

# Teacher Information Package

## Winter

Greetings from Kandalore!!

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 two Pre-Arrival Information Forms must be returned to Kandalore prior to your visit. Promptly returning these forms via email or fax will assist our staff in getting ready for your arrival.

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:*

**By email:**

[oeck@kandalore.com](mailto:oeck@kandalore.com)

**By fax:**

**(705) 489-4581**

*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 Contact Information:

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher/Administrator Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

### ✧ 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 one week before your scheduled visit:*

**By email:**  
[oec@kandalore.com](mailto:oec@kandalore.com)

**By fax:**  
 (705) 489-4581

*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:

**VERY IMPORTANT!**

**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 that the student has certain 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 gross 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: sauna and polar dip swim, low ropes course initiatives, cross country skiing, snowshoeing, skating, quinzee (snow-shelter) building, inuit blanket toss, fire building, cooking on an open flame, hiking, rappelling, tobogganing, broomball, orienteering,. 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: 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),

fire, 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, 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, OR AS A RESULT OF THE STUDENT’S NEGLIGENCE IN PARTICIPATING IN THIS ACTIVITY.

The undersigned hereby waives, releases, 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 GROSS 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 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:

\_\_\_\_\_

# 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.

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