



Kamp Kiwanis

Parent Manual: Outdoor School with Kamp Kiwanis

Objective:

Outdoor School with Kamp Kiwanis is based upon a simple premise: Provide a curriculum-based, engaging, outdoor learning experience that meets the needs of students, parents, and teachers.

Goals:

1. Increase capacity in the areas of Environmental Literacy, Awareness, and Action.
2. Provide a total learning experience specific to each individual school/classroom that spans the breadth of Alberta Learning's Program of Studies.
3. Provide experiential and inquiry-based curriculum studies in science, physical education, social studies, art, and language arts.

Preparation

Overview:

Students need to know that Outdoor School with Kamp Kiwanis is an educational experience that is part of the entire school program. They are expected to conduct themselves as though they were in a school setting. Respect for one's self, others, and the environment is stressed.

Clothing:

Everyone, students and adults, should wear 'animal clothing' - clothes that can get wet and dirty. Being worried about keeping clothes clean gets in the way of getting in touch with the natural world. Your child should bring clothing that it is ok to get dirty in as they will be outside for much of the trip. Dressing for the weather is critical. Please tell students to pack for the worst weather possible. Even if the forecast looks to be sunny all week, the weather could easily change.



Kamp Kiwanis

Suggested Packing List:

- Socks (many!)
- Underwear
- Shirts
- Sweaters/Sweatshirts
- Jeans/Heavy pants
- Pajamas
- 2 PAIRS of shoes (runners, rubber boots, winter boots, etc.)
- Warm/Waterproof Jacket
- Toque/Hat
- Mittens/Gloves
- Day Pack/Backpack
- Sleeping bag OR bedding (sheet, blanket, pillow)
- Toiletries (hair brush, face wash, etc.)
- Toothbrush & Toothpaste
- Towel & Shower Stuff
- Water Bottle
- Book/Journal
- Pencils/Pens
- Please pack all items in: a suitcase, hockey/sports bag, duffle bag, hiking backpack. NO garbage bags please!

Please Do Not Bring the Following:

- Food
- Money
- Curling Irons/Hair Dryers



Kamp Kiwanis

- Electronics (cell phones, games, smart watches, cameras)
- Flashlights
- Jewelry/Anything expensive or sentimental
- Knives
- Lighters/Matches

Transportation:

Transportation is primarily provided via Willco Transportation (other bus companies may be used for your trip). Willco is a bus company based out of Springbank that does many routes for various school boards in the Calgary area. Kamp Kiwanis will book the necessary transportation.

Roles & Responsibilities

Overview:

Upon arrival the organization, teaching, and supervisory responsibilities are shared in a variety of ways.

Teacher Responsibilities:

Teachers have first hand knowledge of students' academic base and needs, as well as experience with what is happening back at Outdoor School. Teachers will interject with expertise whenever appropriate, and will also be in charge of student behaviour and any medical concerns.

Kamp Kiwanis Staff Responsibilities:

The Kamp Kiwanis staff team is composed of all adults, usually of university age. All staff have a minimum of standard first aid and CPR, although many have higher level certifications such as wilderness first aid or NLS. All have submitted a clear criminal record check that includes a vulnerable sector search and have undergone an internal reference check procedure.

The Kamp Kiwanis staff will lead all program activities including mealtimes (let-ins, hand washing, announcements, etc). The Kamp Kiwanis staff will also assist with the



Kamp Kiwanis

supervision of students. Kamp Kiwanis will provide staff at a ratio of at least 1:15. With your school providing a ratio of 1:15, the overall ratio is usually around 1:7. Please note that Kamp Kiwanis staff do not count in school supervision ratios. Kamp Kiwanis staff will deal with any immediate behaviour issues and inform teachers of any behavioural incidents that occur. There will be at least 1 Kamp Kiwanis staff acting as a cabin supervisor in each dorm room area.

Food:

The food services department is able to accommodate a wide variety of dietary needs as long as we have this information in advance. Please have your dietary needs submitted 2-3 weeks in advance to your trip date so the kitchen can best accommodate the individual's needs. The common dietary restrictions that can be accommodated are: nut free, gluten free, vegetarian/vegan and lactose free. If a student/teacher has a severe dietary need outside the above needs, the parent or teacher will need to contact the chef directly and the needs of the student/teacher will be dealt with on a case by case basis. The kitchen is nut aware which means that food coming from the kitchen will not contain nuts. However, we can not control snacks and food that groups or other students might bring.

Health Concerns:

In the case of a medical emergency, 911 will be contacted. Emergency responders first arrive from Redwood Meadows or Priddis, followed by Emergency Responders from either Calgary or Cochrane. If a student needs to be taken to the hospital, the Alberta Children's Hospital is the normal destination. Kamp Kiwanis staff are trained in a minimum of standard first aid and will respond to any incidents to the level of their training. Any reported incident will be documented and teachers will be informed.

Accommodations/Bathrooms:

There are multiple different cabin buildings at Camp Horizon that your child may sleep in. In general, they are separated by gender for sleeping and bathrooms. All showers are private with a stall door. All bathrooms are located inside the cabin buildings. A Kamp Kiwanis staff member will be sleeping in the same building but typically in an



Kamp Kiwanis

adjacent/separate room, where they are accessible in case of issues during the night or emergency. Bathroom lights are left on at all times and will flood a small amount of light into the bedrooms.

Cost:

The cost of the Outdoor School program, room and board will generally be borne by the parents. If problems exist in this area, please contact your child's teacher or principal in confidence, and arrangements will be made.

A Typical Day:

7:15am Wake Up

8am Breakfast

9:15am Cabin Inspection

9:30am Program Studies 1

10:45am Program Studies 2

12pm Lunch

1pm Nature Nook (quiet time)

2pm Program Studies 3

3:15pm Program Studies 4

5pm Dinner

6pm Wide Game

7pm Classroom Meeting

8pm Kampfire

9pm Evening Activity

9:30pm Get ready for bed

10pm Lights out

* times are subject to change

Additional Information

Kamp Kiwanis Information:



Kamp Kiwanis

Kamp Kiwanis is an overnight summer camp for underprivileged or disadvantaged children, and an outdoor school provider. Kamp Kiwanis was founded in 1951 by the Kiwanis Club of Calgary. We welcome over 12,000 campers, students, and community members to our programs every year.

Kamp Kiwanis Program Location:

Kamp Kiwanis is running the Outdoor School program at the Easter Seals Camp Horizon just past Bragg Creek off of highway 66. The camp is situated on approximately 62 acres of mixed spruce and poplar forest in Kananaskis Country. The camp is equipped with heated cabins, indoor plumbing, and shower facilities.

Risk Assessment & Management:

Kamp Kiwanis aims to provide a safe and enjoyable educational Outdoor School experience and has done so for more than 50 years. Our staff have provided current criminal records checks and hold current certifications in standard first aid and CPR. Kamp Kiwanis staff receive training in risk management, emergency procedures, childcare, and the program material.

Maintaining a safe environment for learning is a top priority for Kamp Kiwanis. However, there are inherent risks associated with all activities. Kamp Kiwanis manages these risks through education and action. Kamp Kiwanis staff are familiar with the inherent risks associated with outdoor programs and activities. The following table outlines our risk management plan.

Hazard	Explanation	Risk Management
Trees & Branches	[] Trees and branches present a hazard with the potential of poking a person or falling in the wind.	[] Participants are warned to be careful when running or moving in a forest. [] Dangerous trees or branches are regularly removed. [] Activity areas are placed in areas where there are minimal



Kamp Kiwanis

		<p>dangerous trees and branches.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Kamp Kiwanis staff carry 1st aid kits.
Insects	<ul style="list-style-type: none"> <input type="checkbox"/> Insects present a hazard as some insects such as wasps or bees may sting a person and cause an allergic reaction. <input type="checkbox"/> ticks are also present periodically. 	<ul style="list-style-type: none"> <input type="checkbox"/> Participants are informed of the risks and asked to avoid wasp nests or bee hives they may come across. <input type="checkbox"/> Wasp nests or bee hives close to activity areas are removed. <input type="checkbox"/> Students are informed that they should be aware that there may be ticks in the area and informed as to how to dress and check for ticks. <input type="checkbox"/> Kamp Kiwanis staff carry 1st aid kits.
Wild Animals	<ul style="list-style-type: none"> <input type="checkbox"/> Animals such as squirrels, mice, birds, rabbits and deer live year round. Other animals such as coyotes and black bears are infrequent visitors to the site however, they are present randomly at different times of the year. 	<ul style="list-style-type: none"> <input type="checkbox"/> Contact with any wild animal is avoided. <input type="checkbox"/> Participants are informed that they are in a natural environment that has many wild animals in it. <input type="checkbox"/> Participants are expected to stay in activity groups. <input type="checkbox"/> Kamp Kiwanis staff are trained to respond to animal encounters.
Uneven Terrain	<ul style="list-style-type: none"> <input type="checkbox"/> The Outdoor School site is a natural area. Footing is uneven with roots and elevation changes present 	<ul style="list-style-type: none"> <input type="checkbox"/> Participants are informed of the nature of the terrain and the need to monitor the changes in terrain. <input type="checkbox"/> Dangerous areas are avoided. <input type="checkbox"/> Kamp Kiwanis staff carry 1st aid



Kamp Kiwanis

		kits.
Weather & Natural Disasters	<input type="checkbox"/> All natural outdoor areas present the risk of a person being exposed to unexpected weather conditions.	<input type="checkbox"/> Weather forecasts are monitored. <input type="checkbox"/> Evacuation plans are in place.
Becoming Lost	<input type="checkbox"/> All natural areas present the risk of a person becoming lost.	<input type="checkbox"/> Participants are expected to remain with their activity groups during all structured activities. If free time is scheduled, a defined area, with clear boundaries is stated. <input type="checkbox"/> Participants are informed that if they get lost they are to stay in one spot and someone will find them. <input type="checkbox"/> Regular attendance check-ins are conducted by Kamp Kiwanis staff.

Questions:

If you have any questions concerning Outdoor School, please feel free to contact the staff at Kamp Kiwanis (outdoor.school@kampkiwanis.ca or 403-242-9255). We are looking forward to running programs for your school this season.