

2012-2013 TEACHERS' GUIDE

SYLVAN



CONSERVATION
PROGRAM



The Weston Family
Environmental Leaders
of Tomorrow Program

A program of Toronto and Region Conservation



AUSABLE BAYFIELD
CONSERVATION

CREATING AWARENESS | TAKING ACTION

TABLE OF CONTENTS

BACKGROUND INFORMATION	4
WESTON FAMILY ENVIRONMENTAL LEADERS OF TOMORROW PROGRAM.....	6
MAP OF CAMP SYLVAN PROPERTY	7
SCOUTS CANADA PROPERTY INFORMATION	8
SCOUTS CANADA PROPERTY RULES.....	9
ABCA CAMP SYLVAN RULES AND REGULATIONS	10
SAFETY & EMERGENCY PROCEDURES & IMPORTANT PHONE NUMBERS	13
MAP TO CAMP SYLVAN	14
STEPS IN PLANNING A TRIP TO CAMP SYLVAN	15
RESPONSIBILITIES WHILE AT CAMP SYLVAN	17
BASIC ECOLOGICAL TERMS AND CONCEPTS.....	19
LITTERLESS LUNCH IDEAS	20
CAMP SYLVAN PROGRAM SELECTION	22
CAMP SYLVAN SCHEDULE - 2 ½ - Day Program – Monday, Tuesday, Wednesday.....	23
CAMP SYLVAN SCHEDULE - 2 ½-Day Program – Wednesday, Thursday, Friday	24
PROGRAM CHOICES FOR 2 ½ - Day Programs.....	25
CAMP SYLVAN AGREEMENT FORM	26
LETTER TO PARENTS OR GUARDIANS	28
SUGGESTED STUDENT CLOTHING AND EQUIPMENT LIST.....	30
LETTER FROM THE PRINCIPAL.....	31
LIST OF HEALTH CONCERNS AND DIETARY RESTRICTIONS	32



BACKGROUND INFORMATION

Thank-you for choosing the Camp Sylvan Conservation Program! It is our hope that your class will participate in a rewarding Outdoor and Experiential Education experience. This booklet has been designed to help you and your class prepare for a visit to the Camp Sylvan Conservation Program.

The Ausable Bayfield Conservation Authority

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 mandate at the Ausable Bayfield Conservation Authority. The goal of conservation education programming is to foster the wise use of natural resources now and in the future. The ABCA encourages conservation attitudes in today's youth by stressing in its education programs the vital themes of understanding and respecting the components of ecosystems, the inter-relationships within the environment and the role of people as stewards of our natural heritage.

Camp Sylvan Conservation Program

Since 1964, the Camp Sylvan Conservation Program has been the cornerstone of conservation education with the ABCA, making it one of the longest running residential environmental education programs in the province. The Camp Sylvan Conservation Program is the only overnight residential program operated by a Conservation Authority in south-western Ontario. **Students attending the Camp Sylvan Conservation Program through the Weston Family Environmental Leaders of Tomorrow Program reside at Camp Sylvan for 2 ½ days.**

A greater appreciation of the natural environment is gained as students are completely immersed in the outdoors, far from cities, sidewalks, television and electronics. The students will sleep outdoors in covered chuck wagons - being in the natural environment 24 hours a day – learning, playing, and sleeping outside. The education program operates from Monday to Friday through out the months of May, June, September and October. During this time, Frontierland and the Chuckwagon Circle areas on the Camp Sylvan property are rented by the ABCA from the Tri-Shores Council of Scouts Canada.

ABCA Staff

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

Junior Leaders

Junior Leader(s) are volunteer students from local secondary schools and are on site for the entire duration of your stay. Their duties include the supervision of table set-up and clean-up, assisting with programs & activities, and generally helping the ABCA staff, teachers and students. Junior Leaders are trained for their responsibilities prior to attending the Camp Sylvan Conservation Program.

Resource Personnel

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

Camp Cook

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 Food Guide recommended food groups and serving sizes. Please ensure that you have filled out any information sheets regarding dietary needs and restrictions and allergies so that ABCA staff can get this information to Bonnie in sufficient time.

The W. Garfield Weston Foundation

This foundation is a private family-owned foundation, first established in the 1950's by Willard Garfield Weston and his wife Reta. The business side of this foundation includes the original banking company, Loblaw Companies Limited, other food retail providers, and processing and distribution companies. Donations from the foundation are directed to specific organizations within the fields of environmental education, land conservation and research in Canada's North. The W. Garfield Weston Foundation has shown interest in supporting outdoor and experiential education programs for students for generations; demonstrating their interest through grant-giving charitable donations. www.westonfoundation.org.

The Weston Family Environmental Leaders of Tomorrow Program

The Weston Family Environmental Leaders of Tomorrow Program is funded solely by the W. Garfield Weston Foundation. The Toronto and Region Conservation Authority (TRCA) was the original and sole provider of The Weston Family Environmental Leaders of Tomorrow program. In 2012, due to TRCA's success at delivering this program, the Foundation has expanded its Weston Family Environmental Leaders of Tomorrow Program funding out to five additional outdoor education centres across Ontario. The Ausable Bayfield Conservation Authority's Camp Sylvan Conservation Program is one of the five program facilitators to benefit from this expansion. This program provides outdoor and experiential education opportunities to students in urban communities. The W. Garfield Weston Foundation believes **outdoor and environmental education fosters students that are more likely to engage in environmentally friendly activities, improve their academic performance, and increase their engagement in learning**. This three phase program revolves around three core themes: environmental leadership, ecological literacy and community action.

Criteria for Eligible Schools

The Weston Family Environmental Leaders of Tomorrow Program only targets students within 'high priority' schools which reside in urban communities.

High Priority School Selection Criteria:

- Schools within the urban communities selected by the Toronto and Region Conservation Authority
- Schools with your board whose communities do not normally have the resources to provide extended overnight field trips to their students.

Other Selection Criteria:

- The Weston family Environmental Leaders of Tomorrow Program must be supplementary to and not in replacement of a board mandated residential outdoor education experience.
- Teacher of grade 6 class must be willing and able to participate within a leadership role in their classes, schools, and community. *All materials to support this would be provided.*
- Only 1 class size at a time, or 35 students.

Components of the Weston Family Environmental Leaders of Tomorrow Program

Phase I: Classroom Pre-Visit: your classroom will receive a Teacher-Classroom Action Kit composed of activities, resources and learning tools to support the development of environmental leadership and needed learning prior to the excursion. The kit will also include a camera to document the experience. The Toronto and Region Conservation Authority in partnership with The Royal Botanical Gardens (RBG) have developed an online webinar-style classroom pre-visit for the grade 6's coming to Camp Sylvan. Pre-visits last approximately 2 hours. Pre-visits will be completed approximately 3 to 4 weeks prior to your outdoor education excursion. Trained educators from RBG will contact your schools IT staff and participating Teachers to arrange the exact date, time and other details of your classroom pre-visit.

Phase II: 2.5 Day Excursion to the Camp Sylvan Conservation Program: this field trip to one of Ontario's leading environmental education centres includes all programming, meals and accommodation.

Phase III: Classroom Post-Visit: your classroom will receive a follow up visit by a Conservation Education staff from the Ausable Bayfield Conservation Authority to support the learning and development that has occurred with your class; to ensure the success of all classroom objectives and potential action projects. The post-visit will take place approximately four weeks after your Camp Sylvan Conservation Program field trip and will last approximately two hours.

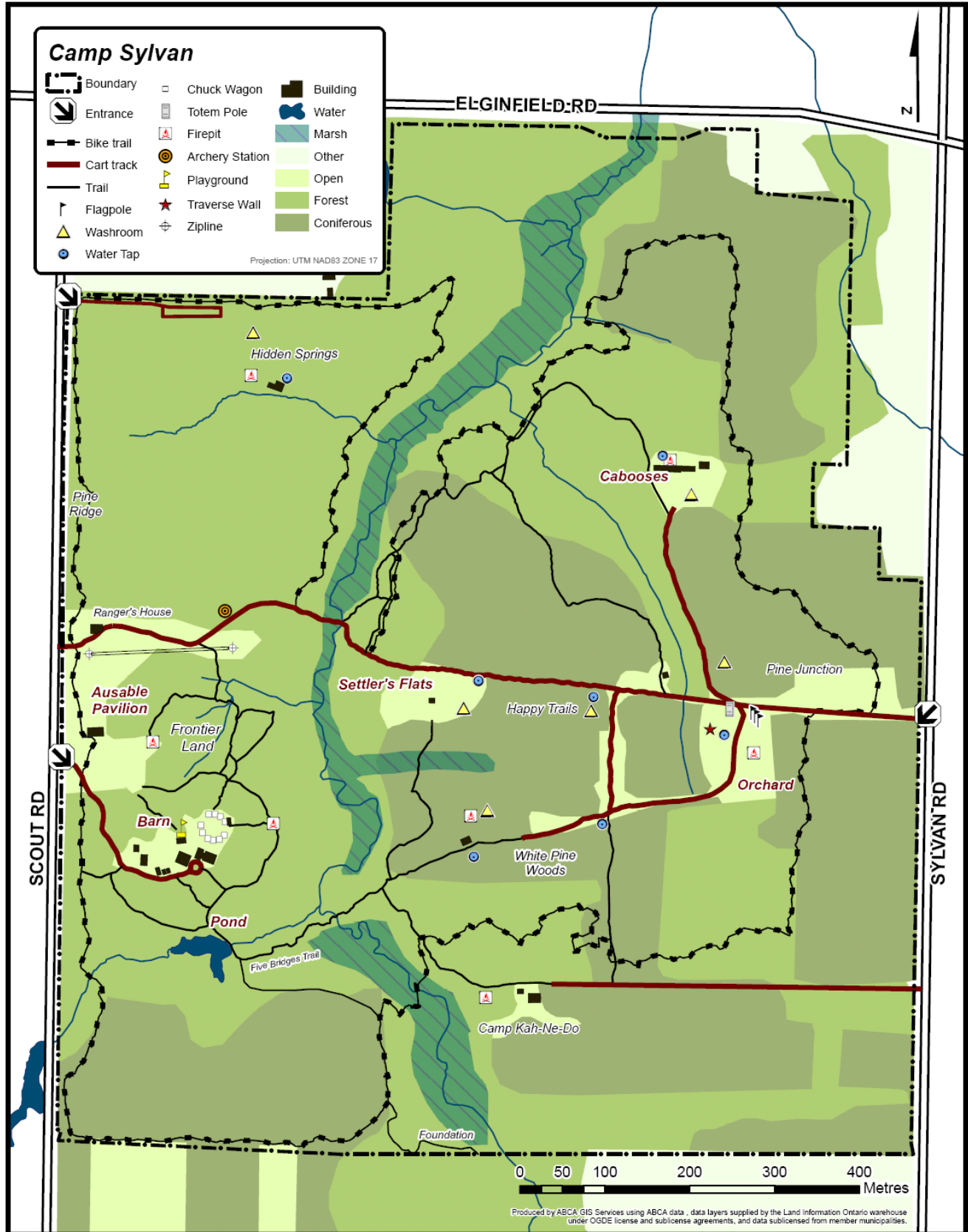
Schoolyard Biodiversity Grant: this grant provides funding up to \$350 for materials and supplies for projects that enhance schoolyard biodiversity. Undertaking an Independent Action project that increases the biodiversity in your schoolyard will provide the class with the opportunity to inventory the existing schoolyard landscape and discuss concepts of habitat and diversity. Examples: outdoor shade classrooms, butterfly gardens, wildflower gardens. To be eligible, classes develop and submit plans and budget for projects.

Stewardship and Networking Connections: information and opportunities will be provided to connect the students in the participating classes with other students, schools, organizations and events within the community to encourage involvement in environmental stewardship.

Reimbursement of Busing Cost: up to a total of \$500 will be distributed to each school group to subsidize the cost of transportation to the Camp Sylvan Conservation Program.



MAP OF CAMP SYLVAN PROPERTY



SCOUTS CANADA 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 112 hectares, 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, built with a western pioneer town theme, is the area most used by the Camp Sylvan Conservation Program, with the following buildings and facilities:

- **Teaching Barn** – this is main hub and meeting place for all programs, it also houses the bell
- **Adventure Playground** – next to the barn consists of a tetherball, and tire swings, teeter-totter, etc.
- **Chuckwagons** – there are 9 chuckwagons, which accommodate 4 students each for sleeping
- **Frontierhouse** - dining hall
- **Bunkhouse** – standard washrooms and showers (adults share washroom facilities with students; however showers are for adult use only). For adults, there are 8 rooms with 4 bunk style sleeping accommodations per room plus a closet, table and chair.
- A carpeted basement with tables and chairs for resource speaker presentations. The basement is also used as an emergency shelter (ie. tornado warnings)
- **Storage building** – one small hut

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



SCOUTS CANADA PROPERTY RULES

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

As stated by Scouts Canada, the Bylaws, Policies and Procedures outline the following rules:

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: Request permission to enter camp when approaching other Groups' campsites. 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. Bring all garbage and recyclables home with you. Take nothing but photographs, leave nothing but footprints. Conserve electricity and water, and always use the kybos and greywater pits.

Respect the property: Damage to trees, trails, or other features of Sylvan is unacceptable. Try to leave Sylvan in better condition than when you arrived.

Respect the buildings: Buildings must be kept clean and tidy at all times. Groups should leave the buildings as they would like to find them. 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

Areas that are 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, which is leased to the Girl Guides of Canada.

Parking and Roadways: Park cars away from activity areas - all locations have areas suitable for parking; please use them. 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. Make sure the ash barrel lid is left on to keep the rain out!



ABCA CAMP SYLVAN RULES AND REGULATIONS

Note to Principals and Teachers: In order for students to be fully aware of behavioural expectations at Camp Sylvan, we recommend that students and their parents read and sign the “Letter to Parents” found at the end of this manual. This letter clearly outlines the code of conduct students are required to follow at Camp.

1. Respect yourself, others and the environment:

- a. By getting enough sleep. The experience will hardly be worthwhile if you are too exhausted to learn and have fun.
- b. Do not remove any living plant, or part thereof.
- c. Do not litter. There are garbage & recycling containers in all buildings.
- d. Respect all living things. (animals, insects, plants, etc.)
- e. Extra food - gum, candy, pop, chocolate bars etc. are not allowed at camp, especially in the chuckwagons, as it will attract animals. If food is found in the chuckwagons, the students responsible may be sent home.

2. Chuckwagons:

- a. Chuckwagons are for sleeping, not playing and are not to be used during free time.
- b. Teachers will assign students to a chuckwagon upon arrival at Camp Sylvan. The only individuals allowed in chuckwagons are the occupants, visitors are not allowed.
- c. If changing in the chuckwagon at night prior to bed time, ensure that flashlights remain off!
- d. At lights out time, as indicated by your teacher, it is time to settle in for the night. Days at Camp Sylvan are long and packed with many programs and activities.
- e. Students who choose to ‘sneak out’ of their chuckwagons in the night will be dealt with by the teachers and/or leaders.
- f. Insect repellent will not be sprayed inside the chuckwagons, as it damages the vinyl covers.

3. Electronic Devices:

- a. Any digital technology, other than digital cameras, (video games, iPods’, cell phones, etc.), are prohibited at camp. There are lots of things to do, natural sites and sounds to see and hear!

4. Washrooms:

- a. Washroom facilities are located in the Bunkhouse building. The girl’s washroom is the first door to the left and the boy’s washroom is the second door on the left.
- b. The doors on the right are showers, for adult use only.
- c. Washroom use should take place during free time and before or after meals, the use of washrooms during programs is discouraged, unless in the case of an emergency.
- d. Always shut off the water taps when finished.
- e. Paper towel refuse and garbage should always be placed in the garbage cans.
- f. Personal toiletries are kept in the washrooms to eliminate the occurrence of raccoons in chuckwagons, i.e. soap, toothbrush, hairbrush, deodorant, etc.
- g. Washrooms are shared with fellow students and adults at Camp Sylvan; respect others by keeping your belongings tidy in the washrooms.

5. The Bunkhouse:

- a. The ground level floor of the Bunkhouse houses the washrooms, showers and adult sleeping facilities. The Bunkhouse basement is usually only used during Resource Speaker Programs or for programming during inclement weather, or in the case of an emergency.
- b. Aside from the washroom facilities, the Bunkhouse is an area which is off limits to students unless by request from the teacher or ABCA staff, (i.e. to receive medication, or for a Resource Program presentation).

c. All adults staying overnight at Camp Sylvan will sleep in the Bunkhouse Building, or in a chuckwagon. Additional sleeping quarters are not permitted at Camp Sylvan such as tents, trailers, or motor homes.

6. The Bell:

- a. Located on the outside wall of the barn, the bell is rung several times a day by ABCA staff and Junior Leaders.
- b. The ringing of the bell indicates: wake up; table setters 15 minutes prior to meal time, line up at the hitching posts for meal time; programming start or end; and an emergency.

7. Frontierhouse (Dining Hall):

- a. At the first bell, 15 minutes before to each meal, teacher assigned student table setters will wash their hands and set the tables according to instructions given by the Junior Leader or cook.
- b. At the second bell, students will line up in assigned table groups, single file behind the hitching posts in front of Frontierhouse. A 'giving of thanks' for the food will be sung by all – led by ABCA staff and/or Junior Leaders. Junior Leaders will ask nature trivia questions, based on nature programs from that day. Correct answers permit entry to the Frontierhouse for meals. Leaders look for quiet, straight lines during nature trivia time.
- c. Hats are to be removed and hung on one of the racks on the wall upon entering the dining hall.
- d. In the dining hall, students should practice their manners and use inside voices to talk amongst the people at their own tables.

8. The Barn:

- a. The barn is used for teaching and explaining activities during programming and is used as a meeting location prior too many activities and programs.
- b. Located along the back wall of the barn are wooden storage boxes we call 'cubbies'. Students will choose a cubby hole and keep some of their personal belongings in it while at Camp Sylvan, such as: cameras, sunscreen, an extra sweater or jacket, flashlight, log book, clip board, etc.
- c. Log books after dinner are completed in the barn, with teachers overseeing this activity.
- d. The barn can be used during free time as well. It is a great place to look at the many natural props, specimens and identification guides available.

9. Program Rules:

- a. Students will listen to all announcements and instructions given by ABCA staff and teachers.
- b. Teachers, please help to organize the students for timely starting of all programs.
- c. Be prepared for programs with the appropriate clothing, programs operate in all types of weather and run rain or shine! **The only exception to this rule is in the case of a thunderstorm.**
- d. Proper equipment will be provided by the ABCA and students are expected to use it appropriately – ie. Wear goggles when playing the Go Wild – Survival game.

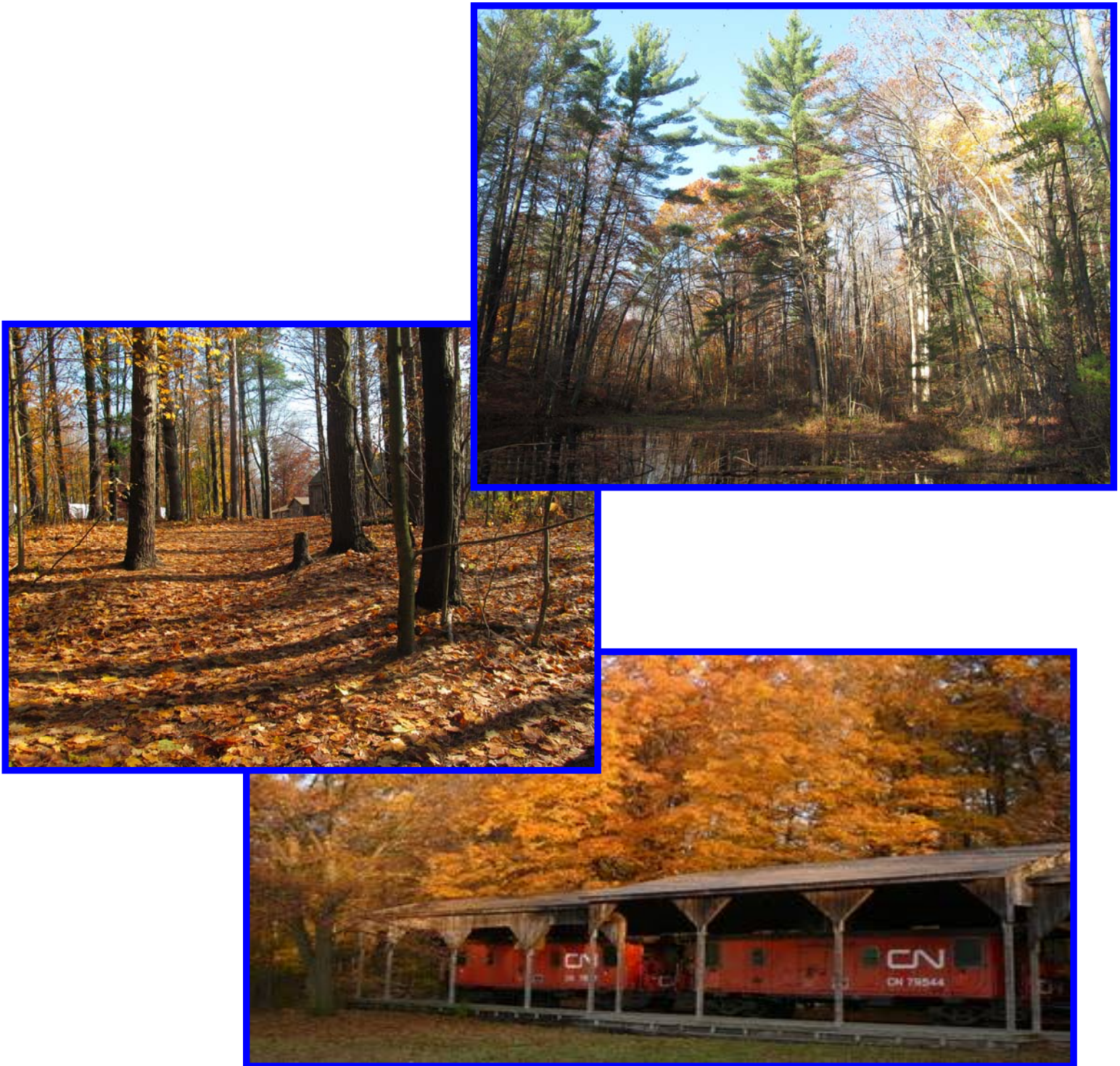
10. Adventure Playground:

- a. Students may use the Adventure Playground during free time.
- b. There must be at least one adult supervisor present at all times when using the Adventure Playground.

***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.
- Please, inform your students of the rules and regulations prior to arriving at Camp Sylvan.

Failure to abide by the Camp Sylvan Rules, as outlined by the Scouts Canada and/or the Ausable Bayfield Conservation Authority will result in removal from Camp Sylvan, at the request of the Ausable Bayfield Conservation Authority staff, or Scouts Canada personnel.



SAFETY AND EMERGENCY PROCEDURES

ABCA Risk Management Policy:

The ABCA recognizes that there is some level of risk injury inherent to any activity. The ABCA staffs 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 has basic First Aid supplies located on site, and both fire and medical emergency services are accessible within fifteen minutes. The ABCA staffs have Standard First Aid and CPR-C training; an ambulance will be called if there is an accident.

The nearest hospital is in Strathroy and is approximately 30 minutes away. An ambulance can be on site in 15 to 20 minutes. Once again please note that, because our staff has basic CPR training, an ambulance will be called if there is an accident.

*****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 the ABCA staff. It is recommended that the designated vehicle carry a basic First Aid kit.**

We also recommend that 1-2 supervisors carry cell phones for emergency purposes.

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.

The emergency meeting location at Camp Sylvan is the barn. If in the case of an emergency and the group needs to come together to meet and do a head count, the bell will ring a number of times consecutively, please then safely proceed move to the barn as quickly as possible.

IMPORTANT ADDRESSES & PHONE NUMBERS

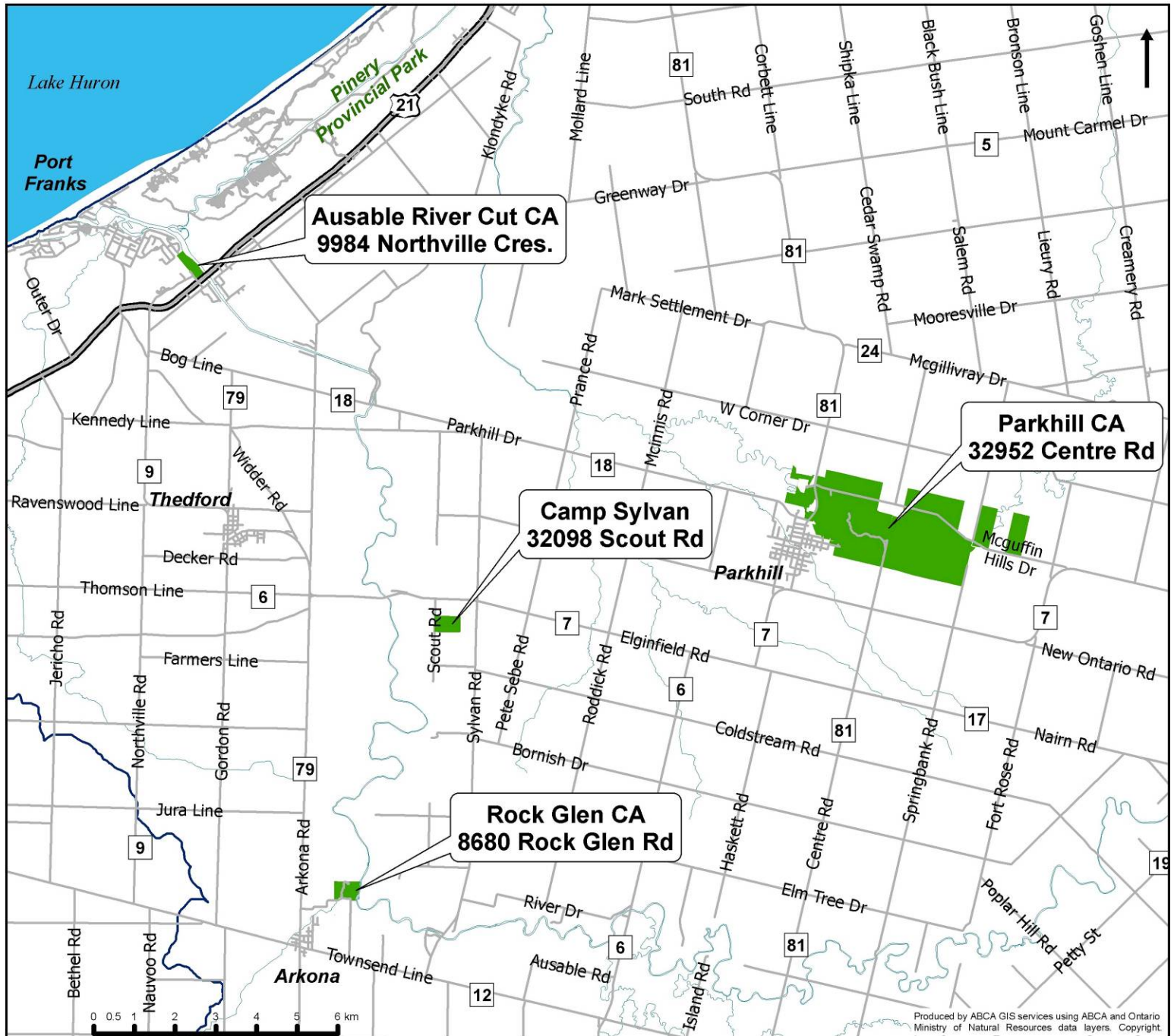
Addresses:

Frontierland - 911.....32098 Scout Road, Thedford
Cabooses/Settlers Flats – 911 32115 Sylvan Road
Frontierland Entrance GPS coordinateX: 435405.97 Y: 4777062.4
Closest Intersection..... Hwy 7/Elginfield Road & Scout Road

Telephone Numbers:

Scouts Main Office - London 519-432-2646
Scouts Canada - John Galloway..... 519-709-4079
Sylvan Committee - Jay Campbell or Nancy Claus 519-471-4815
ABCA Main Office - Exeter 519-235-2610
ABCA Main Office Toll Free 1-888-286-2610
Middlesex County Health Unit 519-663-5317
Poison Control..... 1-800-268-9017
By-law/Animal Control – Vic Stellingwerff 1-888-793-9637ext229

MAP TO CAMP SYLVAN



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 **Anne McBride** in 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)

Once you receive your quote and confirmation form by email:

- **Mail, E-mail, or Fax:**
 - **CAMP SYLVAN AGREEMENT FORM and \$200 deposit**
- Please be sure to carefully review the Camp Sylvan Agreement Form information, including invoicing procedures, *please keep a copy for your records.*
- To confirm your booking, ABCA must receive the completed Camp Sylvan Agreement Form and a non-refundable, non-transferable \$200 deposit.
- Consider a fundraising activity to reduce cost to per student!
- **Complete the Catering Service Order Form ASAP. We must provide our caterer sufficient time to make the necessary menu arrangements.**

2. Teacher Planning: (2 MONTHS BEFORE TRIP)

- Arrange and confirm adult chaperones.
 - *Remember there must be one adult of each gender present; one adult for every ten students.*
- Review teacher responsibilities on **CAMP SYLVAN AGREEMENT FORM** and **RESPONSIBILITIES WHILE AT CAMP SYLVAN** page.
- Send home Permission Forms and Health Forms for Out-of-Classroom Programs and Trips - contact your Board office for required specific forms. Advise parents/guardians of trip dates and other pertinent information.
 - ABCA has provided a **LETTER TO PARENTS OR GUARDIANS** page (just fill in date(s)).
 - ABCA has provided a **SUGGESTED STUDENT CLOTHING AND EQUIPMENT LIST**.
- Please also let us know well in advance if you have special needs students. We will do our best to accommodate all needs to ensure an enjoyable trip for all students.
- Review **CAMP SYLVAN PROGRAM SELECTION** and **CHOOSING YOUR PROGRAMS** pages to help with filling in the schedule for your program.
- **ABCA must know well in advance if requiring a Resource Speaker.**

3. Student Objectives; Make Arrangements: (4 to 6 WEEKS BEFORE TRIP)

- Set the objectives you want your class to achieve (academically and socially) through the Camp Sylvan Conservation Program.
- Review the provided page on **BASIC ECOLOGICAL TERMS AND CONCEPTS**.
- Reserve necessary equipment.
- Book transportation to and from Camp Sylvan, **including an additional car** in case of emergency.
 - **Ask the transportation provider to put the invoice in the ABCA's name if amount equals less than \$500. If the cost of transportation is more than \$500, please pay bus company directly and invoice the ABCA for \$500 of reimbursement.**
 - **Ausable Bayfield Conservation Authority, 71108 Morrison Line, Exeter, Ontario, N0M1S5.** Ask them to send Anne McBride the invoice, OR, get your school to send Anne McBride the invoice and we will pay the bus provider once the service is successfully provided.
- Ensure you have faxed or emailed in your **CATERING SERVICE ORDER FORM**. Our caterer must receive this information 4 weeks before the field trip date in order to ensure all dietary and healthy restrictions are met.
- Review objectives you want your class to achieve through the three core pillars of The Weston Family Environmental Leaders of Tomorrow Program: (*refer to Teacher-Classroom Action Kit for more details*)
 - Environmental Leadership, Ecological Literacy, Community Action

STEPS IN PLANNING A TRIP TO CAMP SYLVAN - CONTINUED

4. Additional Preparations: (2 to 4 WEEKS BEFORE TRIP)

- Send in completed **LIST OF HEALTH CONCERNS** page.
- Send in your **PRINCIPAL CONSENT FORM**.
- Have you sent in your Program Selection requests?
- Discuss the Camp Sylvan Conservation Program with your class; the purpose of the field trip:
 - what they will be doing, what they should bring,
 - Their responsibilities, routines and Camp Sylvan rules, importance of working together as a group.
- Complete the provided **CHUCKWAGON & TABLE GROUP ASSIGNMENT** page.
- Discuss the Sylvan Conservation Program with your class;
 - the purpose of the field trip,
 - what they will be doing, what they should bring,
 - their responsibilities, routines and Camp Sylvan rules,
 - **Stress the importance of working together as a group, many activities and duties are shared, including: table setting and clearing, rinsing dishes, sweeping the floor, and camp clean-up before departure.**

5. Important Forms & Materials to Bring to Camp Sylvan:

- Permission and Health Forms for Out-of-Classroom Programs and Trips.
- Completed **CAMP SYLVAN SCHEDULE** for your 2 ½ day program.
- Completed and Signed **LETTER TO PARENTS OR GUARDIANS**.
- **LIST OF HEALTH CONCERNS**.
- **CHUCKWAGON & TABLE GROUP ASSIGNMENT**.
- Attendance Sheet.

For Fees and Invoicing procedures, please refer to the **CAMP SYLVAN AGREEMENT FORM** and the **SYLVAN CONSERVATION PROGRAM FEE SCHEDULE**. A quote estimating program cost should have been sent to you by an ABCA Conservation Education Staff.

**** Up to two school staff members (teacher, principal, EA, etc.) plus one parent volunteer for every 10 students can attend Camp Sylvan for no charge. For each additional school staff member and/or parent volunteer there will be a \$25 charge.**

Invoicing Procedures:

- An invoice will be sent to your school after your Camp Sylvan Conservation Program field trip.
- Payment is due in full within 10 business days of receiving your invoice.
- Please pay with a school cheque, do not pay with personal cheques.
- Please make the school cheque out to the *Ausable Bayfield Conservation Authority*.
- NSF cheques are subject to an administration fee.
- A site and facility checklist will be completed prior to your departure. **Groups are responsible for any damage to the facilities and equipment. 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.**

Date Changes:

Date changes are permitted with a **minimum of 2 months notice prior to camp**, otherwise the deposit is forfeited and a new deposit and booking contract is required to change dates after the 2 month deadline. Deposit refunds are not granted for cancellations.

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.
- Assist the visiting teacher and adult supervisors in equipment and facility usage.
- Prepare and instruct the day programs, as chosen by the visiting teacher.
- Prepare and lead evening programs the first night.
- Facilitate meal time proceedings.
- Organize alternative programming in the event of inclement weather or other special circumstances.
- Meet with the visiting teacher on a regular basis during their stay at Camp Sylvan.
- Enforce safety guidelines.
- Act as a liaison between the Scouts, the School and other ABCA staff.
- Coordinate, participate in and inspect Camp Sylvan clean-up prior to arrival and departure.

Junior Leaders:

- Meet the bus upon arrival and collect all food/electronics brought by students to store in Frontierhouse.
- Wake students each morning by ringing the bell.
- 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 duties.
- 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.
- Lead 1 or 2 activities prior to the Go Wild! Program – Quick Frozen Critters & Oh Deer!
- Act as an extra set of “eyes and ears” with regards to student behaviour and safety.
- Assist with the supervision and participate in the Camp Sylvan clean-up prior to departure.

Visiting Teacher:

- Provide adequate supervision during the entire visit including during free time, with at least 1 adult supervisor for every 10 students, which does not include ABCA staff.
- **There must be at least 1 male & 1 female adult present at camp at all times.**
- **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.). Failure to do so will result in the school being asked to leave the premises by either an ABCA staff member or Scouts Canada representative.
- **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 or brought to Camp Sylvan - ***refer to the pages titled STEPS IN PLANNING A TRIP TO CAMP SYLVAN.***
- Prepare students before Camp Sylvan, outlining: responsibilities, objectives, rules, concepts, etc.

RESPONSIBILITIES WHILE AT CAMP SYLVAN Continued...

- Enforce lights out and conduct adequate night supervision from 10:00pm until 7:45am.
- 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.
- Facilitate and supervise Log Book time, as indicated on the Camp Sylvan Schedule.
- If required, ensure students bring a litterless lunch.
- Assist with the supervision and participate in the Camp Sylvan clean-up prior to departure.

Adult Chaperones:

- Please do not bring banned substances to Camp Sylvan (i.e. drugs, alcohol, etc.). If banned substances are found, the group will be asked to leave the premises by either an ABCA staff member or Scouts Canada representative.
- Supervise students during free time periods.
- Attend all programs & activities and assist with student management.
- Enforce lights-out and supervise Chuckwagons at night.
- Assist with the supervision and participate in the Camp Sylvan clean-up prior to departure.

Students:

- Demonstrate respectful behaviour and abide by the rules - ***refer to the SCOUTS CANADA PROPERTY RULES as well as the ABCA CAMP SYLVAN RULES AND REGULATIONS.***
- 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 for Camp Sylvan clean-up prior to departure.
- Have fun and be safe! 😊



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. plant and animal.
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 it's 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; regardless of where you are, you are in a watershed.

LITTERLESS LUNCH IDEAS

Week One This weekend: Make a batch of mac & cheese & granola/cookie bars. Buy assorted vegetables, chop & put in small containers in fridge. Buy large containers of yogurt & applesauce & a bar of cheese. Buy large bags/boxes of pretzels. Put everything in individual containers for your cupboard or fridge so they are ready for the week!

First Break	*granola bar *yogurt *pineapple chunks *milk/soy	*½ tomato & cheese sandwich *pretzels *juice	*raisin bread *cheese cubes *yogurt *juice	*granola bar *raisins *cheese cubes/sticks *milk/soy	*dry cereal with raisins *yogurt *chocolate milk/soy
Second Break	*mac & cheese *veggie & dip *applesauce *water	*½ tomato & cheese sandwich *veggie & dip *water	*mac & cheese *grapes *granola bar *water	*chicken wrap *veggie & dip *applesauce *water	*mac & cheese *grapes *granola bar *water

Week Two This weekend: Make a batch of chili & a pan of cornbread. Buy assorted vegetables, chop & put in small containers in fridge. Buy large containers of yogurt & applesauce & a bar of cheese. Buy large bags/boxes of whole wheat snack crackers & ginger snaps or oatmeal cookies. Put in smaller containers for your fridge & cupboard.

First Break	*whole wheat bagel with cream cheese *applesauce *juice	*crackers & cheese *apple *gingersnaps *juice	*dry cereal *peach *yogurt *chocolate milk/soy	*½ chicken or ham wrap *banana *ginger snaps *milk/soy	*muffin *yogurt *banana *milk/soy
Second Break	*chili with shredded cheese *cornbread *veggie & dip *water	*pepperettes *cheese cubes *veggie & dip *peach *ginger snaps *water	*chili with shredded cheese *cornbread *veggie & dip *water	*½ chicken or ham wrap *snack crackers *yogurt *grapes *water	*chili with shredded cheese *cornbread *veggie & dip *water

Week Three This weekend: Make a pot of your child's favourite soup & a batch of rice krispie squares & muffins. Buy assorted vegetables, chop & put in small containers in fridge. Buy large containers of yogurt & applesauce & a bar of cheese.

First Break	*½ whole wheat bagel with cream cheese *grapes *juice	*muffin *pear *cheese cubes *milk/soy	*½ ham sandwich *applesauce *chocolate milk	*muffin *pear *cheese cubes *milk/soy	*½ whole wheat bagel with cream cheese *grapes *juice
Second Break	*soup *½ whole wheat bagel *rice krispie square *Blueberries *water	*homemade lunchables (ham & cheese slices & crackers) *rice krispie square *water	*soup *½ ham sandwich *rice krispie square *pear *water	*homemade lunchables (ham & cheese slices & crackers) *rice krispie square *water	*soup *½ whole wheat bagel *rice krispie square *Blueberries *water

Week Four Give yourself a break! Use up any frozen leftovers from the previous 3 weeks. Make a batch of cookies. Buy assorted vegetables, chop & put in small containers in fridge. Buy large containers of yogurt & applesauce & a bar of cheese. Buy large bags/boxes of Goldfish & put in individual containers for your cupboard.

First Break	*dry cereal with dried cranberries *yogurt *juice	*raisin bread with butter *pear *cheese cubes *milk/soy	*whole wheat bagel with cream cheese *applesauce *juice	*raisin bread with butter *pear *cheese cubes *milk/soy	*½ ham sandwich *applesauce *chocolate milk
Second Break	*mac & cheese *veggies & dip *grapes *cookie *water	*baked beans with shredded cheese *Goldfish *veggie & dip *water	*chili with shredded cheese *Goldfish *veggie & dip *water	*hummus *pita triangles *cucumbers *water	*soup *½ ham sandwich *cookie *grapes *water

Helpful Tips:

Pack a cloth napkin or make your own wet wipe with a washcloth soaked in soapy water kept in a waterproof container

Pack up all snack & veggie containers for the week on Sunday

Make sandwiches & pack thermoses with leftovers the night before.

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

Cut fruit & vegetables into small, bite-sized chunks (fruit should be cut up the day it will be eaten).

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!).

Buy large bags of snacks such as pretzels or Goldfish rather than individual bags. Keep them in the cupboard & kids can help pick their own morning & afternoon snack for the day.

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.



RECIPE FOR A LITTERLESS LUNCH



Here are some ideas to **MUNCH** on...

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

Why Pack A Litter-Less 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)	A PACKAGED LUNCH (juice box, Lunchables, Yo-Tube, fruit chews)
\$2.65 / average day	\$4.02 / average day
\$13.25 / week	\$20.10 / week
\$477.00 / school year	\$723.60 / school year

CAMP SYLVAN PROGRAM SELECTION

Your visit to Camp Sylvan can be a wonderful learning opportunity for your students. Take the time to consider how you could develop some of the goals you have been working on in class. We offer many programs based on requirements from the new Ontario curriculum.

Program	Description
Adventure Orienteering	Map reading and compass skills are taught in this hands-on program where students traverse a course applying their newly acquired skills.
Campfire	Songs, skits, games and stories are all part of the campfire program at Camp Sylvan.
Eco-Hike	This introductory hike takes students through several different ecosystems at Camp Sylvan. Discover the difference between the ecosystems, as well as abiotic and biotic factors through props and live specimens.
Environmental Ethics	Acid rain, deforestation, climate change and much more are destroying the planet. Through hiking, engaging environmental activities, video and art, students develop an appreciation of our natural resources and become aware of the stresses that humans impose on the natural environment.
Forestry	Camp Sylvan provides an ideal location for studying forest ecosystems. Through a series of hands-on activities students identify trees and examine issues affecting our forests and wildlife.
Go Wild – Survival Game	This ecosystem simulation game involves all students in a dynamic role-playing activity; students will “become” forest herbivores, omnivores, or carnivores. In order to survive, animals must find food and water, while avoiding predators, disease and human influence.
Habitat Improvement	Students will safely build their very own bluebird or bat box after learning about the ecology of local bat or bluebird populations, as well as habitat requirements and threats of each species. <i>(additional cost per student for building materials)</i>
Night Activities	Night Hiking, Owl Prowling and Astronomy! Night fall is an exciting time at camp! ABCA instructors will choose one of these three programs based on weather conditions and interest of the group.
Resource Speaker Programs <i>(only available 2-night groups)</i>	<p>Fast Ants and Fir Cones (Meteorology) - Jay Campbell, a professional meteorologist and A News personality, teaches about microclimates and their effects on the flora and fauna inhabiting an area. El Nino and the impacts on the Camp Sylvan area may also be a program choice.</p> <p>Fossil Facts - Bob O'Donnell - avid collector of fossils from around the world, shares his collection with students. Explaining how fossils are created and their value to science today. His collection is fantastic with dinosaur footprints and teeth, and ancient marine creatures just to mention a few.</p> <p>Astronomy – The Royal Astronomical Society will amaze students with their “Star Party”. Local astronomers bring telescopes to allow students to gaze up into the night sky as they are taught about its wonders. This program is weather dependent.</p> <p>Monarch Migration, Biomimicry, Species at risk, The world we live in.... Kim Glendhill, Outdoor Education Enthusiast has long been apart of the outdoor education community. Her always engaging programs vary in subject mater based upon classroom requirements and season of booking.</p>
Runners of the Woods	Students are taken on a journey back in time to discuss the historical fur trade in Canada. Students will take part in an active simulation game in the forest, playing the role of a fur trader in Canada, searching for pelts to trade for goods.
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. Students will also investigate the chemical parameters of water quality. Data collected is then used to determine the overall health of the aquatic ecosystem.
Wilderness Survival Skills	A hands-on program teaching students 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!

**The Weston Family Environmental Leaders of Tomorrow Program
Camp Sylvan Conservation Program Schedule**

Monday to Wednesday								
Day One			Day Two			Day Three		
Time	Activity	Person	Time	Activity	Person	Time	Activity	Person
			7:30 AM	Wake Up	ABCA Staff	7:30 AM	Wake Up	ABCA Staff
			7:45 AM	Table Setters	JL's	7:45 AM	Table Setters	JL's
			8:00 AM	Breakfast	JL's	8:00 AM	Breakfast	JL's
			9:00 AM	Swamp Tromp	ABCA Staff	9:00 AM	PACK UP	Everyone
10:00 AM	Arrival! Welcome & Intro	ABCA Staff	10:30 AM	Story of a River	ABCA Staff	9:30 AM	Eco Action Program	ABCA Staff
10:30 AM	Rules and Facility Tour	ABCA Staff	11:30 AM	FREE TIME	Teachers and JL's			
11:00 AM	Ecology Hike	ABCA Staff	11:45 AM	Table Setters	JL's	11:00 AM	Table Setters	JL's
12:00 PM	LUNCH	Teachers	12:00 PM	LUNCH	JL's	11:15 AM	LUNCH	JL's
12:30 PM	Free Time	Teachers and JL's	1:00 PM	Free Time	Teachers and JL's	12:00 PM	Group Clean UP	Everyone
1:00 PM	Adventure Orienteering	ABCA Staff	1:30 PM	<i>Teachers Choice:</i>	ABCA Staff	12:25 PM	Group Photo	Everyone
4:00 PM	Snack, Skits Free Time	Teachers and JL's	4:00 PM	Skits, Free Time	Teachers and JL's	12:30 PM	Departure!	Everyone
5:00 PM	Table Setters	JL's	5:00 PM	Table Setters	JL's	Notes:		
5:15 PM	SUPPER	JL's	5:15 PM	SUPPER	JL's			
6:15 PM	Free Time	Teachers and JL's	6:15 PM	Free Time	Teachers and JL's			
6:30 PM	Journal	Teachers	6:30 PM	Journal	Teachers			
7:00 PM	<i>Evening Program:</i>	ABCA Staff	7:00 PM	<i>Evening Program:</i>	ABCA Staff			
8:30 PM	Snack and Story	ABCA Staff and JL's	8:30 PM	Snack and Story	ABCA Staff and JL's			
9:30 PM	Get Ready for Bed	Teachers	9:30 PM	Get Ready for Bed	Teachers			
10:00 PM	Lights Out!	Teachers	10:00 PM	Lights Out!	Teachers			

**The Weston Family Environmental Leaders of Tomorrow Program
Camp Sylvan Conservation Program Schedule**

Wednesday to Friday								
Day One			Day Two			Day Three		
Time	Activity	Person	Time	Activity	Person	Time	Activity	Person
			7:30 AM	Wake Up	ABCA Staff	7:30 AM	Wake Up	ABCA Staff
			7:45 AM	Table Setters	JL's	7:45 AM	Table Setters	JL's
			8:00 AM	Breakfast	JL's	8:00 AM	Breakfast	JL's
			9:00 AM	Swamp Tromp	ABCA Staff	9:00 AM	PACK UP	Everyone
1:30 PM	Arrival! Welcome & Intro	ABCA Staff	10:30 AM	Story of a River	ABCA Staff	9:30 AM	Eco Action Program	ABCA Staff
1:50 PM	Rules and Facility Tour	ABCA Staff	11:30 AM	FREE TIME	Teachers and JL's			
2:15 PM	Ecology Hike	ABCA Staff	11:45 AM	Table Setters	JL's	11:45 AM	Table Setters	JL's
2:40 PM	SNACK	Teachers	12:00 PM	LUNCH	JL's	12:00 PM	LUNCH	JL's
			1:00 PM	Free Time	Teachers and JL's	12:45 PM	Group Clean UP	Everyone
2:45 PM	Adventure Orienteering	ABCA Staff	1:30 PM	<i>Teachers Choice:</i>	ABCA Staff	1:15 PM	Group Photo	Everyone
4:45 PM	Free Time	Teachers and JL's	4:00 PM	Skits, Free Time	Teachers and JL's	1:30 PM	Departure!	Everyone
5:00 PM	Table Setters	JL's	5:00 PM	Table Setters	JL's	Notes:		
5:15 PM	SUPPER	JL's	5:15 PM	SUPPER	JL's			
6:15 PM	Free Time	Teachers and JL's	6:15 PM	Free Time	Teachers and JL's			
6:30 PM	Journal	Teachers	6:30 PM	Journal	Teachers			
7:00 PM	<i>Evening Program:</i>	ABCA Staff	7:00 PM	<i>Evening Program:</i>	ABCA Staff			
8:30 PM	Snack and Story	ABCA Staff and JL's	8:30 PM	Snack and Story	ABCA Staff and JL's			
9:30 PM	Get Ready for Bed	Teachers	9:30 PM	Get Ready for Bed	Teachers			
10:00 PM	Lights Out!	Teachers	10:00 PM	Lights Out!	Teachers			

**The Weston Family Environmental Leaders of Tomorrow Program
Camp Sylvan Conservation Program**

PROGRAM CHOICES

Teachers Choice (*Choose One*)

- Forestry – May the Forest Be With You
- Fur Trader – Runners of the Woods
- Habitat Improvements
- Environmental Ethics
- Wilderness Survival Skills
- Go Wild Survival! An Ecosystem Simulation Game

Evening Programs (*Choose Two*)

- Campfire
- Night Activities
- Resource Speaker



CAMP SYLVAN AGREEMENT FORM

In order to secure your booking, this Agreement and a non-refundable, non-transferable 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 keep a copy for your records and confirm all changes in writing.

Teacher(s): _____	Grade(s): _____
School: _____	Number of students: _____
Address: _____	
City/Town: _____	Postal Code: _____
Phone: _____	Fax: _____
E-mail: _____	

Arrival Date: _____ **Time:** _____
 • Groups arrive on Monday at 10:00 am or Wednesday at 1:30 pm

Departure Date: _____ **Time:** _____
 • Groups depart Wednesday at 12:30 pm or Friday at 1:30 pm

Program Fees:

2½ days: **\$25/student** No Minimum Fee Required

**** Up to two school staff members (teacher, principal, EA, etc.) plus one parent volunteer for every 10 students can attend Camp Sylvan for no charge. For each additional school staff member and/or parent volunteer there will be a \$25 charge.**

Food Fees:

Food costs are included in the \$25 fee for students coming to Camp Sylvan as participants of The Weston Family Environmental Leaders of Tomorrow Program. **Please let ABCA staff know final numbers for the camp cook 4 weeks prior to your visit at the latest!**

Transportation Fees:

For schools attending the Camp Sylvan Conservation Program as participants of The Weston Family Environmental Leaders of Tomorrow Program a maximum \$500 transportation subsidy is available.

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 \$25 per student that attended Camp Sylvan with the subtraction of the \$200 deposit. Payment is due in full within 10 business days of your visit; please pay with a school cheque. 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.

CAMP SYLVAN AGREEMENT FORM – RESPONSIBILITIES & REMINDERS

Teacher Responsibilities: *Please refer to RESPONSIBILITIES WHILE AT CAMP SYLVAN pages.*

- Provide adequate supervision during the entire visit including during free time, with at least 1 adult supervisor for every 10 students, which does not include 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.**
- Ensuring that no banned substances are brought to Camp Sylvan by students and other adult supervisors, (i.e. drugs, alcohol, etc.). Failure to do so will result in the school being asked to leave the premises by either an ABCA staff member or Scouts Canada representative.
- **Ensuring 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 or brought to Camp Sylvan - *refer to the pages* titled **STEPS IN PLANNING A TRIP TO CAMP SYLVAN.**
- Prepare students before Camp Sylvan, outlining: responsibilities, objectives, rules, concepts, etc.
- Enforce lights out and conduct adequate night supervision from 10:00pm until 7:45am.
- 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.
- Facilitate and supervise Journal time, as indicated on the Camp Sylvan Schedule.
- If required, ensure students bring a litterless lunch.
- Assist with the supervision and participate in the Camp Sylvan clean-up prior to departure.

Note: Schools are welcome to bring their own resource staff and/or volunteers. In this case the school is responsible for making the arrangements, and taking on the related costs and liability.

****Lunch Note:**

- Groups arriving to Camp Sylvan on Monday for 2 nights must bring a litterless lunch.
- Groups arriving on Wednesday, please eat your lunch prior to arriving at Camp Sylvan at 1:30pm. We recommend bringing a small snack such as an apple to distribute before the first program.

Date Changes:

- A change in booking dates will 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.

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

For students participating in the Weston Family Environmental Leaders of Tomorrow Program

Dear Parents or Guardians,

Your child is attending the Camp Sylvan Conservation Program as part of Phase II of The Weston Family Environmental Leaders of Tomorrow Program. The Ausable Bayfield Conservation Authority has been operating the Camp Sylvan Conservation Program since 1964, and is dedicated to teaching children about nature and the outdoors, instilling in them a better environmental conscience. We have many interactive, curriculum-linked programs selected by our staff and your teachers.

Your child will be attending the Camp Sylvan Conservation Program from/on _____.

This opportunity is being provided to your child due to a generous donation from the W. Garfield Weston Foundation. The W. Garfield Weston Foundation has been supporting outdoor and experiential education programs for children for generations; demonstrating their interest through grant-giving charitable donations. The Weston Family Environmental Leaders on Tomorrow Program is a product of this donation and is only offered to high priority schools in target urban communities. This exciting program promises participating 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 in-house rules. These rules have been created both by the property owners, the Tri-Shores Council of Scout Canada and the Ausable Bayfield Conservation Authority (ABCA), and have evolved over the years to ensure safe and smooth operations 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 by students. Students may not have any cigarettes, matches, lighters, drugs or alcoholic beverages in their possession.
2. There will be no weapons (guns, hatchets, knives), or any implement that the teachers, parents and educators at the Camp Sylvan deem dangerous or potentially dangerous.
3. Stealing or borrowing other people's possessions without their consent will not be tolerated.
4. Students may not visit each other's chuckwagons at any time; ensuring students are always supervised.
5. Students must stay in their chuckwagons after lights out at night, except if a washroom trip is necessary and students must return to their chuckwagon promptly.
6. Students cannot 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 outdoor 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.** The Scout property, rented by the ABCA, is 112 acres of beautiful Carolinian forest. Students should be stewards of this area for future generations.

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, no names will be used)

☐ Yes, permission granted

☐ No, photos prohibited

I have read, understood and agree that my child will abide by these rules as outlined above. If my child does not comply then I understand that the consequences, as outline above shall be instituted.

Signature of Parent/Guardian: _____

Name of Parent/Guardian: (please print) _____

Signature of Student: _____

Name of student: (please print) _____

Date: _____

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

Sincerely,

The Ausable Bayfield Conservation Authority Education Staff

SUGGESTED STUDENT CLOTHING AND EQUIPMENT LIST

It is **suggested** that you pack at minimum the following items in a sturdy bag for your Sylvan Conservation Program trip. Remember, the studies and activities are out-of-doors even in wet or cool weather.

You must prepare for a wide variety of weather during all seasons.

<input type="checkbox"/> 3 pairs of pants or sweat pants	<input type="checkbox"/> 2 pairs of shorts (if weather is warm)
<input type="checkbox"/> 1 heavy sweater, wool or fleece	<input type="checkbox"/> 1 windbreaker or ski jacket shell
<input type="checkbox"/> 3 long-sleeved shirts	<input type="checkbox"/> 4 or 5 pairs of socks
<input type="checkbox"/> 3 t-shirts	<input type="checkbox"/> 1 warm pair of pyjamas
<input type="checkbox"/> 3-5 pairs of underwear	<input type="checkbox"/> Mittens/gloves &/or toque
<input type="checkbox"/> 1 raincoat or waterproof jacket	<input type="checkbox"/> Garbage bags or plastic grocery bags for dirty and wet items
<input type="checkbox"/> 2 pairs of comfortable shoes (suitable for running and hiking), sandals are not appropriate.	<input type="checkbox"/> Toiletries should include 1 towel, 1 comb/brush, 1 bar of soap, 1 washcloth, toothpaste and toothbrush, deodorant. (Please put toiletries in a separate bag, large ziplock freezer bags work well).
<input type="checkbox"/> 1 pillow, warm sleeping bag and extra blanket	
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Sun Hat – ball cap, Tilly or bucket hat
<input type="checkbox"/> Re-usable water bottle	<input type="checkbox"/> *Rubber boots (if you have them, some rubber boots are available at camp if needed)

Showers are not available for student use.

***Rubber Boot Note:**

- The Ausable Bayfield Conservation Foundation has donated funding for rubber boots for use at Camp Sylvan.
- Students are encouraged, however, to bring their own rubber boots in order to ensure a proper fit.

Packing for rainy and cool weather:

- Due to the poor insulation properties of cotton when wet, it is suggested that fleece or wool is a great alternative, especially against the skin for items such as sweaters and socks especially.

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

- Flashlight
- Kleenex
- Compass and binoculars
- Camera
- Foam mattress, bed role, or tent pad
- Insect repellent

Students are not permitted to bring or have in their possession while at Camp Sylvan the following:

- Knives, or an axe or any implement that the teachers, parents and educators at the Camp Sylvan deem dangerous or potentially dangerous
- Smoking materials, matches
- Alcoholic beverages – the use of alcohol by any adult at Camp Sylvan will result in the removal of the group from the Scouts Property
- Cell phones, ipods, radios, personal CD players, videogames, TV's, pagers or any other personal digital equipment (other than a digital camera)
- Gum, nuts or food other than what is required for meals

LETTER FROM THE PRINCIPAL

Re: Camp Sylvan

SCHOOL _____
NAME of PRINCIPAL _____
ADDRESS _____
ADDRESS _____
TOWN _____
POSTAL CODE _____
DATE _____

Ausable Bayfield Conservation Authority

71108 Morrison Line

RR#3

Exeter, ON N0M 1S5

Tel: 519-235-2610 or 1-888-286-2610

Fax: 519-235-1963



ATTN: CONSERVATION EDUCATION STAFF – CAMP SYLVAN CONSERVATION PROGRAM

This letter states that parents/guardians have signed permission forms to permit their child from _____ School to attend the Camp Sylvan Conservation Program.

Sincerely,

Principal

Note: Please fax this letter to the ABCA prior to the school's involvement in the Camp Sylvan Conservation Program.

LIST OF HEALTH CONCERNS AND DIETARY RESTRICTIONS

[illegible]

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	Tulip
1.	1.	1.	1.	1.	1.
2.	2.	2.	2.	2.	2.
3.	3.	3.	3.	3.	3.
4.	4.	4.	4.	4.	4.

Frontierhouse Table Groups: (Try to keep tables 6 students per table if numbers allow)					
Parliament of Owls (Adult Table)	Charm of Finches	Dray of Squirrels	Knot of Toads	Party of Jays	Skulk of Foxes
Junior Leader					
Junior Leader					
ABCA Staff					