



2014
Teacher Guide

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BACKGROUND INFORMATION

Thank you for your interest in the ***Camp Sylvan Conservation Program***! This booklet has been designed to help you and your class prepare for your trip to Camp Sylvan. It is our hope that your class will enjoy a rewarding outdoor education experience with us.

CAMP SYLVAN CONSERVATION PROGRAM

The Camp Sylvan Conservation Program at Camp Sylvan has been the cornerstone of the Ausable Bayfield Conservation Authority's (ABCA) education programming since 1964. This year marks the 50th anniversary of the program, making it one of the longest running residential environmental education programs in the province.

This unique school program immerses students in nature. Students learn, eat, play, and even sleep outdoors by attending day-long, one-night, or two-night programs. It is the only conservation authority run program of its kind in southwestern Ontario, with more than 20,000 students participating since its inception.

The Camp Sylvan Conservation Program is based on the Ontario education curriculum, linking with science and geography expectations. Just as importantly, it also fosters personal skills such as leadership, teamwork, and respect. The program gives youths a chance to interact directly with nature, using inquiry and critical thinking to become aware of how vital nature is to human health. They learn wise use of natural resources. Then, they take what they have learned and turn it into action to help their local environments.

The education program operates from Monday to Friday throughout the months of May, June, September and October. During this time, designated areas on the Camp Sylvan property are rented by the ABCA from Scouts Canada.



The Ausable Bayfield Conservation Authority

The Ausable Bayfield Conservation Authority (ABCA) is an independent, corporate body established under the Conservation Authorities Act in Ontario. The mission of the Ausable Bayfield Conservation Authority (ABCA) is to protect, improve, conserve and restore the watershed in partnership with the community.

Conservation Education

Conservation education is an important medium in achieving the mission of the ABCA. All of our departments provide educational roles, but our conservation education staff are directly involved in programs for schools and community groups. The Education Department strives to build relationships between youth and their natural world, empowering them towards environmental responsibility. Through its education programs, we encourage conservation attitudes in today's youth by promoting the understanding of ecosystem components, the inter-relationships within the environment, and the role of people as stewards of our natural heritage.

ABCA Staff

The ABCA employs Conservation Education staff to coordinate, organize and deliver the program. One ABCA Conservation Educator is on site for the entire duration of your stay. If desired, a second ABCA staff member is available for an additional fee.

Camp Cooks

The Camp Sylvan Conservation Program caterers Bonnie and Ivan Dixon have been providing delicious and nutritious food to school groups for over a decade. Bonnie has Food Handler Certification and has developed menus based around Canada's Food Guide.

Junior Leaders

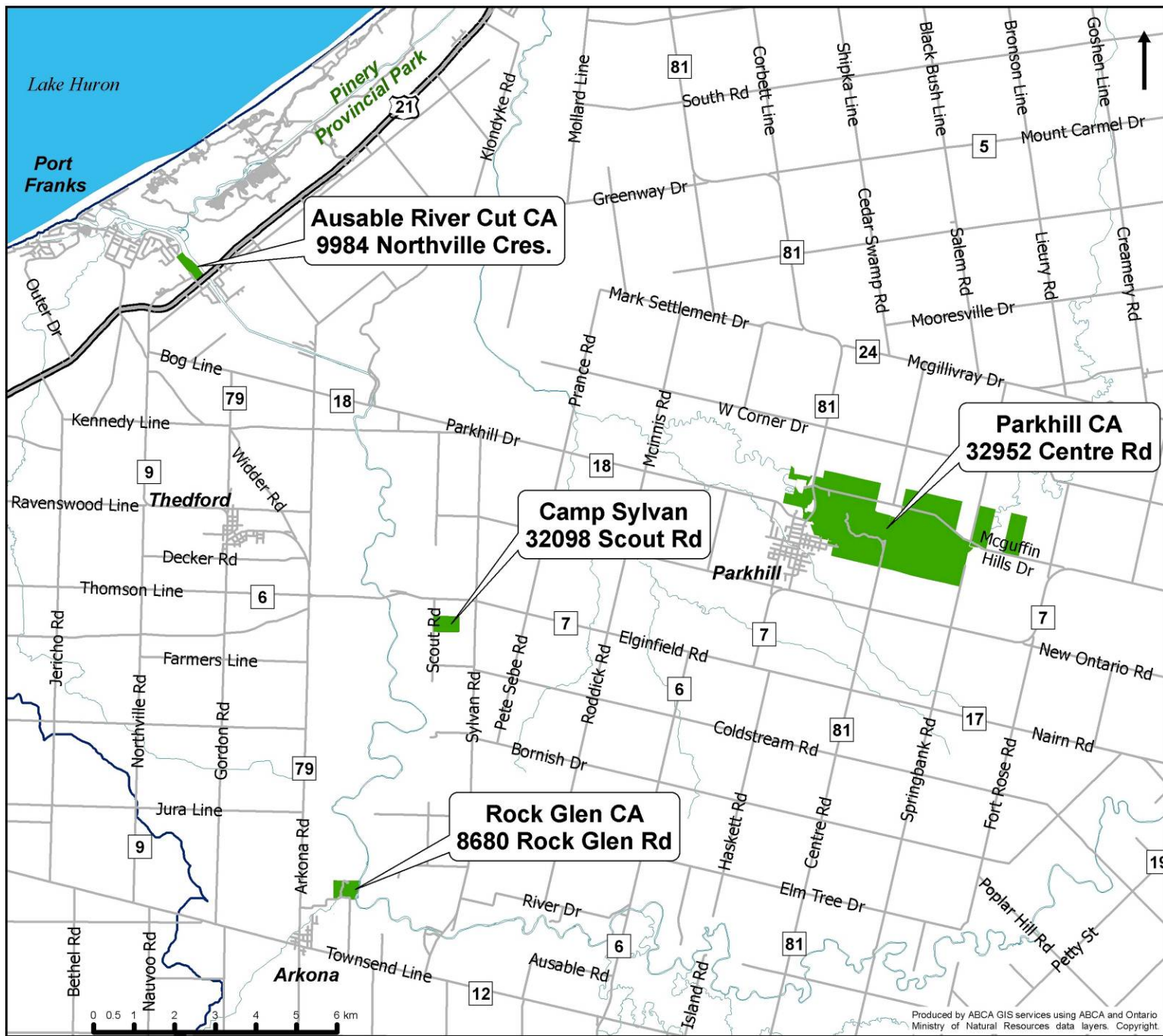
Junior Leaders are volunteer students from local secondary schools and are on site for the duration of your stay. They assist ABCA staff with programs and the camp cooks with meals.

Resource Personnel

Resource speakers are individuals who have an expertise in a given subject area, and by teacher request come to Camp Sylvan for an evening to present a program.



MAP TO CAMP SYLVAN



CAMP SYLVAN PROPERTY INFORMATION

The Camp Sylvan property is owned by the Tri-Shores Council of Scouts Canada and is rented to the ABCA on a user fee basis. The camp is run by Scouts Canada volunteers who are responsible for the maintenance, facility and property concerns.

The total area of Camp Sylvan is 240 acres, which has largely been reforested. Natural features include several streams, a man-made pond, a beaver pond, scrubland, mature deciduous forests and several coniferous plantations (cedar, spruce and pine). A network of trails can be hiked within the property.

Frontierland Facilities:

Frontierland, built with a western pioneer town theme, is the area most used by the Camp Sylvan Conservation Program, with the following buildings and facilities:

The Barn:

The barn is primarily used for teaching at the beginning and throughout certain programs, and is used as a meeting location. Located along the back wall of the barn are wooden storage boxes, called 'cubbies' in which students may keep some of their personal belongings while at Camp Sylvan. The barn can also be used during free time to look at the many natural props, specimens and identification guides available.



The Bell:

Located on the outside wall of the barn, the bell is rung several times a day by ABCA staff and Junior Leaders to indicate programming start or end, wake up time, meal time, or an emergency.



Adventure Playground:

The adventure playground is next to the barn and consists of a tetherball, tire swings, and teeter-totter. Students may use the playground during free time, with at least one adult supervisor present at all times.

Frontierhouse (Dining Hall):

Catered meals are served in Frontierhouse. The building has full kitchen facilities, with double refrigerator, chest freezer, grill, stove top, oven, and double sinks. In the dining hall, students share family style meals in groups of up to six. Students are responsible for setting tables before meals and cleaning up after meals. This includes rinsing dishes, loading the dishwashers, sweeping, and mopping when required.



Chuckwagons:

There are 11 covered wagons on site, which each accommodate four students for sleeping. Teachers will assign students to a chuckwagon upon arrival at Camp Sylvan. Chuckwagons are for sleeping, and may only be used by assigned students.

Bunkhouse:

The main level of the bunkhouse houses the washrooms, showers and adult sleeping facilities. There are eight rooms with four bunk-bed style sleeping accommodations per room plus a closet, table and chair. The basement is carpeted with tables and chairs for resource speaker presentations and for programming during inclement weather or it can be used as an emergency shelter (i.e. tornado warning).

Washrooms:

Washroom facilities are located in the bunkhouse building. There are separate washrooms for boys and girls. Adults share washroom facilities with students; however, showers are for adult use only (or for students in emergencies). Personal toiletries are kept in the washrooms to eliminate the occurrence of raccoons in chuckwagons.

Beyond Frontierland

Students will access other areas beyond Frontierland as they explore the property either on a guided hike or through an orienteering activity. These areas are only accessible as part of a program and are not to be explored on free time.

Pond

Home to many interesting creatures, the pond is where students will explore what lives in the water and what this tells us about water quality.

Ausable Pavilion and Playing Field

This area is used for programs that have active games requiring a large outdoor space.

Cabooses

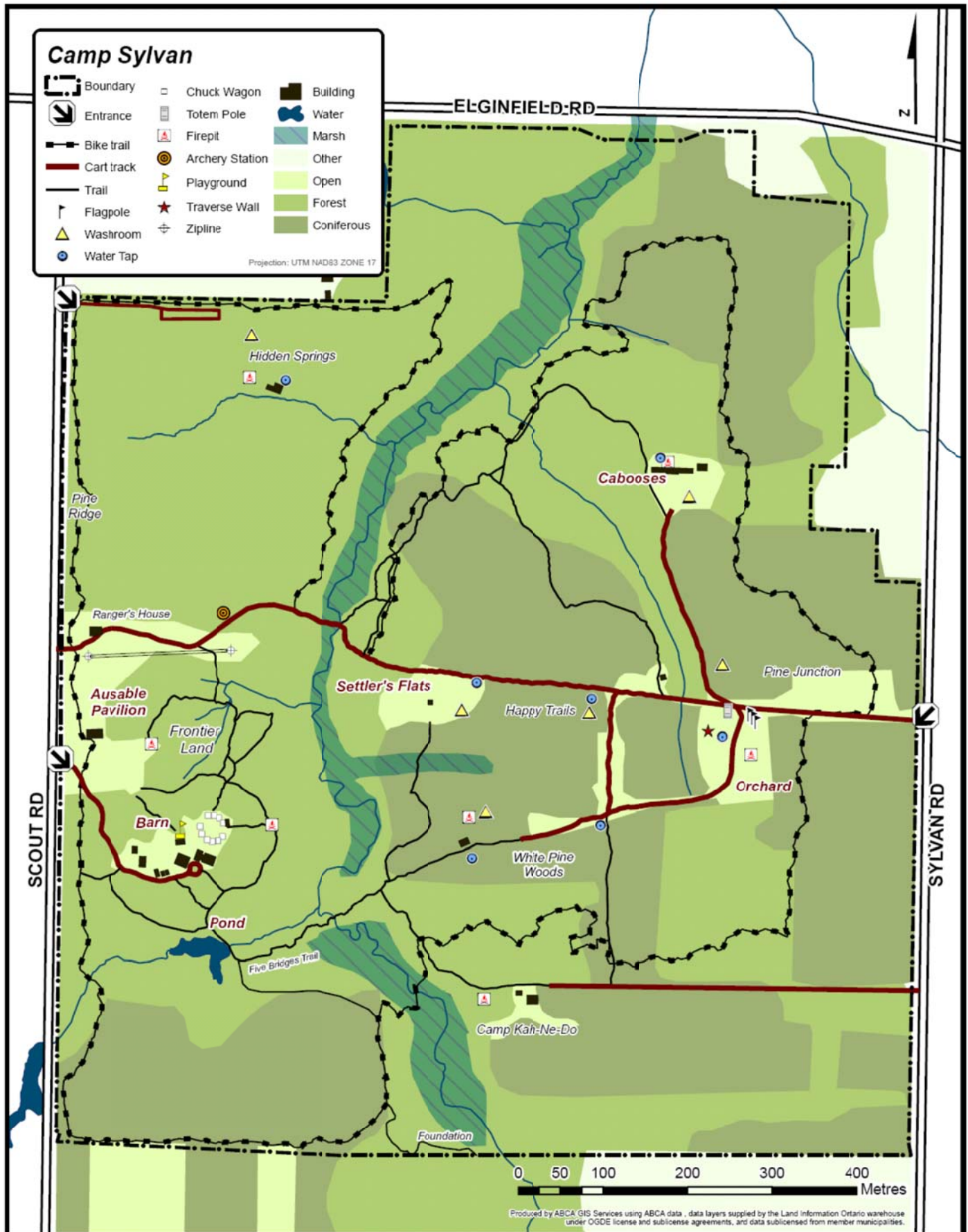
Students will visit the cabooses as part of the adventure orienteering program. Cabooses are used by Scout groups for overnight trips and camp cookouts.

Drinking Water at Camp Sylvan

Water at Camp Sylvan comes from the Port Blake Lake Huron Water Treatment Facility in Grand Bend. There is access to clean drinking water throughout the property and in nearly all buildings.



MAP OF CAMP SYLVAN PROPERTY



SCOUTS CANADA PROPERTY RULES

The expectations for guests at Sylvan are all based on the simple concepts of *courtesy* and *respect*.

Alcohol Policy: Alcohol is NOT permitted on the property; alcohol use by any person will result in the removal of the group and forfeit of all costs.

Dog Policy: Dogs are NOT permitted on the property, though service dogs are welcome.

Smoking Policy: Smoking is NOT permitted on the property.

Respect other Guests: Share the trails. Limit excess noise, particularly early in the morning and late at night.

Respect the Environment: Nature stays where nature is. Reduce, reuse and recycle as much as possible. Take nothing but photographs, leave nothing but footprints. Conserve electricity and water. Damage to trees, trails, or other features of Sylvan is unacceptable.

Respect the Buildings: Buildings must be kept clean and tidy at all times. Damage to any Scout-owned building or equipment should be reported to the ABCA staff who will report to the Sylvan Committee for repair. Do not tamper with or adjust any equipment

Out-of-Bounds: Sylvan House (located north of Frontierland), the Blacksmith Shop, Workshop and Maintenance Yard (near Frontierland), as well as the Camp Kahn-Ne-Do property (in the southeast corner of Camp Sylvan) are all out-of-bounds.

Parking and Roadways: Park cars away from activity areas. Treat all roadways as fire routes that must be kept clear in order to allow for emergency vehicle access.

Fire: No ground fires are allowed; please use the campfire pits at each site. Ensure water buckets are filled and ready. Keep your campfire to a reasonable size. Cold ashes are to be placed in the ash barrels.

****Facility & Equipment Note: Your group will be invoiced for any missing items, damage caused to the facilities and/or equipment during your stay, or excessive cleaning time following your group's stay.***



SAFETY AND EMERGENCY PROCEDURES

ABCA Risk Management Policy:

The ABCA recognizes that there is some level of risk of injury inherent to any activity. The ABCA staff have examined all conservation education programs to ensure they are in compliance with Ontario School Board Insurance Exchange (OSBIE) guidelines.

Safety is our primary concern. ABCA staff have Standard First Aid and CPR-C training, and basic First Aid supplies are located on site. The nearest hospital is Strathroy Middlesex General, approximately 30 minutes away, and both fire and medical emergency services are accessible within 15-20 minutes.

***In the case of an accident and an ambulance has been called, the visiting teacher should ensure that an additional car is available to follow the ambulance to the appropriate hospital. Maps to the hospital are posted at Camp Sylvan and are also available from ABCA staff.**

All buildings are equipped with smoke detectors and fire extinguishers.

As part of the welcome & introduction to Camp Sylvan, students are made aware of the rules, safety considerations, and safety procedures during the first day of the visit.

IMPORTANT ADDRESSES & PHONE NUMBERS

Addresses:

Frontierland - 911 32098 Scout Road, Thedford
Frontierland Entrance GPS coordinate X: 435405.97 Y: 4777062.4
Closest Intersection Hwy 7/Elginfield Road & Scout Road

Telephone Numbers:

ABCA Main Office - Exeter 519-235-2610
ABCA Main Office Toll Free 1-888-286-2610



RESPONSIBILITIES WHILE AT CAMP SYLVAN

In order to offer the best experience possible for students, teachers, chaperones and our staff, it is important to clarify roles and responsibilities:

ABCA Staff:

- Meet the bus upon arrival, orient and explain Camp Sylvan rules and emergency procedures upon arrival.
- Prepare and instruct the day programs, as chosen by the visiting teacher.
- Prepare and lead evening programs.
- Facilitate meal time proceedings.
- Organize alternative programming in the event of inclement weather or other special circumstances.
- Adjust programming to suit student and teacher needs.
- Enforce safety guidelines.
- Act as a liaison between the Scouts, the School and other ABCA staff.

Junior Leaders:

- Meet the bus upon arrival and assist students with their luggage.
- Collect all food/electronics brought by students to store in Frontierhouse.
- Ring the bell 15 minutes prior to mealtimes to notify table setters of their duties.
- Supervise and assist students with table setting prior to meals, as well as duties after meals such as dishwashing, sweeping, and other cleaning as required.
- Assist the cook to deliver food & drink to students throughout the meal and carry out snack instructions, as outlined by the Camp Cook.
- Assist ABCA staff with program preparation and clean-up.
- Attend and participate in all programs & activities and assist students when required.
- Act as an extra set of “eyes and ears” with regards to student behaviour and safety.

Visiting Teacher:

- Provide adequate supervision during the entire visit including free time, with at least 1 adult supervisor for every 10 students (not including ABCA staff).
- Ensure there is at least 1 male & 1 female adult present at camp at all times.
- Teachers are responsible for all students and parent chaperones attending Camp Sylvan, including the discipline of students and maintaining acceptable standards of behaviour. Please keep in mind that poor student behaviour increases the inherent risk of the field trip.
- Ensure that no banned substances are brought to Camp Sylvan by students or other adult supervisors.
- Ensure that there is a secondary vehicle at camp in the case of an emergency.
- Ensure all appropriate paperwork is complete and sent to the ABCA in a timely fashion.
- Prepare students before Camp Sylvan, outlining: responsibilities, objectives, rules, concepts, etc.
- Enforce lights out and conduct adequate night supervision from 10:00pm until 7:30am.
- Ensure students are present, punctual and participating in all programs and activities and as students learn by example, teachers and adult chaperones will attend and participate in all programs and activities as well.

Students:

- Demonstrate respectful behaviour and abide by the rules.
- Fully participate in the programs and demonstrate a willingness to learn and have fun.
- Take care of their belongings while at Camp Sylvan.
- Carry out assigned duties.
- Have fun and be safe!

STEPS IN PLANNING A TRIP TO CAMP SYLVAN

Here is a step-by-step guide to help you plan your trip to Camp Sylvan. If you have any questions about any of these steps, please do not hesitate to call the ABCA Education Department. If you have not visited Camp Sylvan before, you are welcome to arrange a visit prior to your class trip.

1. Booking Confirmation: (4 MONTHS BEFORE TRIP)

- ☐ Contact ABCA Education Staff to select trip format and desired dates
- ☐ Once you receive your confirmation form, send us your completed **CAMP SYLVAN AGREEMENT FORM** and **\$200 deposit**
- ☐ Consider a fundraising activity to reduce cost per student!

2. Teacher Planning: (2 MONTHS BEFORE TRIP)

- ☐ Arrange and confirm adult chaperones.
 - o *There must be 1 adult of each gender present; and 1 adult for every 10 students.*
- ☐ Send home **LETTER TO PARENTS OR GUARDIANS**.
- ☐ Send home **SUGGESTED STUDENT CLOTHING AND EQUIPMENT LIST**.
- ☐ Send home school permission forms
- ☐ Review the **CAMP SYLVAN PROGRAMS** and select your desired programs that correspond with your trip format as indicated in the **SAMPLE SCHEDULE**.
 - o *ABCA must know well in advance if you select a Resource Speaker.*
- ☐ Email or fax the completed **CATERING SERVICE ORDER FORM**.
 - o *We must provide our caterer sufficient time to make the necessary menu arrangements.*
- ☐ Book transportation to and from Camp Sylvan, including an additional car in case of emergency.

3. Pre-trip Learning/Objectives; (2 to 4 WEEKS BEFORE TRIP)

- ☐ Set the objectives you want your class to achieve (academically and socially) through the Camp Sylvan Conservation Program.
- ☐ Complete the **CHUCKWAGON & TABLE GROUP ASSIGNMENT** page.
- ☐ Review the **BASIC ECOLOGICAL TERMS AND CONCEPTS** with your students.
- ☐ Discuss the Camp Sylvan Conservation Program with your class including:
 - o the purpose of the field trip, what they will be doing, what they should bring, their responsibilities, rules, etc. **Stress the importance of teamwork and respect.**
- ☐ Please let us know if you have students with special needs. We will do our best to accommodate all needs to ensure an enjoyable trip for all students.

Important Forms & Materials to Bring to Camp Sylvan:

- ☐ Permission forms
- ☐ Completed and signed **LETTER TO PARENTS OR GUARDIANS**
- ☐ **CHUCKWAGON & TABLE GROUP ASSIGNMENT** page
- ☐ Attendance Sheet
- ☐ Student Eco Adventure Guides
- ☐ Camera
- ☐ Sports equipment or other items to be used during free time

CAMP SYLVAN PROGRAMS

DAY PROGRAMS	
Program	Description
Adventure Orienteering	Students must traverse a course on the Camp Sylvan property using map reading and compass skills to find six waypoints and answer some ecology, geography, and history questions.
Eco-Action Program	Students explore their connection with – and impacts on – the natural environment through an examination of their ecofootprint using games and small group activities. Climate change, energy and water conservation are key issues addressed.
Ecodynamics Hike	This introductory hike takes students through several different ecosystems at Camp Sylvan. Learn how to identify trees, unique plants, and animals and their relationships with each other through rhymes, props, live specimens, and team building activities.
May the Forest Be With You	Camp Sylvan provides an ideal location for studying forest ecosystems. Through a series of hands-on activities, students identify and measure trees to assess various forest conditions and issues affecting our forests and wildlife.
Go Wild Survival Game	A Camp Sylvan tradition – this ecosystem simulation game involves all students in a dynamic role-playing activity. Students become herbivores, omnivores, or carnivores, finding food and water, while avoiding predators, disease and human influence.
Swamp Tromp - What's in the Water?	Be prepared to get wet and dirty by exploring in the pond, looking for and identifying aquatic species. A follow-up story allows each student to discover how small individual actions accumulate to cause significant water pollution.
Wilderness Survival Skills	Students learn basic survival skills, including: what to pack for hiking in the outdoors, how to construct a temporary shelter, purify water and build a fire using only one match.
EVENING PROGRAMS	
Campfire	Laugh, sing, act, and play games in our magical campfire program. Songs, skits, games and stories are a fun way to experience camp, and learn about that area's natural and cultural history.
Night Hike	We'll explore night vision, bats, owls, and other creatures of the night through stories and games as we wander the trails around Frontierland. ABCA instructors will modify the program based on weather conditions and interest of the group.
Resource Speaker Programs	<p><i>Fast Ants and Fir Cones (Meteorology)</i> – Jay Campbell, a professional meteorologist and retired CTV2 News personality, teaches about meteorology, microclimates and their effects on the flora and fauna inhabiting the area.</p> <p><i>Fossil Facts</i> – Bob O'Donnell – avid collector of fossils from around the world – shares his collection with the students and explains how fossils are created and their value to science today. His collection is fantastic with dinosaur footprints, teeth and ancient marine creatures just to mention a few.</p> <p><i>Astronomy</i> – The Royal Astronomical Society will amaze students with its "Star Party". A short presentation introduces students to astronomical phenomena, followed by a night sky viewing with a local astronomer and a telescope to highlight certain features. This program is weather dependent.</p>

BASIC ECOLOGICAL TERMS AND CONCEPTS

Abiotic	A non-living factor in an environment, i.e. light, water, temperature, climate.
Adaptation	The process of adjusting the environment.
Biotic	A living factor in an environment, i.e. plants and animals.
Carnivore	A meat eater.
Community	Interacting populations of all interdependent plant and animal species found in a particular habitat.
Conservation	The wise use of our environment to ensure its continued health and productivity in the future.
Consumer	An organism that must eat other organisms for food (e.g.: animals).
Decomposer	An organism that obtains energy by breaking down dead organic matter (bacteria, fungi).
Ecological Niche	The “place” occupied by a species in its habitat, including the particular set of circumstances (chemical, physical, biological) that enable it to survive.
Ecology	The study of the interrelationships between plants and animals and their surroundings.
Ecosystem	A system made up of a community of the physical (non-living) and biological (living) worlds and their interrelationships with their environment.
Environment	The total of all the surroundings – air, water, vegetation, human element, wildlife – that has an influence on you and your existence.
Fauna	The collective term for the animals of any given geographical region.
Flora	The collective term for the plants in any given geographical area.
Food Chain	The passage of food energy through populations in a community (ie. energy and nutrients pass from plants to animals, then to other animals).
Food Web	A series of plant or animal species in a community all intricately related to and affected by each other.
Habitat	The place where a population lives and its surroundings, both living, (biotic) and non-living, (abiotic). This includes food, water, shelter and space.
Herbivore	A plant eater.
Interdependence	The interrelationships of wildlife with one another and with various elements of their environment.
Omnivore	An animal, which eats both plant and animal materials.
Population	A group of individuals of one species found within a particular area.
Producer	An organism that produces its own food (e.g.: plant).
Renewable Natural Resources	A commodity or substance that is useful and valuable to people and is capable of being replenished by natural processes within a human’s life span (e.g.: forests)
Species-at-risk	A species identified by Committee on the Status of Endangered Wildlife in Canada and is designated as a species of special concern, threatened, endangered or extirpated.
Stewardship	Management of the heritage of our natural spaces, species, and culture in such a way that it can be passed on to future Canadians intact.
Succession	The slow, continuous change in plants and animals in a natural ecosystem until the community is stable. A stable community is called a climax community.
Sustainable	Describes practices that allow for controlled consumption so that a renewable natural resource remains at the same level.
Watershed	An area of land drained by a river and all its tributaries; varies in size depending on the identified watercourse.

2.5 Day Camp Sylvan Conservation Program Schedule

Day One			Day Two			Day Three		
Time	Activity	Leader	Time	Activity	Leader	Time	Activity	Leader
* If you will be arriving earlier or later than the designated time, please let ABCA staff know.			7:30	Wake Up	ABCA Staff	7:30	Wake Up	ABCA Staff
			8:00	¹ BREAKFAST	Cooks & JLS	8:00	¹ BREAKFAST	Cooks & JLS
			9:00	Swamp Tromp – What’s in the Water	ABCA Staff	9:00	Pack & Clean up	Everyone
			10:00			10:00	Eco-Action Program	ABCA Staff
10:30	* Arrival	ABCA Staff	11:30	Free Time	Teachers & JLS	11:30	¹ LUNCH	Cooks & JLS
11:00	Eco-dynamics Hike	ABCA Staff	12:00	¹ LUNCH	Cooks & JLS	12:30	Departure	Everyone
12:00	³ LUNCH	Teachers	1:00	Free Time	Teachers & JLS	NOTES: ¹ 15 minutes before every meal, Jr. Leaders will ring the bell to remind table setters of their responsibility. ² Timing of evening programs during Spring and Fall may fluctuate. ³ Lunch on the first day should be brought from home and should be litterless (see attached list for ideas).		
12:30	Facility Tour	ABCA Staff	1:30	Day Program (Teacher’s Choice)				
1:00	Free Time	Teachers & JLS	4:30	Free Time	Teachers & JLS			
1:30	Adventure Orienteering	ABCA Staff	5:00	¹ SUPPER	Cooks & JLS			
4:30	Free Time	Teachers & JLS	6:00	Free Time	Teachers & JLS			
5:00	¹ SUPPER	Cooks & JLS	6:30	Journals	Teachers			
6:00	Free Time	Teachers & JLS	7:00	² Evening Program (Teacher’s Choice)	ABCA Staff			
6:30	Journals	Teachers	9:00	SNACK	JLS			
7:00	² Evening Program (Teacher’s Choice)	ABCA Staff	9:30	Bedtime Prep	Teachers			
9:00	SNACK	JLS	10:00	Lights Out	Teachers			
9:30	Bedtime Prep	Teachers						
10:00	Lights Out	Teachers						



1.5 Day Camp Sylvan Conservation Program Schedule

Day One			Day Two		
Time	Activity	Leader	Time	Activity	Leader
* If you will be arriving earlier or later than the designated time, please let ABCA staff know.			7:30	Wake Up	ABCA Staff
			8:00	¹ BREAKFAST	Cooks & JLS
			9:00	Pack and Clean up	Everyone
			9:30	Day Program (Teacher's Choice)	ABCA Staff
10:00	* Arrival	ABCA Staff	11:30	Free Time	Teachers & JLS
10:30	Eco-dynamics Hike	ABCA Staff			
12:00	³ LUNCH	Teachers	12:00	¹ LUNCH	Cooks & JLS
12:30	Facility Tour	ABCA Staff	NOTES: ¹ 15 minutes before every meal, Jr. Leaders will ring the bell to remind table setters of their responsibility. ² In the Fall, this option will not be available due to reduced light levels and will instead be replaced by a longer evening program. ³ Lunch on the first day should be brought from home and should be litterless (see attached list for ideas).		
1:00	Free Time	Teachers & JLS			
1:30	Adventure Orienteering	ABCA Staff			
4:30	Free Time	Teachers & JLS			
5:00	¹ SUPPER	Cooks & JLS			
6:00	Free Time	Teachers & JLS			
6:30	² Day Program (Teacher's Choice)	Teachers			
8:00	SNACK	JLS			
8:30	Evening Program (Teacher's Choice)	ABCA Staff			
10:00	Bedtime Prep	Teachers			
10:30	Lights Out	Teachers			





1 Day Camp Sylvan Conservation Program Schedule

Time	Program	Leader	NOTES:
9:30	¹ Arrival	ABCA staff	¹ If you will be arriving earlier or later than the designated time, please let ABCA staff know.
10:00	Eco-dynamics Hike	ABCA staff	² Lunch and snacks should be brought from home and should be litterless (see attached list for ideas) ³ Rubber boots are required for this program (ABCA will provide boots for those who do not have any)
12:00	² LUNCH	Teachers	⁴ Long pants are recommended for this program as students will be running through the woods.
12:30	³ Swamp Tromp - What's in the Water?	ABCA staff	Other recommended items: <ul style="list-style-type: none"> • Reusable water bottle • Camera • Rain gear if raining • Hat • Sunscreen
2:00	SNACK & Free Time	Teachers	Student Supervision: Teachers and chaperones are asked to be present at all programs and are ultimately responsible for student discipline. Teachers are also responsible for student supervision during lunch and snack times.
2:30	⁴ Go Wild Survival Game	ABCA staff	
4:30	Camp Clean-up and Group Picture	Everyone	
4:45	Departure	Everyone	



RECIPE FOR A LITTERLESS LUNCH

YES PLEASE! 	NO THANK YOU! 
REUSABLE lunch carrier	NO paper or plastic bags
REUSABLE containers (Tupperware, Rubbermaid, etc.)	NO plastic wrap, foil, wax or styrofoam
REUSABLE drink bottle or thermos	NO single-use cans or juice boxes
SILVERWARE to wash and re-use	NO plastic forks/spoons
HEALTHFUL snacks	NO overly packaged/processed snacks

Why Pack A Litterless Lunch?

- It reduces packaging waste
- It's cheaper
- It's healthier

Food For Thought

The average student lunch generates **66 lbs** of waste per school year. That can add up to **20,000 lbs** of waste per school!

Chew on this...

Litterless Lunch (water bottle, sandwich, yogurt, fruit)	Packaged Lunch (juice box, lunchables, yogurt tube, fruit chews)
\$2.65/day	\$4.02/day
\$13.25/week	\$20.10/week
\$477.00/school year	\$723.60/school year

Lunch / Snack Ideas

*sandwich (ham, tuna, egg salad, roast beef)	*hummus	*muffin	*grapes	*juice
*wrap (chicken, turkey)	*pita triangles	*rice krispie square	*apple	*water
*homemade lunchables (ham/pepperoni & cheese slices & crackers)	*veggies & dip	*raisin bread with butter	*peach	*milk
*mac & cheese	*crackers & cheese	*raisin bread with butter	*pear	*chocolate milk
*chili	*pepperettes	*cornbread	*pineapple chunks	
*soup	*cheese cubes	*cookie	*blueberries	
*baked beans	*pretzels	*homemade granola bar/squares	*banana	
*whole wheat bagel with cream cheese	*snack crackers	*dry cereal	*raisins	
			*applesauce	
			*yogurt	

Helpful Tips:

Make a large batch of mac & cheese, soup, chili or other of your child's favourite meal. Put everything in individual containers so they are ready for the week.

Buy assorted fruits and vegetables. Chop & put in small containers in fridge.

Buy larger quantities of yogurt/applesauce & dispense them into smaller individual containers.

Buy large bags/boxes of pretzels, whole wheat snack crackers or cookies.

Make a large batch of muffins, cookies, or rice krispie squares.

Make sandwiches & pack thermoses with leftovers the night before.

Buy inexpensive reusable cutlery at a dollar store (snap-together camping cutlery works great).

Make sure to use BPA-free reusable water bottles (juice boxes are pricey & cannot be recycled!).

Choose a lunch bag that is roomy enough to pack your various reusable lunch containers & an ice pack.

Be creative! Have kids come up with their own healthful litterless snack & lunch ideas.

CAMP SYLVAN AGREEMENT FORM

In order to secure your booking, **this Agreement Form and a non-refundable deposit of \$200** must be received by the Ausable Bayfield Conservation Authority. ***Failure to return this agreement with deposit will result in your dates becoming available to other groups. Please confirm all changes in writing.***

Teacher(s): _____ Grade(s): _____

_____ Number of Students: _____

School: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____

Email(s): _____

Arrival Date: _____ **Time:** _____

Departure Date: _____ **Time:** _____

Program Fees:

Program fees vary in price depending on your selected trip format. All fees are subject to a minimum booking fee (you will be charged for a minimum of 20 students even if fewer students attend the program). Up to two school staff members plus one parent volunteer for every 10 students can attend Camp Sylvan for no charge.

1 day program: \$35/student

2.5 day program: \$150/student

1.5 day program: \$110/student

2.5 day WESTON program: \$25/student

Food Fees:

Students are expected to provide their own lunch for day 1 of their Camp Sylvan experience. The rest of the meals are catered and all food costs are included in the program fee.

Subsidies:

- For schools located in the Municipality of North Middlesex, Township of Warwick, or Municipality of Lambton Shores, you may be eligible for a subsidy through a special donation from the Family of Frank Wight.
- WESTON Program participants are selected based on low socio-economic demographics in urban areas. Schools are chosen by the School Board.
- For schools attending Camp Sylvan as participants of the WESTON Program, a maximum \$500 transportation subsidy is available.

CAMP SYLVAN AGREEMENT FORM – RESPONSIBILITIES & REMINDERS

Teacher Responsibilities:

- Provide adequate supervision during the entire visit including free time, with at least 1 adult supervisor for every 10 students (not including ABCA staff).
- There must be at least 1 male & 1 female adult present at camp at all times.
- Teachers are responsible for all students and parent chaperones attending Camp Sylvan, including the discipline of students and maintaining acceptable standards of behaviour. Please keep in mind that poor student behaviour increases the inherent risk of the field trip.
- Ensure that no banned substances are brought to Camp Sylvan by students and other adult supervisors, (i.e. drugs, alcohol, etc.).
- Ensure that there is a secondary vehicle at camp in the case of an emergency.
- Ensure all appropriate paperwork is complete and sent to the ABCA in a timely fashion.
- Prepare students before Camp Sylvan, outlining: responsibilities, objectives, rules, concepts, etc.
- Enforce lights out and conduct adequate night supervision from 10:00pm until 7:30am.
- Ensure students are present, punctual and participating in all programs and activities and as students learn by example, teachers and adult chaperones will attend and participate in all programs and activities as well.

Lunch Note:

- Your first lunch at Camp Sylvan must be brought from home and should be litterless. (See attached sheet for ideas).

Date Changes:

- A change in booking dates may be allowed with a minimum of 2 months notice, in order to allow for a replacement booking. Otherwise the deposit will be forfeited and a new deposit and booking contract will be required to book new dates. There is no refund for cancellations.

Invoicing:

Please make cheques payable to: **Ausable Bayfield Conservation Authority.**

An invoice will be issued at the end of Camp Sylvan. The invoice total will reflect the cost per student participating in the Camp Sylvan Conservation Program with the subtraction of the \$200 deposit. Payment is due in full within 10 business days of your visit. NSF cheques are subject to an administration fee.

Your group will be invoiced for any missing items and/or damage caused to the facilities and/or property of the Scouts or ABCA during your stay.

I have read carefully this contract and I agree that our group will abide by the terms & conditions of the Camp Sylvan Agreement Form through the Ausable Bayfield Conservation Authority.

Teacher Name: _____ School
(please print) Name: _____

Signature: _____ Date: _____

(Office use
only)

Date Agreement received: _____ Date Deposit received: _____

LETTER TO PARENTS OR GUARDIANS

Dear Parents or Guardians,

Your child is attending the **Camp Sylvan Conservation Program** on _____.

The **Ausable Bayfield Conservation Authority** (ABCA) has been operating the Camp Sylvan Conservation Program since 1964, and is dedicated to teaching children about nature, instilling in them a better environmental conscience. We promise students an engaging, hands-on, experiential education adventure that encourages ecological literacy, community action and environmental leadership

In order to make this experience as positive and safe as possible, it is important that you clarify to your child the following rules. These rules have been created by the Tri-Shores Council of Scouts Canada and the ABCA, and have evolved over the years to ensure safe and smooth operation of the programs at Camp Sylvan.

Any student that breaks the following rules while attending Camp Sylvan will be sent home immediately:

1. There will be no smoking, alcohol, or drug consumption or possession by students.
2. There will be no weapons (guns, hatchets, knives) or any implement deemed potentially dangerous.
3. Any personal digital technology (other than cameras) is prohibited at camp.
4. Stealing or borrowing other people's possessions without their consent will not be tolerated.
5. Students must stay in their chuckwagons after lights out, except if a washroom trip is necessary.
6. Students will not vandalize or deface Scouts or ABCA property, including the natural environment.

Students are expected to follow the Camp Sylvan philosophy of respect:

1. **Respect others.** Students will treat one another, teachers, chaperones and educators with courtesy.
2. **Respect yourself.** Students are expected, in accordance with their grade level, to take appropriate care of themselves (personal hygiene, getting sufficient sleep, dressing warmly and appropriately).
3. **Respect the environment.** Camp Sylvan is rented by Scouts Canada and should be used carefully.

Do you give permission to the Ausable Bayfield Conservation Authority to photograph your child while at Camp Sylvan? (photographs may be used for promotional purposes, brochures, marketing media)

- ☐ Yes, permission granted ☐ No, photos prohibited

I have read, understood and agree that my child will abide by these rules as outlined above.

Signature of Parent/Guardian

Signature of Student

Name of Parent Guardian

Name of Student

Thank-you for helping us to make this experience a positive and memorable for all concerned!

Sincerely,

Ausable Bayfield Conservation Authority Education Staff

SUGGESTED STUDENT CLOTHING AND EQUIPMENT LIST

(for 2.5 Day Trip)

Please pack the following items in a sturdy bag for your Sylvan Conservation Program trip. Remember, the activities are out-of-doors. **You must prepare for a wide variety of weather during all seasons.**

- | | |
|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> 3 pairs of pants<input type="checkbox"/> 2 or 3 heavy sweaters or sweatshirts<input type="checkbox"/> 3 or 4 t-shirts<input type="checkbox"/> 3-5 pairs of underwear<input type="checkbox"/> Mittens/gloves and toque<input type="checkbox"/> Raincoat or waterproof jacket<input type="checkbox"/> 2 pairs of running or hiking shoes (sandals are not appropriate)<input type="checkbox"/> Toiletries should include:
toothpaste and toothbrush, comb/brush,
soap, washcloth, towel, deodorant.
<i>(Please put toiletries in a large ziplock bag with your name on it)</i><input type="checkbox"/> Sunscreen and insect repellent | <ul style="list-style-type: none"><input type="checkbox"/> 2 pairs of shorts (if weather is warm)<input type="checkbox"/> 3 long-sleeved shirts<input type="checkbox"/> 4 or 5 pairs of socks<input type="checkbox"/> 1 warm pair of pyjamas<input type="checkbox"/> Sun hat<input type="checkbox"/> Warm jacket<input type="checkbox"/> Rubber boots (some available at camp if you do not have your own)<input type="checkbox"/> Pillow, warm sleeping bag and extra blanket<input type="checkbox"/> Garbage bags or plastic grocery bags for dirty and wet items<input type="checkbox"/> Sleeping pad or mattress<input type="checkbox"/> Reusable water bottle |
|--|--|
-

Showers are for adult use only or for student use in emergencies.

Extra items that may be helpful but are not necessary include:

- Flashlight
- Kleenex
- Camera

Students are NOT permitted to bring or have in their possession:

- Knives
- Smoking materials, matches
- Alcoholic beverages
- Cell phones, ipods, mp3 players, videogames, or any other personal digital equipment
- Gum, nuts or food other than what is required for meals

CATERING SERVICE ORDER FORM

2.5 Day Program

Please fill out this form and fax or email it to the ABCA at least one month prior to your visit. Make sure to include all students, teachers, and volunteer chaperones. If your numbers will fluctuate during your stay, it is important that the Camp Cook know about it ahead of time. For all visitors expected to join meal time during the Camp Sylvan Conservation Program, please break down the numbers by each meal for which they will be in attendance.

School Name:	
Dates of your visit:	

		# Students	# Adults	Total
Day 1	Dinner			
Day 2	Breakfast			
	Lunch			
	Dinner			
Day 3	Breakfast			
	Lunch			

Dietary Concerns:

Please provide complete information regarding all special dietary needs or allergies. We cannot cater to individual preferences, but we will accommodate allergies and dietary concerns.

Name	Dietary Restriction/Need/Allergy

CATERING SERVICE ORDER FORM

1.5 Day Program

Please fill out this form and fax or email it to the ABCA at least one month prior to your visit. Make sure to include all students, teachers, and volunteer chaperones. If your numbers will fluctuate during your stay, it is important that the Camp Cook know about it ahead of time. For all visitors expected to join meal time during the Camp Sylvan Conservation Program, please break down the numbers by each meal for which they will be in attendance.

School Name:	
Dates of your visit:	

		# Students	# Adults	Total
Day 1	Dinner			
Day 2	Breakfast			
	Lunch			

Dietary Concerns:

Please provide complete information regarding all special dietary needs or allergies. We cannot cater to individual preferences, but we will accommodate allergies and dietary concerns.

Name	Dietary Restriction/Need/Allergy

CHUCKWAGON AND TABLE GROUP ASSIGNMENT

Chuckwagon Groups: (4 students per wagon maximum)				
Ash	Beech	Birch	Cedar	Hickory
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.	4.	4.	4.	4.
Elm	Maple	Oak	Pine	Spruce
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.	4.	4.	4.	4.

Frontierhouse Table Groups: (If you have more than 30 students or 3 adults, add names at the bottom of the sheet)					
Adults	1	2	3	4	5
ABCA Staff					
Junior Leader					
Junior Leader					