each student to choose their own goal while still pushing themselves. At High Ropes all of our staff are trained in belaying and safety of high ropes. Following Operational Guidelines this activity requires a teacher to attend in order for us to run it.

**Low Ropes:** Problem solving, team involvement and fun scenarios are part of our low ropes rotation. Spiders web, Ridge Walk and Swinging Log are just some of our elements. Staff will choose a challenge that will best suit the group and teach proper spotting techniques prior to starting. Following Operational Guidelines this activity requires a teacher to attend in order for us to run it.

**Adventures in Nature:** Explore Camp Brébeuf’s 110 acres of wilderness and wildlife. From tree identification and animal tracking to how the mysterious grotto was formed. Students will take an adventurous walk outside to discover the many interesting things that nature has to offer.

**Outdoor Survival:** Students travel into the forest and are taught the basics of outdoor survival. They get to practice their fire making and shelter building skills hands on. This is one of our most popular activities.

**Rock Wall:** Our Rock Wall, found hidden in the woods is complete with overhangs and challenging holds. Students are taught team belaying and help each other climb safely up the wall. At Rock Wall all staff is trained in belaying and rock wall safety. Following Operational Guidelines this activity requires a teacher to attend in order for us to run it.

**Shine:** This is an interactive activity which further prepares students for Confirmation. The focus is on the Gifts of the Holy Spirit and how they apply to our lives as well as the significance of the Sacrament of Confirmation.

**Broomball:** Usually a winter sport we have added it to all our seasons. If you find that your class is really active, this rotation helps them enjoy a similar sport to hockey, without being on ice.

**Through the Lens:** This artistic program involves students capturing nature through the lens of a camera. Students will be taught basic photography skills and have an opportunity to take pictures of different nature settings around camp. We will provide the cameras and all pictures will be featured in a slide show at the end of the trip. We will also send a copy of the slide show back to school for in the classroom.

**Geocaching:** This program combines the technology of a GPS unit with treasure hunting. Students will be taught how to operate a GPS unit and follow the coordinates to check points around camp. At each location there will be a hidden “cache” where students will collect a symbol. First group to find all the caches, wins!

**Mapping:** Self navigation through the use of maps. Students will use their map to travel around camp collecting clues. In the end they unscramble them to figure out the secret answer. This gives students a chance to learn more about the camp property and an introduction to reading topographic maps.

**Orienteering:** Be an explorer on our orienteering course. Students are trained to use compasses and venture off in the woods and around camp to find the markers and solve a riddle.

**Environmental Initiative:** Examine how human activity impacts the environment, through fun interactive games. Students will leave with a better understanding of simple ways they can help decrease air pollution and food waste.

**Pond Study:** Students will be given nets and rubber boots to explore the gently flowing waters of the crayfish pool. Through catching crayfish and other aquatic species, students will examine the health of the stream, take note of invasive species and how they impact this ecosystem.

**Creation Walk:** This is an interactive walk as students step into the Genesis story and view creation in a new way. While participating in activities along the walk students will reflect on the Genesis account and its application to their life.

**The Fur Trade:** Through this program students will be able to immerse themselves into the life of an early fur trader (Coureur de bois). Working in teams, students will travel across camp property following “trap lines” to learn about fur trader life in the 1600s and earning furs that they can trade for resources to survive the harsh Canadian winter.

## Evening Activity Choices

**Chocolization:** A social justice game that teaches students about ‘fair trade.’ The activity is based on the fair trade chocolate industry. Looking beyond the convenience store and getting to the source of where our chocolate comes from.

**Name that Tune:** This is a fun Brébeuf favorite. It is a whole class game where students compete in teams to guess the song’s artist and title first, usually with some dancing mixed in. This activity really helps students feel comfortable at camp. If they miss their media culture it gets them up and having fun together.

**Campfire:** What is going to camp without a campfire? Brébeuf staff lead your students in songs and skits. We do ask for student participation and teacher participation is always a treat for your kids.

**Astronomy:** Using star charts we map out the stars with your students and discuss the stories the sky tells. Students will also get a chance to perform some of the astronomy stories.

**Camp Jeopardy:** We have taken the classic game and added curriculum based questions about nature, history and science. We also have a confirmation version for groups that are preparing or have recently been confirmed.

**Things:** In groups students will be presented with a list of “Things” that they have to present to a group of judges. Each student in the group will be assigned one “Thing” and have a few seconds to show it off. Some of these “things” might include best dance move, best cow “moo”, or funniest joke.

**Night Hike:** By hiking as a group at night students will discover their night vision and learn how nocturnal animals see in the dark. Students will also get a chance to do some star gazing while talking about the effects of light pollution.

**Circle of Life (Survival Game):** Students will assume the roles of herbivore, omnivore and carnivore as they learn and try to survive as part of the food chain. This is an active outdoor game.

## Packing Lists

### Overnight Trips (1 or 2 nights)

- Bagged Lunch and Snack
  - Water bottle (all tap water onsite is drinkable)
  - Sleeping bag/Blankets and Pillow
  - Toothbrush and Toothpaste
  - Towel
  - Shampoo and Soap
  - Hat
  - Comfortable Running Shoes
  - Jacket
  - Rain Gear (Jacket and Pants)
  - 1 - 2 pairs of Shorts
  - 1 - 2 pairs of Pants
  - 1 - 2 T-shirts
  - 1 - 2 Long sleeve or Sweatshirts
  - 3 – 4 pairs of Socks
  - Underwear
  - Pajamas
- Optional Items:
- Indoor Shoes
  - Camera (if allowed by school)
  - Flashlight
  - Book
  - Mitts and Toque (it can be cold in the fall and spring)

### Day Trip

- Bagged Lunch and Snack (unless camp is providing it)
  - Water bottle
  - Comfortable Running Shoes
  - Jacket/Rain Coat
  - Hat
- Optional Items:
- Change of clothes
  - Extra Socks
  - Camera (if allowed by school)
  - Mitts and Toque (it can be cold in the fall and Spring)

### **Please Note:**

When packing for camp we suggest not to bring new or expensive clothing as spring and fall can be a wet and muddy season.

We also recommend that all cell phones, tablets and other expensive electronic devices stay at home to avoid them being lost or damaged.

C.Y.O. Camp Brébeuf will not be responsible for any lost, damaged or stolen items.

## Important Class Information

*Please fax or scan completed copy to C.Y.O. Camp Brébeuf at least **two weeks prior to trip***

Please attach additional information if more space is needed

Fax #: 519-856-2560

Email: Kristy.drost@campbrebeuf.ca

School Name (with board): \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) Attending Camp: \_\_\_\_\_

Teacher Names: \_\_\_\_\_

Approximate # of Female students: \_\_\_\_\_ Male Students: \_\_\_\_\_

Approximate # of Teachers/Chaperones attending: \_\_\_\_\_ Female: \_\_\_\_\_ Male: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Do you have any specific goals for your students or any areas that you would like us to focus on while at camp?

Respect

Spirituality

Community Building

Teamwork

Leadership

Other: \_\_\_\_\_

Are there any medical concerns or food allergies/diet concerns that we should be aware of? Please be specific (i.e. Include name of student, description, if allergy is anaphylactic as well as type; air borne, direct contact or ingested)

Are there any physical, accessibility needs or behavioural concerns that we should be aware of?

Please select the activities you would like students to participate in (including evening programs if applicable):

Day Activities

Evening Activities (if applicable)

If you are coming for day trip is Camp Brébeuf providing your lunch?

YES

NO (bagged lunch only)

In signing below, you are stating that you have read and understand all policies, procedures and expectations of teachers/chaperones and students while at C.Y.O. Camp Brébeuf.

\_\_\_\_\_  
Signature of Teacher/Chaperone

\_\_\_\_\_  
Date



## Student Responsibility Agreement

In order to create an experience that is as positive and safe as possible, we ask participants to follow these rules. Please review the following with your student to ensure that they are understood.

At C.Y.O. Camp Brébeuf we practice the philosophy of respect. We expect all participants to respect:

- Themselves
- Other participants
- The staff and their teachers/leaders
- The property and the environment

Therefore as a participant at C.Y.O. Camp Brébeuf:

- I am responsible for having a GREAT time by participating to my fullest in all aspects of the visit. I will also help others have a great time by treating them with respect.
- I will follow the rules of the camp as explained to me when I arrive as well as the rules for the individual activities that I am participating in.
- I am responsible for taking good care of the equipment and facilities I use. I will keep the washrooms and buildings tidy and report any problems to Camp Brébeuf staff.
- Buildings and washrooms will be inspected and I know that I am financially liable for any damage caused by me, including removal of any graffiti, damage to walls, broken windows or other property.
- I will not enter any cabin that is not my own or private staff residence.
- I will remain with the group during the program and ask a staff member BEFORE I go anywhere at camp and always travel with a partner.

I know that if I break any of the C.Y.O. Camp Brébeuf rules I may lose the ability to participate in an activity, my parents may be notified or I may be sent home.

**No Alcohol No Drugs No Smoking No Weapons**

I have read the above and fully understand what is expected of me as a participant at C.Y.O. Camp Brébeuf. As a parent I understand that if my child breaks a rule, consequences as outlined above, shall be instituted.

|                            |      |
|----------------------------|------|
|                            |      |
| Student Signature          | Date |
|                            |      |
| Parent/ Guardian Signature | Date |

