



Teacher Information Package – Winter 2018

Welcome to the winter program! Our preparations for the season are well underway and we are very excited that you will be joining us for a snowy visit.

Enclosed within this package is information that should assist you in preparing for your upcoming visit to Kandalore. We hope that these details will help you with the planning process of your trip and help you to prepare your class so that they can make the most of their experience. Please note that the **THREE** Pre-Arrival Information Forms must be returned to Kandalore prior to your visit. Promptly returning these forms via email will assist our staff in getting ready for your arrival. We also have a 'Student/Parent Acknowledgement of Risk' waiver that must be completed by each participant. This waiver has been put in place to protect your school as well as our outdoor center in the event of unforeseen accident/injury.

Finally, if you have not yet sent the deposit to our Toronto office, please do so.

Good luck with the rest of your preparations! If you have any questions, please do not hesitate to telephone or email us at the Outdoor Education Centre. We look forward to seeing you soon!

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Pre-Arrival Information Form (One)

IMPORTANT:

Please complete and send this form to Kandalore two weeks before your scheduled visit:

**Program Director:
oecpd@kandalore.com**

In order for us to plan for your visit and to work with you to determine your cabin and activity groups, we require the following information:

✧ Winter 2018 Contact Information:

School name: _____

Mailing Address: _____

Teacher/Administrator Contact: _____

Email Address: _____

Telephone #: _____

✧ Visitor Information:

Total number of students: _____ Grade Level: _____

Number of Females: _____ Number of Males: _____

Total number of supervisors/teachers: _____

Arrival Time: _____ Departure Time: _____

Pre-Arrival Information Form (Two)

IMPORTANT:

Please complete and send this form to Kandalore two weeks before your scheduled visit:

Program Director

oeepd@kandalore.com

Providing the information below will assist us in offering safe, inclusive, and quality outdoor education programs.

- ✧ School name:
- ✧ Date of Trip:
- ✧ Names of the students who have *medical* concerns and/or *dietary* needs and a brief description of what their concern/need entails (eg. vegetarian, allergies, diabetes, etc.). This information is very important to us and it allows our program staff and kitchen staff to prepare for such needs in advance.

Student Name:	Medical or Dietary Needs:

Pre-Arrival Information Form (Three)

IMPORTANT:

Please complete and send this form to Kandalore two weeks before your scheduled visit:

Program Director

oeupd@kandalore.com

Each group that comes for a three-day visit will have eight activity periods. Please select **eight preferred** activities and **four alternate** activities from the list below. The Kandalore Outdoor Centre cannot guarantee that every group will get first choice of all of their activities. We prioritize activity selection based on received deposits and reserved dates on completed school contracts. The program director will take program requests and restrictions and does their best to accommodate the groups' desires to make a program that fits the needs of the group and the Kandalore staff

High Ropes	Mattressing	Inuit Blanket Toss
Cross-Country Skiing *	Broomball	Sauna
Snowshoeing	All School Game	Map Orienteering
Rappelling	Group Period	Nature Hike
Quinzhee Building		

* Cross-Country Skiing will take up two activity periods

Preferred Activities:	Alternate Activities:
1.	1.
2.	2.
3.	3.
4.	4.
5.	
6.	
7.	
8.	



Participants Acknowledgement of Risks and Release

Name of Participant _____ Date of Birth: _____

School Name: _____

Trip Dates: _____

The student and his/her parent(s) or guardian(s) (collectively the “Undersigned”) understand the nature and inherent hazards and risks of the intended activities related to the trip described below (hereinafter referred to as the “Activity”).

The Undersigned acknowledges that engaging in this Activity may require a degree of skill and knowledge and that the student has responsibilities as a participant.

The Undersigned certify that the student is fully capable of participating in the Activity. The Undersigned represent that the student is in good health and physically fit and has not been advised by a physician not to participate in arduous physical activities. The Undersigned knows of no reason, health-related or otherwise, why the student is not capable of participating in the activities planned for this trip. The Undersigned accept full responsibility for any injuries or illnesses that the applicant may suffer during the trip, including, but not limited to, those resulting from any pre-existing medical condition.

The Undersigned fully understand and appreciate the risk of injury, illness, property loss or theft, and even death inherent in the Activity. It is further understood that unforeseen circumstances may arise and Kandalore Camp Co. Limited (the “Company”) shall not be held responsible for such circumstances or the consequences thereof. Notwithstanding the foregoing, nothing contained herein shall excuse the Company, and its directors, officers, employees or agents from responsibility for its or their negligence or willful misconduct during the course of the trip.

The Undersigned acknowledge that they have read the clothing and equipment list provided by the Company and accept full responsibility for inadequate clothing or equipment and for clothing and equipment which they fail to provide.

The Activity may take place in a wilderness environment and may include but is not limited to: rock climbing and wall climbing, hiking, swimming, high and low ropes course initiatives, swimming in lakes, biking, canoeing, kayaking, archery, cross country skiing, snowshoeing, skating, quinzee (snow-shelter) building, inuit blanket toss, fire building, cooking on an open flame, hiking, rappelling, tobogganing, broomball, orienteering, whitewater canoeing, whitewater kayaking and canoe tripping. The Activity may also include transportation and depending on the program, students may spend several nights outdoors. In addition to the hazards and risks described in the paragraph above, the hazards and risks of the Activity may also include, but are not limited to, the following:

latent or apparent defects or problems in equipment provided by the Company or outside service providers, acts of other participants in the Activity (including from the failure of other participants to follow instructions or obey safety regulations), weather conditions (including unforeseen, inclement or intemperate weather), consumption of food and drink, fire, first aid, emergency treatment, or other services rendered. Further, the Company will not always have medical personnel (other than instructors that are certified in first aid) at the location of the Activity.

NOW THEREFORE, IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE IN THIS ACTIVITY, THE UNDERSIGNED ASSUMES ALL RISKS AND ACCEPTS FULL RESPONSIBILITY SURROUNDING THE STUDENT'S PARTICIPATION IN THE ACTIVITIES, THE TRANSPORTATION RELATED TO THE TRIP AND ANY ACTIVITY UNDERTAKEN AS AN ADJUNCT THERETO, WHICH RISKS AND RESPONSIBILITY INCLUDE FOR BODILY INJURY, DEATH OR LOSS OF OR DAMAGE TO PERSONAL PROPERTY AND EXPENSES AS A RESULT OF THOSE INHERENT RISKS AND DANGERS IDENTIFIED HEREIN AND THOSE INHERENT RISKS AND DANGERS NOT SPECIFICALLY IDENTIFIED, OR AS A RESULT OF THE STUDENT'S NEGLIGENCE IN PARTICIPATING IN THIS ACTIVITY, AND THE UNDERSIGNED HEREBY WAIVES, RELEASES AND ABSOLVES AND AGREES TO INDEMNIFY AND SAVE HARMLESS THE COMPANY AND ITS DIRECTORS, OFFICERS, EMPLOYEES AND AGENTS OF AND FROM ANY AND ALL LIABILITY ARISING THEREFROM, EXCEPT SUCH AS SHALL ARISE FROM ITS OR THEIR NEGLIGENCE OR WILFUL MISCONDUCT.

The Undersigned have carefully read, clearly understand and accept the terms and conditions stated herein and acknowledge that this PARTICIPANTS ACKNOWLEDGEMENT OF RISKS AND RELEASE shall be effective and binding upon each of the Undersigned, and their respective heirs, successors, assigns, personal representatives, estates and for all members of the student's family.

The Undersigned acknowledges that the Director of Kandalore was made available if requested to explain the nature and physical demands of the activities and the inherent risk hazards and dangers associated with any activity.

The Undersigned allow photos and video taken on the subject trip to be used by the Company for promotional purposes.

The authorization shall remain effective until revoked in writing and delivered to the Company.

Signature of Student: _____ Date: _____

Signature of Parent or Guardian: _____ Date: _____

WINTER ACTIVITY DESCRIPTIONS

Kandalore's Mission Statement

In a highly personalized, fun-filled and supportive environment, Kandalore's aim is to develop in each camper an appreciation of nature, a healthy sense of self-esteem, an understanding of others and the necessary skills to become an effective leader.

General Introduction

The KORE experience at the Kandalore Outdoor Education Centre is designed to provide students with experiential and challenging learning opportunities that extend their individual and team-building skills beyond the traditional classroom setting. Safety within all activities is the first priority. Students are supervised by trained and qualified Kandalore staff and provided with introductory lessons in a variety of land or snow based activities. As part of small activity teams at Kandalore, students are faced with challenges that develop their competencies in problem-solving, communication, leadership, and team work. These lessons often transfer to the students' classroom settings upon their return to school.

Kandalore emphasizes *Challenge by Choice*, which encourages students to safely step outside of their comfort zone, testing their skills while trying something new. The Kandalore staff acknowledges all types of success and champion each student's own personal choice in determining the level of challenge he or she is comfortable with. Whether a student climbs to the top of one of our rock sites or chooses to support classmates as a primary belayer, the Kandalore staff members encourage and support student choices and challenges, and expect other students to follow suit.

Cross-Country Skiing

Cross-country skiing is a great self-esteem booster for students that visit Kandalore in the winter. The Kandalore group leader provides students with basic instruction beginning with choosing appropriate skis, boots, and poles. The students learn how to properly use the equipment and spend some time practicing basic techniques. They will then have the opportunity to head out on the lake, or on one of our backcountry ski trails.

Sauna

For many visitors to Kandalore, the relaxing atmosphere of the wood stove sauna has become a lasting tradition. Friendly competition also offers participants a chance to cool off in the outdoor snow. After a cold breeze, nothing feels better than warming the bones in the sauna while thinking through some brain teasing games and trivia.

Group Period

During the GP, the Kandalore group leader selects a combination of initiative tasks, active cooperative games, and group trust activities that inspire success among the student team. Patience and encouragement among the students is essential as they each assume different roles to accomplish the team task. The successes and learning that individuals and student teams experience endures throughout the Kandalore visit and supplements many lessons discovered in the classroom.

Quinzhee Building

Quinzhees are large snow huts that winter enthusiasts use for shelter and protection from the cold. During the quinzhee building program at Kandalore, students often construct shelters that can house as many as 15 people, promoting a sense of community among student group. Building quinzhees also teaches students about the importance of being prepared when venturing outside in the winter. After the physical excursions of snow shoveling, digging, and tunneling, the students can relax in their snow palace and bask in the group's accomplishment.

Mattressing

One of Kandalore's most unique and thrilling activities is mattressing. Before speeding down our state-of-the art, hand-crafted luge run, students strap on protective helmets and trade in their toboggans for vinyl covered camp mattresses. Watch out below! The fun and laughter are never-ending—even as students begin the uphill walk to return their mattress to the next group of students waiting for a turn.

Snowshoeing

It sure is a lot more comfortable to walk on top of waist deep snow, than it is to walk through it. Our aluminum and traditional wooden snowshoes allow the students to walk in the winter forest the way a lynx, wolf, or snowshoe hare may walk. Following winter animal prints, playing camouflage and, eating sugary snow cones in the forest is a fun way for the students to enjoy, appreciate and respect their outdoor environment.

Challenge Course (High Ropes)

Participants will review safety procedures and proper use of equipment in our museum building practice area prior to clipping in to our ropes course and proceeding out on to the course via a bridge from the second floor of our museum building to our Challenge Course tower. From the tower participants can choose over 20 challenge elements on two levels of the course guided by our trained ropes course staff members.

Rappelling

Students are encouraged to challenge themselves at our outdoor rappelling site. Every student learns how to control their descent down the rock face while safely being belayed by a group leader. We encourage the students to push their limits and step outside of their comfort zone while recognizing each student's accomplishments and encouraging other group members to do so as well.

Inuit Blanket Toss

A great way to focus on teamwork, every group will have a chance to send their friends into the air with our Inuit Blanket. The blanket, used traditionally to celebrate and keep alive the traditions of the Inuit people is a team exercise which, inevitably ends in excitement and memorable, aerial moments.

Broomball

A Canadian winter classic!! Slippin' and slidin' at our outdoor broomball ring is an exciting and challenging way to burn off some energy and warm up your toes.

All-School Games

Groups that visit at Kandalore with 60 students or fewer will have the option of participating in one of our camp wide games. Designed, developed, and hosted by the Kandalore staff, the all-school game may challenge students to work co-operatively and actively to achieve common goals. These events all follow a fun and interesting theme; for example, Kandalore Wildlife, Star Wars, Kandalore CSI, or Ultimate Orienteering!

Nature Hike

Kandalore is a great place to explore the natural world around you. In our nature hike program, students need to be prepared to get their hands dirty! With several kilometers of forested trail in view of lake shore beauty, there are endless wonders to explore and learn about. Combined with exciting and interactive activities, the nature hike promotes a respect for and connection to our natural environment.

All student activities will be in accordance with current OPHEA Safety Guidelines

PREPARING YOUR CLASS

EXPECTATIONS

Safety and respect for others are very important to us. The students will be asked to adhere to the following guidelines during their stay. Please discuss these guidelines with the students before they arrive at Kandalore.

1. Smoking (if in line with school policies) is permitted at the discretion of the teachers and may only take place in designated smoking areas.
2. The use of alcohol and/or illicit drugs is strictly prohibited.
3. A Kandalore leader must be present in order for participants to take part in any of the activities. The participants are expected to follow all guidelines and safety procedures outlined by any of the Kandalore staff.
4. In order to respect privacy, we ask that participants stay out of any cabin other than their own.
5. We ask that the students leave their cabins in the same condition as they found them. Graffiti and damages are unacceptable.
6. We are committed to ensuring that everyone who comes to Kandalore has an enjoyable visit. We therefore ask that the students act in a considerate and respectful fashion to one another and to other groups that are using the facility.

Other guidelines will be discussed upon the group's arrival at Kandalore.

LETTER TO THE STUDENTS

Welcome to Kandalore's winter program! There are a few things that you should know about Kandalore before you arrive.

LOCATION

Kandalore is located on highway 35, north of Minden and south of Huntsville. Depending on your location it may take between one to four hours to reach the centre.

ACCOMONDATIONS

The cabins are warm and provide you with a comfortable place to sleep. The toilets and showers are nearby, but not inside the cabin.

FOOD

Meals are prepared and served by the Lakeside catering company. If you have special dietary needs (allergies, lactose intolerance, vegetarian, etc.) please let your teachers know in advance so that they can notify us and we can prepare alternate meal options for you.

A TYPICAL DAY AT KANDALORE

Most days at Kandalore will take place as outlined below; however, some of the timing may be different, depending on how many schools are using our facility at one time. Kandalore staff will notify you of any such changes so that you can be sure to make it to programs and meals on time.

7:45am	Students may leave cabins
8:30am	BREAKFAST
9:15am-12:15pm	Morning activities in activity groups
12:30pm	LUNCH
1:15-2:00pm	Free time
2:00-5:15pm	Afternoon activities in activity groups
5:30pm	DINNER
6:15-7:00pm	Free time
7:00-8:30pm	Evening program with entire school
8:30pm	SNACK

Your teachers will determine curfews and lights out.

PROGRAM

Your teachers will divide you into activity groups (10-14 people per group) and you will remain in this group throughout your visit. You will do all of the daily activities in your activity group and you will also have the opportunity to take part in some entire-school activities, usually in the evenings. A Kandalore staff will lead you through the program, which consists of activities such as cross-country skiing, snowshoeing, rappelling, Inuit blanket toss and group challenges, where you will be given the chance to solve a problem as a team.

WHAT TO BRING

Here is a list that should give you an idea of what to bring on your trip. Remember that most of what we do takes place outside and the weather can be very cold.

Please bring clothing that you are willing to get dirty and wet!!

- ❑ 1 packed lunch to eat when you arrive on the first day (nut-free please!)
- ❑ 1 winter jacket
- ❑ 1 pair of snow pants
- ❑ 3 pairs of pants (jeans not recommended)
- ❑ 3 long sleeve shirts
- ❑ 2 t-shirts
- ❑ 2 wool or fleece sweaters
- ❑ long underwear (tops and bottoms)
- ❑ underwear
- ❑ 4-6 pairs of socks (wool or fleece will be warmer)
- ❑ 2 winter hats
- ❑ 2 pairs of gloves or mittens
- ❑ 1 pair of good winter boots (these need to be insulated!!)
- ❑ 1 pair of indoor shoes
- ❑ 1 bathing suit (for the sauna)
- ❑ 1 towel
- ❑ 1 sleeping bag
- ❑ 1 pair of pajamas
- ❑ 1 pillow
- ❑ 1 water bottle
- ❑ sun screen
- ❑ flashlight
- ❑ toiletries
- ❑ camera, watch and sunglasses are optional

WHAT NOT TO BRING:

- ❑ food (junk food, candy, items containing nuts)
- ❑ valuables: i-pod, video games, cell phone, knives

Please Note: In the winter, buses are unable to drive up the Kandalore road. This means that you will be carrying your entire luggage into camp. The walk in from the highway is about 1 km, so please pack accordingly. You may wish to use a hiking pack or a knapsack and we suggest that you stick to our “what to bring” list.

ARRIVAL AND DEPARTURE

When you arrive, each student should know their cabin by name as well as what activity group they will be in during the day.

ARRIVAL PROCEDURES

Arrival: Kandalore staff will be waiting for you just off the highway at your designated arrival time. If you arrive a few minutes early, please feel free to start unloading the bus and we will be on our way.

Cabins and Touring Kandalore: All the students will gather their luggage from the bus and the entire school will walk in together to the parking lot. At this point the students will be separated into their cabin groups and led to their accommodations by our staff. They will quickly drop off their luggage and a Kandalore staff will take them on a tour of the camp. Our policies, procedures and other pertinent issues will be discussed during this time.

We will show the supervisors to their cabin at this time as well. We invite all supervisors to accompany us on a tour, especially teachers who are not familiar with the site.

Lunch: The students will be given time to eat the lunch they brought, unpack and change into proper clothes for the afternoon activities.

Staff Meeting: The Kandalore staff will meet with you for introductions and to discuss expectations, goals, medical concerns and other information regarding the students.

Afternoon Activities: After the staff meeting, we will join up with the students and start the afternoon with some fun games. We will then divide the students into their activity groups and begin the afternoon program.

DEPARTURE PROCEDURES

On the morning of your departure day we will give the students time to pack and clean their cabins. . We ask that all students and teachers move their luggage out of their cabins by **10am**, to allow us to clean and prepare for the next group. Our clean-up procedures for the students are as follows:

- Flip up mattresses to make sure that nothing has been lost underneath them.
- Sweep the floor, including under the bunks.
- Put all garbage and recycling into the bins provided in each cabin.

If you require an early lunch on the day of your departure, please let us know as soon as possible. A packed lunch may also be possible. However, we must know at least one week prior to your arrival.

YOUR ROLE AS A SUPERVISOR

As a teacher, you play an important role in making the experience at Kandalore successful. Our intention is to provide you with the opportunity to take part in the experience with the students. We want the trip to be as enjoyable for you as it is for the students.

You are encouraged and more than welcome to take part in the program. By sharing in the experience you will enrich your relationship and enhance the level of trust between you and the students. It is important to allow the students to come up with their own answers when it comes to working together as a group. This will develop the students' skills in leadership, problem solving and decision making. Due to the nature of some activities, we may ask you to help out with or participate in, certain parts of our program; however, please take some time during the program to relax if you need to.

STUDENT SUPERVISION

The Kandalore group leaders are responsible for preparing, adapting and delivering the program. During all Kandalore activities, Kandalore staff will supervise the students. There are some times when the students will not be at activities and we ask that the teachers supervise the students during these times:

1. **Meals:** We ask that the students behave under the same guidelines set for them at school. Please emphasize to the students not to waste food and to clean up after themselves.
2. **Free Time:** Free time generally occurs after meals (15 minutes after breakfast and 45 minutes after lunch and dinner). This time allows our staff to prepare for activities.
3. **Night time:** Snack usually ends between 8:30pm and 9:00pm. Please be sure to set clear expectations for the students' behaviour during the hours between snack and breakfast.

ADDITIONAL INFORMATION

Meals: We have a *nut-safe* dining hall, which means that we do not buy or cook with any nut products. For the safety of participants and staff we ask that no products made from, or containing nuts be brought into the dining hall.

On the first evening of your visit we will meet for dinner 15 minutes earlier, so that we can explain our dining hall procedures.

Our kitchen staff is very accommodating when it comes to dietary needs; however, they need to know at least one week in advance if anyone in your group (students and/or

supervisors) requires special attention. Please let us know about food allergies, lactose intolerance, vegetarians, etc., prior to your arrival, so that we can provide alternate options for such individuals.

Night Patrol: Our evening programs and snack finish between 8:30pm and 9:00pm. Supervisors are responsible for determining when the students must return to their cabins, and when they must turn off their lights for the night. If you are sharing the facility with other groups, we encourage you to meet with the other supervising teachers in order to set up nighttime rules that will accommodate all groups. In case of any emergency, we will be available to assist.

We have seen a variety of approaches to conducting night patrol. You may wish to have all your supervisors patrolling until the students are in their cabins and quiet. Another option is for some supervisors to patrol on the first night, while others supervise the second night. A final option is that you set up a rotation, so that everyone gets a break at some point on each night. You will probably be able to determine what will work best, based on the behaviour of your students.

Wake up: We do not have a wake up bell at Kandalore. We suggest that the supervisors wake up the students, or that the students bring one alarm clock per cabin.

Happy planning and we look forward to your visit!