



Teacher Information Package



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Dear Teacher

Thank you for choosing the Centre for Outdoor Education and Leadership at Camp Davern! We are thrilled your school will be joining us on beautiful Lake Davern this year.

This package is designed to make the process of booking your trip as the coordinating teacher as easy as possible.

Enclosed in this package you will find a yearly checklist, camp policies and general information regarding your school's experience.

Good luck with the rest of your preparations. If you have any questions please do not hesitate to contact me.

I look forward to working with you in creating an amazing trip for both your students and staff.

Yours Outdoors,

Drew Stanley

Director of Education and Leadership

info@campdavern.com



Co-ordinator Checklist

Months Before...

- Contract:** Review and return with the deposit.
- Make **transportation** arrangements.
- Consider **fundraising** to assist with the cost.
- Seek out **supervisors** - At least one supervisor for 30 students. Fees do not apply for supervisors at a ratio of 1:10. Supervisors in excess are welcome but will be charged at the group rate.
- Contact us if you wish to have a student/parent **information session** about your trip.
- Send out school **permission forms**.

Weeks Before...

- Confirm **schedule** and program activities.
- Return **Dietary Needs** and **Birthdays Form**.
- Confirm **Cabin Groups & Activity Groups**.
- Send students home with **Packing List and Photo/Video Release Form** (if required).

Days Before...

- Confirm student and supervisor **numbers** with camp.
- Prepare a **cheque** made payable to *Camp Davern*.
- Review **Packing List** with students & **Tuck Shoppe** regulations.
- Remind Students of **bagged lunch** (Nut Free) for the first day.
- Remind students to return the **Photo/Video Release Form** (if required).



Teacher/Supervisor Role

The camp program staff and your school's teachers/supervisors must work together effectively to create a safe and enjoyable excursion for everyone. Please note that supervisors are free of charge at a ratio of 10:1. Other adults are welcome to join, but will be charged at the group rate.

Teachers/Supervisors will...

- Respect and abide by Camp Davern rules and policies. (We are a drug, alcohol and smoke free facility).
- Maintain acceptable standards of behaviour amongst students. Camp staff will assist in maintaining satisfactory behaviour, but teachers have the main responsibility in behaviour management.
- Enforce Wake Up and Lights Out.
- Provide cabin supervision at night
- Assist in the supervision of students during meal times, activities and free time.
- Be responsible for dispensing, monitoring and recording students' medications.
- Have fun, engage, relax and enjoy!

The Tuck Shoppe

COEL at Camp Davern offers a Tuck Shoppe where campers can purchase...

- Forgotten items (toothbrush, water bottles, flashlights)
- COEL Swag (hats, sunglasses, shirts)
- Snacks and drinks

The Tuck Shoppe is an **optional experience** and it is your decision if you choose to allow your students to purchase items.

If you chose to allow the Tuck Shoppe, it is a **GREAT** idea to set guidelines for your students, such as dollar amounts and determining if it is a daily visit or just open prior to departure.

Swimming Test

At COEL, school groups are often interested in participating in our canoeing, kayaking, rafting and swimming programs. Many school boards have different policies in regards to their students on and in water. We will work with you to meet the requirements of your school board.

Our certified lifeguards are happy to facilitate a board outlined swim test for all students wanting to participate in any water related activities. For students unable to complete the test, we will modify their experience and still allow them to participate if they choose.



Suggested Packing List -3 day/2 night

Clothing (at least):

- ▶ Underwear
- ▶ Socks 3-4 pairs
- ▶ Rain Jacket
- ▶ 3 T-shirts
- ▶ 2 long Sleeve sweaters
- ▶ 2 pairs of pants (jeans not recommended)
- ▶ 2 pairs of shorts
- ▶ Pyjamas/sleep wear
- ▶ Bathing suit/towel
- ▶ Running Shoes
- ▶ Hat

Must Bring:

- ▶ Sleeping Bag/pillow
- ▶ Water Bottle
- ▶ Bagged Lunch (Nut Free)
- ▶ Tooth Brush/Toiletries

Optional:

- ▶ Flash Light
- ▶ Mittens/Touque
- ▶ Boots
- ▶ Sandals
- ▶ Rain pants
- ▶ Bug Spray
- ▶ Camera

Please Do Not Bring....

Electronics - Cell Phones, Ipads, Ipods, Video Games, etc...

Food - (Other than your bagged lunch) Camp Davern offers a Tuck shop where snacks and camp items are available at an extra cost. Please check with your teacher in regards to your school's Tuck Shop policy.

Valuables - Jewellery, Nice/Expensive clothing



Special Dietary

We accommodate a wide range of special diets. Please indicate below if anyone in your group has specific dietary needs or restrictions. Please send to camp prior to your arrival.

Name	Food Allergy/Dietary Restrictions

Birthdays -Is anyone celebrating at camp?

Name	Birthday Date



Photo/Video Release Form

At COEL at Camp Davern, we are very proud of our photography and media programs. While at camp, your child may be photographed or recorded while participating in camp activities. These images and videos may be used by Camp Davern in a professional manner for promotional materials, social media, our website or promotional videos.

If for any reason you DO NOT want to your child being filmed or photographed while at camp, please sign below and return to the school prior to your child's trip.

Please feel free to contact camp if you have any further questions.

Student Name (Please Print)

School

Parent/Guardian (Please Print)

Parent/Guardian's Signature

Date

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