



Outdoor Education
Teacher Information Package

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Introduction

We believe strongly in the benefits of getting students outdoors to learn in nature. It is so important for kids to get away from the busyness of our technology fueled lives to observe and partake in the beauty of our world. We find that unplugging and coming to the woods with friends and classmates always has a positive impact on group dynamics and personal confidence. Easter Seals Camp Horizon is a wonderful place to make that happen.

This package has been put together to give you all the information you need for your trip to camp. It includes all the forms, lists and answers to commonly asked questions about our programs and facilities.

We look forward to having you!



Contact Information

Easter Seals Camp Horizon
Box 540, Bragg Creek, AB
T0L 0K0

Phone: (403) 949-3818
Fax: (403) 949-3888
camphorizon@easterseals.ab.ca

Who Are We?

Our Goal

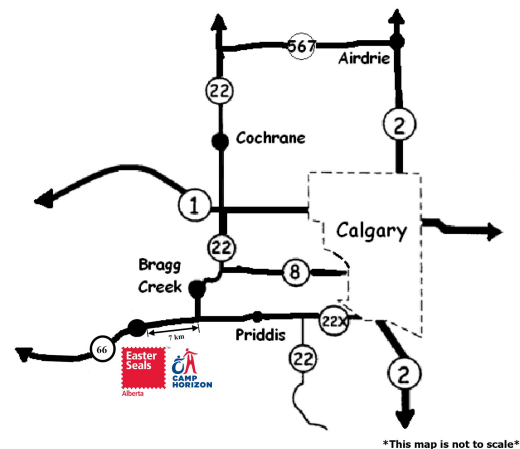
Utilizing an Adventure Education approach to improving your students' physical literacy, our facilitators will lead your students through our Outdoor School activities that seek to promote personal discovery and group development in areas that are critical to life both within and beyond their school's walls.

We aim to help students develop as a group in areas of trust, communication, and cooperation through shared decision making and problem solving. Through these experiences, students discover an increased confidence in themselves and their abilities, allowing them to think critically, take calculated risks and contribute positively to a group.

We also pride ourselves in being able to provide integrated accessible experiences for all students. Whether a student uses a wheelchair or needs a little extra time to process instructions, we believe that their experience should - and can - be delivered alongside their peers. And we will work with your school to make that happen.

Our Location

We are located in beautiful Kananaskis Country on Highway 66. Surrounded by attractions like Elbow Falls, Moose Mountain, and Forgetmenot Pond, we are able to share the beauty of nature with all our guests during their stay.



Our Staff



Our facilitators are enthusiastic, knowledgeable, sincere individuals who have been carefully trained and screened. All staff must provide a clear criminal record check with a vulnerable sector screening and are first aid certified. They know our equipment and programs and are exceptional at delivering safe, fun and engaging outdoor education programs for students of all ages.

Thinking and Planning

Indoor Facilities

From our large Main Hall to small breakout areas like Arts and Crafts, we have many useful spaces to meet the needs of our groups.

We can accommodate up to 120 people in our dining hall and dorms. Our Main Hall features round-table seating as well as a coffee bar for teachers and parent volunteers.



In addition to our original dorms, we are thrilled to offer two brand new, fully accessible dormitories, Wolf and Eagle. These beautifully crafted dorms have a common room with a fireplace, large bunk areas, separate teacher rooms, and accessible features like track-lift systems and spacious bathrooms.

All of our buildings are heated and have potable, running water throughout the year.

Breakout Spaces

We have the following spaces available to use for breakout space:

- Wolf -Common Room
- Eagle -Common Room
- Moose -Common Room
- Wapiti Lodge -West
- Wapiti Lodge -East
- Bear -West
- Bear -East
- Main Hall -Dining Hall
- Main Hall -Side Room
- Arts and Crafts
- The Hub

Outdoor Facilities

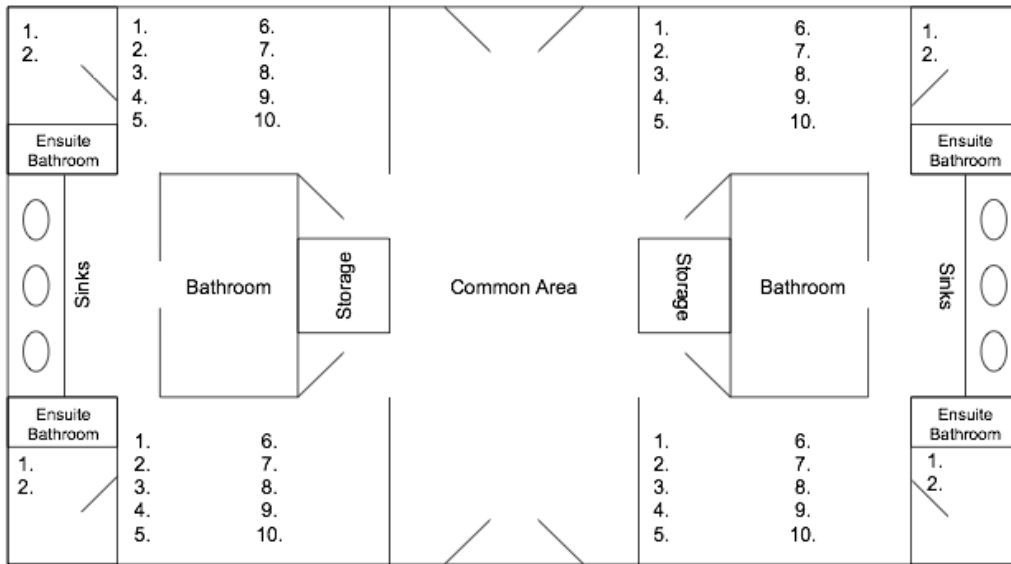
These are some of our outdoor facilities on our 60 acres in beautiful Kananaskis Country:

- Onsite Hiking Trails
- Large Playing Field
- Moose Firepit & Stage
- BBQ Patio
- Amphitheater
- Gaga Ball Pit
- Observation Decks
- Timber Falls Onsite Camping Area

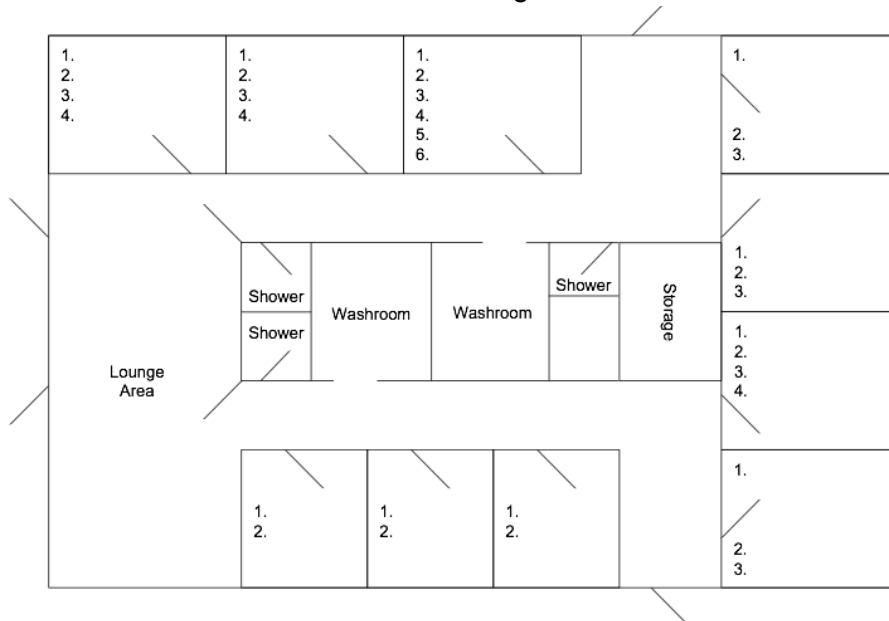
Dorm Layouts

Overnight accommodations for students are dormitory style spaces with students of the same gender sharing bunk rooms and a common bathroom. In Wolf and Eagle, teacher/parent volunteer rooms have a separate ensuite bathroom. In the other dorms, bathrooms are shared by everyone. Full page versions of the following diagrams are available in [Appendix B](#) to help with room assignments.

Wolf or Eagle



Moose Lodge



Outdoor Experience Activities

Activities are scheduled in 90 minute blocks throughout the day, with some activities taking 2 blocks. Students are divided into groups of up to 20 participants for activities. This maximum exists because of equipment and group management concerns such as safety and optimizing individual and group experience.

Please see our [Sample Schedules](#) below for examples of how this looks for a typical booking. All activity blocks include briefing on safety, equipment use, goals and objectives, and effective teamwork - as well as debriefing to draw out lessons from the experience.

Depending on length of stay and size of group, we can not guarantee that each student will be able to rotate through all the activities that a group books. With larger groups running many activities at the same time, they must choose (or be assigned) one of these coinciding activities. Our goal is provide the highest quality experience regardless of the activity chosen.

Year Round

- Team Building Course
- Team Building Games
- Low Ropes Course
- Hiking / Snowshoeing
- Geocaching
- Orienteering
- Stargazing
- Archery
- Broomball
- Wilderness Survival

Wide Games

- Animal Game
- Capture the Flag
- Hydro Pyro
- Giant Pit
- Giant Dutch Blitz

Fall & Spring

- High Ropes Course
- Giant Swing
- Climbing Wall

Group Led Activities

- Campfire
- Gaga Ball
- Frisbee Golf

Please see the following pages for full activity descriptions and age suitability.

Our facilities are available for booking by anyone throughout the school year (not just schools). If you have a group that is interested in booking please [contact us](#) to discuss options and packages.

Outdoor Education Activity Guide



Single Activity Period Activities - These activities are <i>90 minutes</i> in length, filling one Activity Block in the schedule. Maximum <i>20 participants</i> per activity. Includes instruction, safety talks, and debriefing.	Min. Age
Climbing Wall Participants enjoy the physical challenge of the climbing wall, as well as the sense of accomplishment for meeting goals and overcoming perceived risks. Participants also learn a high degree of responsibility as our trained staff teach the participants how to belay for each other.	Gr. 6+
Team Building Course Participants will need to work together to a high degree in order to successfully complete these challenges. These stationary team-building activities offer a challenge to guests from Grade 3 to Retirement! Our Team Building Course includes: Around the World, Islands, Porthole, Military Wall, Cargo Crossing and more!	Gr. 3+
Team Building Games These activities help a group break the ice (get to know each other better) while developing soft skills such as communication, trust, problem- solving, teamwork, and respect. There are hundreds of potential challenges and that can be played anywhere at camp.	Gr. 1+
Low Ropes Course Our low ropes challenge course offers a chance for participants to stretch their mental muscle while also using their physical strength. Only inches off the ground, these challenges will force participants to work on physical literacy, communication, problem solving, trust and teamwork.	Gr. 3+
Hiking/Snowshoeing Our beautiful location in Kananaskis Country allows for some wonderful hikes in the foothills of the Rocky Mountains. With the changing weather, we cannot guarantee snow. But our mapped, on site hiking trails can be accessed by foot or snowshoe year round.	Gr. 1+ (Gr. 6+ for snowshoe)
Orienteering This is an opportunity for all participants to learn a new and valued skill. We have two progressive levels of orienteering. The first level focuses on learning how to use maps and exploring with them, while the second level focuses on learning how to read a compass and follow bearings. Both levels culminate in navigating our Orienteering Course to collect letters and unscramble the secret phrase.	Gr. 3+
Archery This is another opportunity for participants to try and practice a new skill. Our Facilitators will not only show your group how to safely shoot an arrow, they will also explain the parts of the bow and arrow, types of bows and even a little history.	Gr. 3+
Broomball A classic Canadian winter activity, picture broomball at Camp as hockey on snow, without skates, and with a broom-shaped stick. High energy, high fun!	Gr. 6+
Geocaching Come try your luck at geocaching here at camp! We have hidden caches throughout the property and marked their coordinates. Working together with your team, participants use gps to locate the caches, retrieving clues to help solve a puzzle at the end.	Gr. 3+
Stargazing Throughout history, people have observed the night sky with awe and wonderment. What's up there? What stories surround these constellations? Come enjoy observing the night sky!	Gr. 3+

Outdoor Education Activity Guide

<p>Double Activity Period Activities - These activities are <i>180 minutes</i> in length, filling two consecutive Activity Block in the schedule. Maximum <i>20 participants</i> per activity.</p>	Min. Age
<p>High Ropes Course Designed and built by one of the leading companies in adventure technology, our course will facilitate personal growth and enhance self esteem. Participants will be given the opportunity to learn about trust, perceived risks, supporting and encouraging others, and overcoming fears. Note: we close down this activity in extreme weather temperatures.</p>	Gr. 7+
<p>Giant Swing A Challenge-By-Choice element where each student sets their own personal goal, supported by their fellow participants through the thrill of a 50 foot swing. The Giant Swing allows participants to push their limits and strengthen their relationships with each other by building trust and support as well as cheering one another on.</p>	Gr. 5+
<p>Wilderness Survival The eastern slopes of the Rocky Mountains can contain everything from biting cold to incredible warmth. Participants will have the opportunity to work on their survival skills, shelter building, and fire building while improving team-building skills, communication, and problem solving. Note: care is taken to ensure participants' warmth during the activity.</p>	Gr. 6+

Wide Games - These activities are <i>90 minutes</i> in length, filling one Activity Block in the schedule for your entire group. Maximum number of participants is determined by each activity.	Min. Age	Max #
<p>Animal Game Participants will learn about, and assume the role of, different species and environmental factors in this high speed game of survival! In their briefing, they will learn about food chains and how animals react within the local ecosystem.</p>	Gr. 3+	80
<p>Capture the Flag A classic wide game where two teams face each other in stealing each other's flag and returning it to their home base.</p>	Gr. 1+	∞
<p>Hydro Pyro A variation on Capture the Flag where each team has a fire (instead of a flag) that they must protect. Participants must carry water in small cups as they try to extinguish the other team's fire. If they get caught they must dump their water on the ground and return back to refill.</p>	Gr. 6+	∞
<p>Giant Pit A fast paced trading game that mimics conditions in the stock market. Participants must send representatives to trade cards, trying to collect all of one resource to get a corner on the market.</p>	Gr. 8+	40
<p>Giant Dutch Blitz A time-honoured card game that gets people thinking and moving quickly. Teams must play cards by colour and number to eliminate their pile of ten cards in order to "Blitz!" first.</p>	Gr. 8+	30

Outdoor Education Activity Guide



Teacher Led Activities These activities last as long as your group likes and are available at no cost.	Min. Age
Campfire What is an outdoor camp experience without a campfire? Let our facilitator setup and light your fire. Talk to us about ordering s'mores for your evening snack - a must for any campfire experience!	All Ages
Gaga Ball A camp classic of a variation on dodgeball. Participants enter the "pit" and work to eliminate their opponents through getting them below the waist with the ball. But if the ball goes out or they hit too high, they are out themselves.	All Ages
Frisbee Golf Play the front 9 or the whole 18. Our onsite, nature-integrated course consists of 9 accessible and 9 not-so-accessible "holes" to keep participants challenged and entertained for hours.	Gr. 1+
Sports Equipment All of our playing balls, frisbees, and other field equipment is available for use upon request.	All Ages
Karaoke Sing along to your favourite songs! With our full sound system, projector and computer with a built in karaoke app full of current hits, you can sing with each other all night long.	All Ages

Sample Outdoor Experience Schedules

We offer several packages to help ease the burden of planning your trip. In the examples below, each activity could be substituted for another from the activity guide. These sample schedules represent a group of ~80 students, making 4 activity groups.

[Appendix C](#) contains a set of templates to help you in deciding which activities you would like to book during your visit.

Legend:

Single Period Activities	Double Period Activities	Teacher Led Activities	Meals or Other Important Times
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1 Day Outdoor Experience Package					
1 free adult per 10 students All meals and activities included					
Day 1					
	Group	1	2	3	4
	9:00-9:30	Arrival & Community Meeting			
Activity Block 1	9:30-11:00	High Ropes	Wilderness Survival	Archery	Team Building Course
Activity Block 2	11:00-12:30			Orienteering	Archery
	12:30-1:30	Lunch			
Activity Block 3	1:30-3:00	Archery	Team Building Course	Team Building Games	Orienteering
Activity Block 4	3:00-4:30	Pack Up and Depart			

2 Day Outdoor Experience Package					
1 free adult per 10 students					
All meals and activities included					
Day 1					
	Group	1	2	3	4
	10:00-11:00	Arrival & Community Meeting			
Activity Block 1	11:00-12:30	Orienteering	Hike	Team Building Games	Team Building Course
	12:30-1:30	Lunch			
Activity Block 2	1:30-3:00	Archery	High Ropes	Wilderness Survival	Low Ropes
Activity Block 3	3:00-4:30	Team Building Course			Team Building Games
	4:30	Teacher Led Activity / Free Time			
	5:30	Dinner			
Evening Activity	6:30-8:00	Animal Game			
	8:30	Campfire			
Day 2					
	Group	1	2	3	4
	8:30-9:30	Breakfast			
Activity Block 4	9:30-11:00	Giant Swing	Archery	High Ropes	Wilderness Survival
Activity Block 5	11:00-12:30		Team Building Course		
	12:30-1:30	Lunch			
	1:30-3:00	Pack Up and Depart			

3 Day Outdoor Experience Package					
1 free adult per 10 students					
All meals and activities included					
Day 1					
	Group	1	2	3	4
	10:00-11:00	Arrival & Community Meeting			
Activity Block 1	11:00-12:30	Archery	Hike	Orienteering	Team Building Games
	12:30-1:30	Lunch			
Activity Block 2	1:30-3:00	Orienteering	High Ropes	Low Ropes	Wilderness Survival
Activity Block 3	3:00-4:30	Team Building Course		Team Building Games	
	4:30	Teacher Led Activity / Free Time			
	5:30	Dinner			
Evening Activity	6:30-8:00	Animal Game			
	8:30	Campfire			
Day 2					
	Group	1	2	3	4
	8:30-9:30	Breakfast			
Activity Block 4	9:30-11:00	Wilderness Survival	Archery	High Ropes	Hike
Activity Block 5	11:00-12:30		Team Building Course		Orienteering
	12:30-1:30	Lunch			
Activity Block 6	1:30-3:00	Low Ropes	Wilderness Survival	Archery	High Ropes
Activity Block 7	3:00-4:30	Team Building Games		Team Building Course	
	4:30	Teacher Led Activity / Free Time			
	5:30	Dinner			
	6:30-8:00	Karaoke			
	8:30	Snack			

Day 3						
Group	1	2	3	4		
	8:30-9:30	Breakfast				
Activity Block 8	9:30-11:00	High Ropes	Low Ropes	Wilderness Survival	Archery	
Activity Block 9	11:00-12:30		Team Building Games		Team Building Course	
	12:30-1:30	Lunch				
	1:30-3:00	Pack Up and Depart				

Bookings Price List

Outdoor Experience Packages						
Packages	WeekDay	Length	Arrival	Departure	Cost/ Person	# of Activity Periods*
		2 Day	10:00	2:00	\$136.00	6
		3 Day	10:00	2:00	\$210.00	10
		4 Day	10:00	2:00	\$260.00	14
		5 Day	10:00	2:00	\$315.00	18
	1 adult free per 10 paying students; additional adults \$40/night					
WeekEnd	Length	Arrival	Departure	Cost/ Person	# of Activity Periods*	
	2 Day	9:00	11:00	\$90.00	2	
	3 Day	19:00-21:00	11:00	\$135.00	4	
	Includes accommodation, meals, snacks/coffee, program delivery, A/V equipment					

Day fee - if joining a group already staying overnight	
\$20 per person per day	Includes use of facilities, 1 meal (lunch or dinner)
Also can include overnight fee. Additional charges may apply	
Building Rentals	
For Day Groups with no accommodation or programming	
Arts & Crafts	\$315
Main Hall	\$775
Includes coffee, tea, biscuits	
Breakout Spaces	
If already renting accomm. or have requested program. Fee applies per booking.	
Wolf, Eagle, Arts & Crafts Building, Moose Lodge, Bare Lodge	\$50/ booking per room

Accommodation			
Accommodation	Max # of guests	Min Cost/night	
Moose	36	\$820.00	
Wolf Den	48	\$1,260.00	
Eagle's Nest	48	\$1,260.00	
Wapiti	20	\$425.00	
Venture	20	\$525	
Meals			
Meal	Minimum Number	Price	
Breakfast - Cold	25 persons	\$8.00	per person
Breakfast - Cooked	25 persons	\$11.50	per person
Lunch	25 persons	\$15.00	per person
Dinner	25 persons	\$19.00	per person
Snacks	25 persons	\$2.75	per pers/ snack
Activities			
Activity	Time	Price	Max # of part.
High Ropes	3 hrs	\$525.00	20
Giant Swing	3 hrs	\$315.00	20
Wilderness Survival	3 hrs	\$315.00	20
Climbing Wall	90 min	\$185.00	20
Low Ropes	90 min	\$185.00	20
Archery	90 min	\$160.00	20
Orienteering	90 min	\$160.00	20
Fixed Initiatives	90 min	\$160.00	20
Unfixed Initiatives	90 min	\$160.00	20/Facilitator
Hike	90 min	\$160.00	20/Facilitator
Capture the Flag	90 min	\$160.00	20/Facilitator
Animal Game	90 min	\$160.00	60
Hydro Pyro	90 min	\$160.00	20
Wide Games	60 min- 90 min	\$200.00	all
Mission Impossible	90 min	\$160.00	20

* 1 Activity period is 90 min.

* 2 activity periods includes two 90 min. sessions or one 3hr session

** Depending on the size of your group, more than one activity period may be needed in order for entire group to do one activity (i.e. 60 people will require 3 activity periods of archery in order for everyone to participate)



EMPOWERING PEOPLE WITH DISABILITIES

Getting Ready

Timeline

What Happens	When
1. You make a booking request	Today!
2. We send you a contract	As soon as possible
3. You send your deposit and contract back to secure your booking	As soon as possible
4. Confirm your activity choices	At least 1 month before your visit
5. Collect forms from students	At least 1 month before your visit
6. Submit special dietary requirements	At least 3 weeks before your visit
7. Submit waivers*	On arrival

*Calgary Board of Education schools are exempt from waivers through Master Agreement

1. Make a booking request

Contact our [Registrar](#) to begin the process today!

Easter Seals Camp Horizon
Box 540
Bragg Creek, AB
T0L 0K0

Phone: (403) 949-3818 ext. 0
Fax: (403) 949-3888
Email: camphorizon@easterseals.ab.ca

You can also submit an information request form through our [website here](#).

The further in advance you can book your trip, the more likely you can have the dates of your choice. Our fall and spring seasons fill very quickly, often a whole year in advance. Please work with our Registrar to find available times that can work for you.

An estimate of the number of students and teachers/parent volunteers attending is all that is needed to begin the process. If you already have an idea of what activities you would like to book for your visit, please mention them to our Registrar at this time as well.

2. We send you a contract

After your initial conversation, our Registrar will create a contract to send to you. This contract will show your required deposit that is based on a percentage of your total cost.

3. Send your deposit and contract back

Sign and return your contract along with your deposit to secure your place.

Your booking is not guaranteed until we have received your deposit and signed contract. If another group expresses interest for the same time you have before we receive your deposit and contract, you will be contacted to make your deposit to secure your place. If you can not make a deposit at that time, we reserve the right to book other interested groups in your place.

4. Confirm your activity choices

If we have not heard from you by one month before your visit, you will be contacted to confirm your choice of activities.

As you look through the [Camp Horizon Activity Guide](#), if you need help deciding which activities will be most suitable or beneficial for your students, please contact our Registrar and she can help or put you in contact with our Coordinator of Programs to discuss your options.

Please use the templates in [Appendix C](#) as you work to build activities into your schedule.

Students are divided into groups of up to 20 students for activities. For instance:

- 75 students = 4 activity groups
- 65 students = 4 activity groups
- 25 students = 2 activity groups

The way in which teachers choose to pick and organize activities and groups is as varied as the number of activities we offer.

For smaller groups staying for a longer period of time (where each student will get to experience most, if not all of the booked activities) teachers often assign students to activity groups that they will stay with the entire time.

With larger groups staying for a shorter period of time (where each student will not get a chance to experience all of the booked activities) teachers often opt for a signup system - allowing the students to choose their preferred activities throughout the day. If you choose to do this, you will be responsible to manage dividing into activity groups, as groups must still be capped at 20.

5. Collect forms from students

Plan to collect [Special Dietary Request Forms](#) and [Waivers](#) from your students one month prior to your trip. This gives you time to organize and send important dietary information to us, as well as time to chase down anyone who is late returning their forms.

6. Submit special dietary requirements

Our kitchen is able to cater to a variety of special diets. However, we require advanced notice to ensure that your student's special diet can be met. Our [Special Dietary Requirements Form](#) is included in the Parent Information Package and can also be found in [Appendix A](#). **Please have students return this form to you at least one month before your trip.**

When you receive all your students forms back, **compile the special diets into our [Group Dietary Needs Form](#) and return that to us at least 3 weeks prior to your visit.** We can not guarantee that any special diets added after this point can be catered to.

Some students may have diets that they do not consider "special" (as it is just how they eat all the time). Please emphasize to students and parents that if they can not or do not eat certain food items (i.e. pork, dairy, etc.) this needs to be marked on the form so that we can know and provide a suitable diet while their child is here.

Our camp is a **Nut Aware Environment**. This means that food coming from our kitchen will not contain nuts. However, we can not control snacks and food that groups or other students might bring.



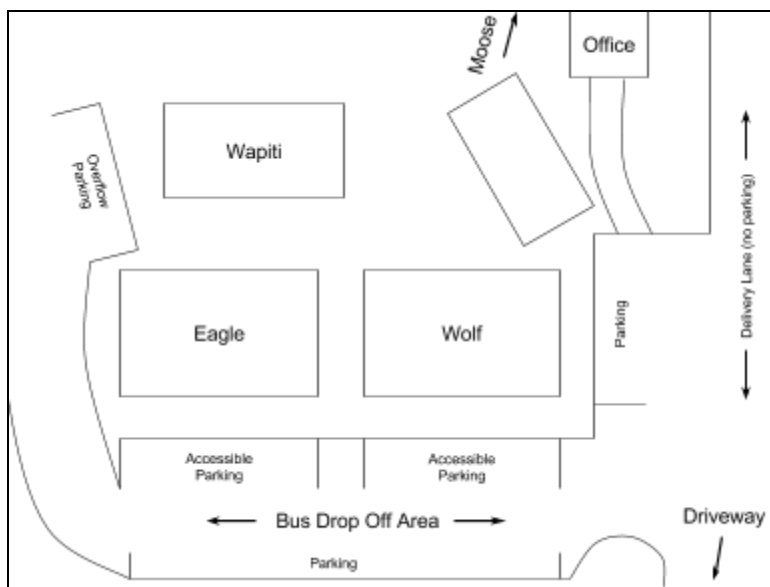
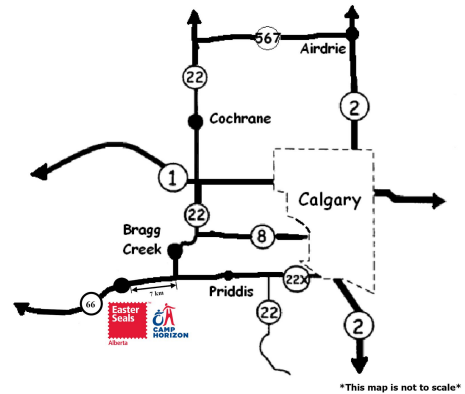
7. Submit waivers

All guests coming to Camp are required to sign our waiver. Waivers are included in the Parent Information Package as well as in [Appendix A](#) of this guide. Students under the age of 18 - or represented adults - must complete the [Child/Represented Adult Waiver](#). Teachers, parent volunteers, and students over the age of 18 must complete the [Adult Waiver](#). If a student, teacher or parent volunteer does not have a signed waiver, they will not be permitted on site.*

*Calgary Board of Education schools are exempt from signing waivers, as we have a Master Agreement with the board.

Getting Here

The location shown is accurate if searching “Easter Seals Camp Horizon” in Google Maps. An embedded map of our location can also be found on [our website](#).



Bus Drop Off Area

Our drop off area for students arriving by bus is immediately in front of the Wolf and Eagle dorm buildings. Your host will meet you in this area and direct you from there.

Parking

Parking is provided on site for teachers and parent volunteers who drive their own vehicle. Parking is located by the Wolf and Eagle dorm buildings, as soon as you enter camp. During the winter, plug-in spots are available but limited. Once you have parked, make your way to our office, and our staff can call your host to meet you there if they have not found you already.

While You Are Here

Supervision

During activities students are divided into groups of 20, with 1 teacher/parent volunteer and 1 camp facilitator. This allows us to maintain the required **10-to-1 student-to-supervisor ratio**. During teacher-led activity times and overnight in dorms, teachers and parent volunteers are completely responsible for supervision. *Our staff do not live in dorms with your students.*

As teachers and staff from your school know the students far better than our facilitators do, **you will be responsible for any behavioural discipline**. In order for our facilitators to safely lead our activities, their concentration must be on providing proper instruction and guidance. If a student is not being attentive to safety instructions or is distracting other students from receiving such instructions, they may ask you to provide disciplinary guidance or remove them from the activity altogether.

Meal Times

We run our meals in a method called Family Style. Students sit at round tables to encourage conversation and eye contact and they share the responsibility for various aspects of meal set up, food distribution and dining hall clean up. Through these responsibilities, we aim to teach the value of contributing to your environment as well as how to share and ensure everyone's needs are being met at their table.



We ask that **you assign a group of students for setup and cleanup for each meal**. The easiest way to do this is to assign an activity group to each meal, but other creative solutions are welcomed as well (such as making the boys who kept everyone awake the previous night set up for breakfast).

Medical Emergency Protocol

Teachers and chaperones are ultimately responsible for the medical care of their students during the trip. Our staff are certified in First Aid and CPR and are available to help you provide first aid, coordinate emergency transportation or deliver other care as needed.

However, in medical emergency circumstances, teachers and chaperones from your school have the final authority on making decisions of seeking further care or obtaining emergency transport (ambulance).

If an emergency situation arises or a student/guest leaves site for medical needs, you must inform our staff. We track all incidents and accidents on site regardless of their severity, in order to identify and address recurring situations. Our staff must complete an incident report whenever a student experiences a medical situation on our site.

While a group is onsite, the lead teacher or trip organizer is given a radio to be in contact with our staff overnight. If an emergency arises after hours that they need our help with, our staff are only a quick radio call away.



Emergency Phone Line

We maintain an emergency contact phone line in case parents need to contact a student.



We ask that parents attempt methods to contact their student in the following order:

1. Contact teachers through provided numbers
2. Contact our office during office hours
(9am-4pm weekdays)
3. Contact emergency phone line

Our emergency phone number is our Manager of Programs' personal cell number. Please encourage parents to use their discretion to only use it in **emergency situations** where they can not get through to the teacher. If it is not an emergency please have them call our office and leave a message.

Andria Lamirande
Program Manager
Office Phone: (403) 949-3818 ext. 26
Personal Cell: (204) 294-7757

FAQ's

Wild Animals

In reality, the vast majority of animals students see when they are out here are the local, free range cattle. Walking through the woods with groups of up to twenty noisy students tends to scare away all but the most curious of animals.



However, we do take the following precautions:

1. Students must always travel in groups of two or more.
2. We have a cattle fence around the main camp area to deter animals from entering camp.
3. Staff are trained in animal encounters and carry bear spray when hiking.



Water

All the water that flows from a tap at camp is safe to drink. Our water is tested weekly in accordance to local government standards.

Illness

As with emergencies, our staff defer to teachers in matters of illness. Any medications (Tylenol, Advil, etc.) will only be administered by school staff in accordance to school policy. As the teachers, you have the freedom to make the decision to send a student home early if need be, as camp is not very fun when you're not feeling well.



After Your Visit

Evaluation Form

Near the end of your visit, your host will have you fill out an evaluation form. We use this form to track the quality of our facilities, activities and food services. Please give constructive, detailed feedback so that we can be working to always improve the services we provide.

If the form was missed during your visit, it can also be found online at:

<http://goo.gl/forms/eCBcsJbwMH>

We also love to pass on praise for a job well done. If a particular staff member went above and beyond in your eyes, please let us know!

Invoice Adjustment

Following your trip, you may receive an adjusted invoice that reflects additional charges for the following situations:

- Bringing more students than originally paid for.
- Damage done by a student during your visit.
- Added activities, snacks, etc. during your visit.

Appendix A - Forms and Lists

The following forms and lists are included in this appendix:

1. Packing List*
2. Special Dietary Requirements Form*
3. Group Special Dietary Requirements Form
4. Child or Represented Adult Waiver Form*
5. Adult Waiver Form*

*Our Parent Information Package contains these forms



(This is the back of the Appendix A Page)

Warm Weather Packing List

<ul style="list-style-type: none"> <input type="checkbox"/> Two Sets of Clothing for Each Day <ul style="list-style-type: none"> <input type="checkbox"/> T-Shirt <input type="checkbox"/> Shorts & Pants <input type="checkbox"/> Undergarments <input type="checkbox"/> Socks <input type="checkbox"/> Pajamas (one set) 	<ul style="list-style-type: none"> <input type="checkbox"/> Indoor Gear <ul style="list-style-type: none"> <input type="checkbox"/> Bedding - Sleeping Bag or Sheets and for Single Bed <input type="checkbox"/> Pillow <input type="checkbox"/> Toothbrush & Toothpaste <input type="checkbox"/> Soap & Shampoo <input type="checkbox"/> Towel
<ul style="list-style-type: none"> <input type="checkbox"/> Outdoor Gear <ul style="list-style-type: none"> <input type="checkbox"/> Waterproof Jacket <input type="checkbox"/> Waterproof Splash Pants <input type="checkbox"/> Warm Jacket (fleece or similar) <input type="checkbox"/> Warm Pants (fleece or similar) <input type="checkbox"/> Rubber Boots (if appropriate) <ul style="list-style-type: none"> <input type="checkbox"/> Durable Footwear <input type="checkbox"/> Hat <input type="checkbox"/> Water Bottle <input type="checkbox"/> Sunscreen 	

Cold Weather Packing List

<ul style="list-style-type: none"> <input type="checkbox"/> Two Sets of Clothing for Each Day <ul style="list-style-type: none"> <input type="checkbox"/> T-Shirt and/or <input type="checkbox"/> Long Sleeve Shirts <input type="checkbox"/> Pants <input type="checkbox"/> Undergarments <input type="checkbox"/> Socks <input type="checkbox"/> Pajamas (one set) 	<ul style="list-style-type: none"> <input type="checkbox"/> Indoor Gear <ul style="list-style-type: none"> <input type="checkbox"/> Bedding - Sleeping Bag or Sheets and Blanket for Single Bed <input type="checkbox"/> Pillow <input type="checkbox"/> Toothbrush & Toothpaste <input type="checkbox"/> Soap & Shampoo <input type="checkbox"/> Towel
<ul style="list-style-type: none"> <input type="checkbox"/> Outdoor Gear <ul style="list-style-type: none"> <input type="checkbox"/> Winter Jacket <input type="checkbox"/> Snow Pants <input type="checkbox"/> Warm Jacket (fleece or similar) <input type="checkbox"/> Warm Pants (fleece or similar) <ul style="list-style-type: none"> <input type="checkbox"/> Winter Boots <input type="checkbox"/> Toque & Scarf <input type="checkbox"/> Mitts or Gloves (waterproof) <input type="checkbox"/> Water Bottle 	

What **Not** to Bring

<ul style="list-style-type: none"> <input type="checkbox"/> Expensive Electronics (cameras, phones, iPods, laptops or tablets) <input type="checkbox"/> Pocket Knives or Multitools <input type="checkbox"/> Junk Food <input type="checkbox"/> A Sour Attitude



(This is the back of the Packing List)

Special Dietary Requirement Form

Our kitchen is able to cater to a variety of special diets, however, we require advanced notice to ensure that your student's special diet can be met. Food orders are placed one week in advance. **Please return this form** to your teacher or trip organizer **at least one month** in advance of your trip to ensure that we can meet your dietary needs.



Our camp is a **Nut Aware Environment**. This means that food coming from our kitchen will not contain nuts. However, we can not control snacks and food that groups or other students might bring.

Please check the options below that apply to your student:

Special Diet

- Vegetarian
- Vegan
- No Pork
- Halal

Intolerance

- Gluten
- Soy
- Lactose
- Dairy
- Egg (raw)
- Egg (cooked)
- Other _____

Allergy **Please note **severity** and route of exposure

- Gluten
- Soy
- Lactose
- Dairy
- Eggs
- Shellfish
- Tree nuts
- Coconut
- Other _____

Special Preparation

- Puree
- Carb Count (for diabetes)

*Please note that our food supplies are delivered by an external company. As such, we are not able to guarantee that any religious practices have been followed in its preparation. Please also check the "Vegetarian" option if you prefer to avoid meats altogether.



(This is the back of the Special Dietary Requirements Form)



Group Special Dietary Requirements Form

When students return their Special Dietary Request Forms to you, **compile the special diets here and return this form to us at least 3 weeks prior to your visit.**



(This is the back of the Group Special Dietary Requirements Form)

CHILD (under 18 yrs of age) or REPRESENTED ADULT

CERTIFICATION OF CONSENT AND AUTHORITY, RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

ASSUMPTION OF RISKS

_____ (**Parent or Guardian**) and _____ (**Participant**) hereby acknowledge that we are aware that participation in activities and/or use of equipment of any nature organized as part of Easter Seals Camp Horizon involves many risks, dangers, and hazards, including, but not limited to, risks, dangers, and hazards associated with traversing high and low rope courses, climbing, swinging on a giant swing, zip lining, rafting, canoeing, swimming, tepee living, hiking, camping, encountering animals and wildlife, changing weather conditions and use of equipment.

I am aware of the risks, dangers, and hazards associated with such activities and use of equipment and I freely accept and fully assume all responsibility for all such risks, dangers, and hazards and the possibility of personal injury, death, property damage, or loss resulting from such activities.

RELEASE OF LIABILITY, WAIVER OF CLAIMS and INDEMNITY AGREEMENT

As parent or guardian of the Participant, **I freely consent to all such risks** related to participation and fully **assume all responsibility** for the possibility and related costs of personal injury, death, disability, property damage or loss resulting thereof, **howsoever caused, including negligence**, with the sole exception being gross negligence on the part of Easter Seals Camp Horizon, and the Alberta Easter Seals Society, their members, agents, employees and directors (herein collectively called "Easter Seals Camp Horizon").

I further waive and release **any and all claims** that the Participant or I have or may have in the future, on my own behalf and on behalf of the Participant, against Easter Seals Camp Horizon as a result of the participation of the Participant at Easter Seals Camp Horizon or use of equipment.

I also hold harmless and indemnify Easter Seals Camp Horizon from any and all liability for all personal injury, death, property damage, or loss to any third party resulting from the Participant's participation in the programs run by Easter Seals Camp Horizon or use of equipment.

This consent shall be effective and binding on the Participant, heirs, next of kin, executors and administrators of myself and the Participant, for the entirety of the year stated below.

I confirm that I have read and understood this consent agreement prior to signing it, and I am aware that by signing it I am waiving certain legal rights that I or my heirs, next of kin, executors, administrators, assigns and representatives may have against Easter Seals Camp Horizon.

Executed this _____ day of _____, 20____, at _____, Alberta.

Parent or Guardian Signature

Witness Signature

Printed Name of Parent or Guardian

Printed Name of Witness

Address: Box 540, Bragg Creek, AB, T0L 0K0

Fax: 403.949.3388

Email: camphorizon@easterseals.ab.ca

Updated Nov 2015



(This is the back of the Child or Represented Adult Waiver)

ADULT

****Over the age of 18 and can independently sign waivers of consent****

**CERTIFICATION OF CONSENT AND AUTHORITY, RELEASE OF LIABILITY, WAIVER OF CLAIMS,
ASSUMPTION OF RISK AND INDEMNITY AGREEMENT
BY SIGNING THIS DOCUMENT, YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE.
PLEASE READ CAREFULLY.**

ASSUMPTION OF RISKS

I, _____ (**Participant – 18 yrs of age or over**) hereby acknowledge that I am aware that participation in activities and/or use of equipment of any nature organized as part of Easter Seals Camp Horizon involves many risks, dangers, and hazards, including, but not limited to, risks, dangers, and hazards associated with traversing high and low rope courses, climbing, swinging on a giant swing, zip lining, rafting, canoeing, swimming, tepee living, hiking, camping, encountering animals and wildlife, changing weather conditions and use of equipment.

I am aware of the risks, dangers, and hazards associated with such activities and use of equipment and I freely accept and fully assume all responsibility for all such risks, dangers, and hazards and the possibility of personal injury, death, property damage, or loss resulting from such activities.

RELEASE OF LIABILITY, WAIVER OF CLAIMS and INDEMNITY AGREEMENT

I freely consent to all such risks related to participation and fully **assume all responsibility** for the possibility and related costs of personal injury, death, disability, property damage or loss resulting thereof, **howsoever caused, including negligence** with the sole exception being gross negligence on the part of Easter Seals Camp Horizon, and the Easter Seals Alberta Society, their members, directors, officers, employees, agents, volunteers, successors and assigns (herein collectively called "Easter Seals Camp Horizon")

I further waive and release **any and all claims** that I have or may have in the future, on my own behalf against Easter Seals Camp Horizon as a result of participation at Easter Seals Camp Horizon or use of equipment

I also hold harmless and indemnify Easter Seals Camp Horizon from any and all liability for all personal injury, death, property damage, or loss to any third party resulting from participation in the programs run by Easter Seals Camp Horizon or use of equipment.

This consent shall be effective and binding on myself, my heirs, next of kin, executors and administrators of myself for the entirety of the year stated below.

I confirm that I have read and understood this consent agreement prior to signing it, and I am aware that by signing it I am waiving certain legal rights that I or my heirs, next of kin, executors, administrators, assigns and representative may have against Easter Seals Camp Horizon.

Executed this _____ day of _____, 20____, at _____, Alberta.

Participant Signature

Witness Signature

Printed Name of Participant

Printed Name of Witness

Address: Box 540, Bragg Creek, AB, T0L 0K0

Fax: 403.949.3388

Email: camphorizon@easterseals.ab.ca

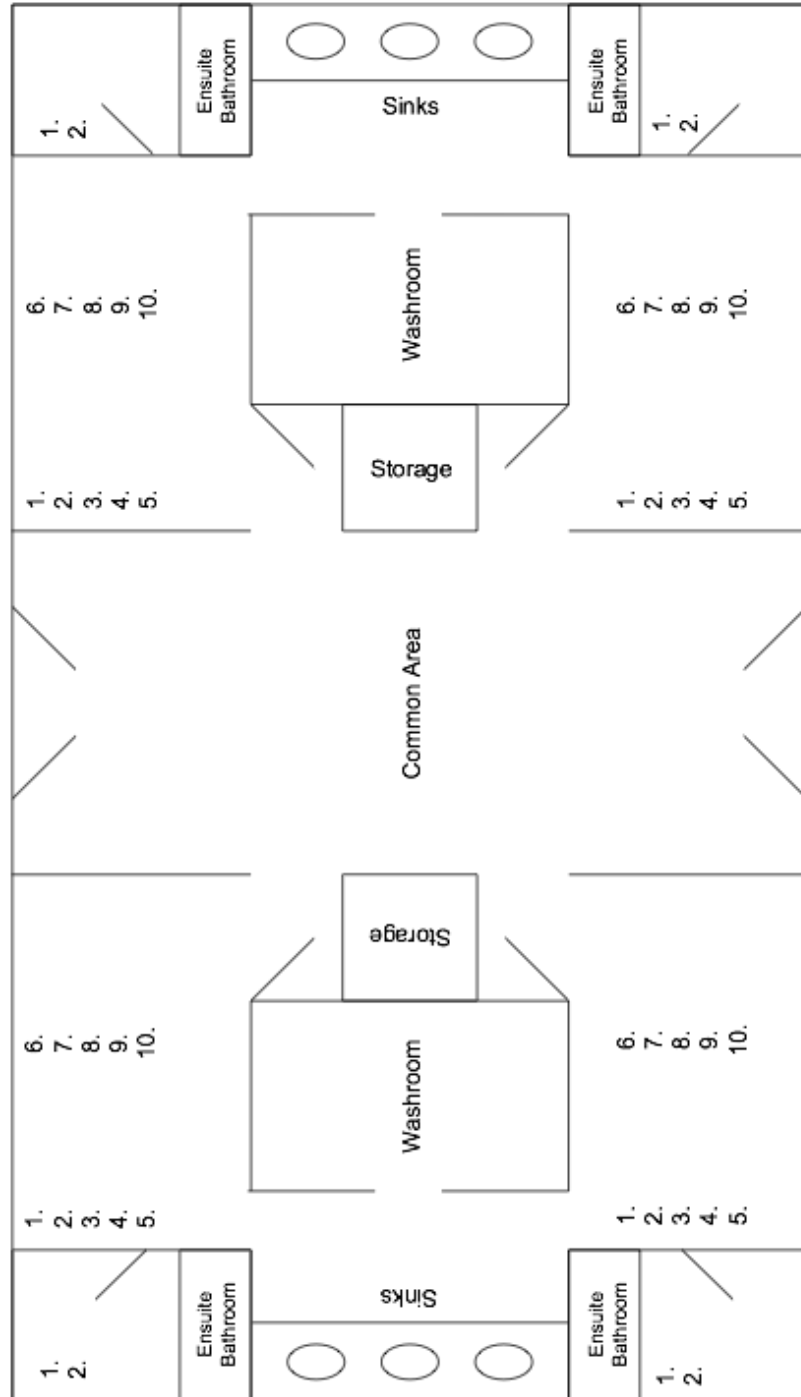
Updated Nov 2015



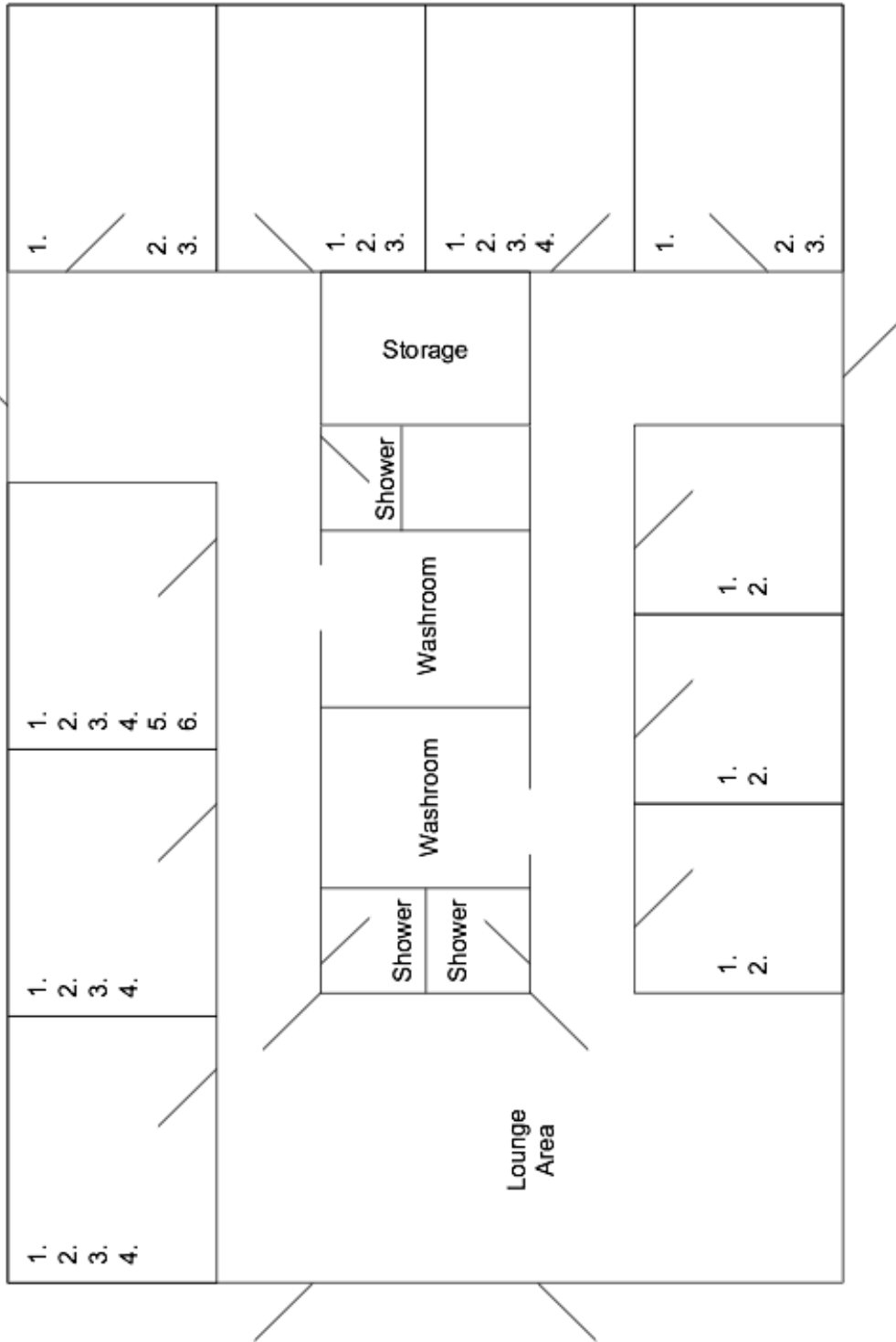
(This is the back of the Adult Waiver)

Appendix B - Room Assignment Sheets

Room Assignments - Wolf or Eagle



Room Assignments - Moose





Appendix C - Schedule Templates

These templates are to help you create the schedule for your trip to camp. If you would like some help filling in activity blocks, please do not hesitate to [contact](#) our Registrar or Coordinator of Programs.

Outdoor Experience Packages

As you are choosing activities, please keep in mind the following:

1. Activity blocks can not be shortened.
2. Students are put in groups of ~20 for activities. (Eg. 75 students makes 4 groups)
3. Most activities can not be scheduled twice during the same activity block (with the exception of hiking, wilderness survival and team building games).
4. High ropes, giant swing and wilderness survival take two (consecutive) activity blocks.
5. High ropes, giant swing and climbing wall are not offered from November to March because of cold weather and slippery conditions.
6. During Teacher Led Activity times, you can choose to run an activity from our list of Teacher Led Activities or you can run some that are completely of your own making.
7. These templates reflect a group of ~80 students. For smaller numbers, please use only the number of columns that makes activity groups of up to 20 students (Eg. 35 students makes 2 groups). For larger numbers, please add the appropriate number of columns, while keeping activity groups of 20 students.

1 Day Outdoor Experience Package					
1 free adult per 10 students All meals and activities included					
Day 1	Day 1				
	Group	1	2	3	4
	9:00-9:30	Arrival & Community Meeting			
Activity Block 1	9:30-11:00				
Activity Block 2	11:00-12:30				
	12:30-1:30	Lunch			
Activity Block 3	1:30-3:00				
Activity Block 4	3:00-4:30	Pack Up and Depart			

2 Day Outdoor Experience Package

1 free adult per 10 students
All meals and activities included

Day 1				
Group	1	2	3	4
	10:00-11:00	Arrival & Community Meeting		
Activity Block 1	11:00-12:30			
	12:30-1:30	Lunch		
Activity Block 2	1:30-3:00			
Activity Block 3	3:00-4:30			
	4:30	Teacher Led Activity / Free Time		
	5:30	Dinner		
Evening Activity	6:30-8:00			
	8:30	Campfire		
	9:30	Head to Dorms		
Day 2				
Group	1	2	3	4
	8:30-9:30	Breakfast		
Activity Block 4	9:30-11:00			
Activity Block 5	11:00-12:30			
	12:30-1:30	Lunch		
	1:30-3:00	Pack Up and Depart		

3 Day Outdoor Experience Package

1 free adult per 10 students
All meals and activities included

Day 1					
	Group	1	2	3	4
	10:00-11:00	Arrival & Community Meeting			
Activity Block 1	11:00-12:30				
	12:30-1:30	Lunch			
Activity Block 2	1:30-3:00				
Activity Block 3	3:00-4:30				
	4:30	Teacher Led Activity / Free Time			
	5:30	Dinner			
Evening Activity	6:30-8:00				
	8:30	Campfire			
Day 2					
	Group	1	2	3	4
	8:30-9:30	Breakfast			
Activity Block 5	9:30-11:00				
Activity Block 6	11:00-12:30				
	12:30-1:30	Lunch			
Activity Block 7	1:30-3:00				
Activity Block 8	3:00-4:30				
	4:30	Teacher Led Activity / Free Time			
	5:30	Dinner			
	6:30-8:00	Teacher Led Activity or Added Wide Game			
	8:30	Snack			

Day 3				
Group	1	2	3	4
8:30-9:30	Breakfast			
Activity Block 9 9:30-11:00				
Activity Block 10 11:00-12:30				
12:30-1:30	Lunch			
1:30-3:00	Pack Up and Depart			

4 Day Outdoor Experience Package

1 free adult per 10 students
All meals and activities included

Day 1					
Group	1	2	3	4	
	10:00-11:00	Arrival & Community Meeting			
Activity Block 1	11:00-12:30				
	12:30-1:30	Lunch			
Activity Block 2	1:30-3:00				
Activity Block 3	3:00-4:30				
	4:30	Teacher Led Activity / Free Time			
	5:30	Dinner			
Evening Activity	6:30-8:00				
	8:30	Campfire			
Day 2					
Group	1	2	3	4	
	8:30-9:30	Breakfast			
Activity Block 5	9:30-11:00				
Activity Block 6	11:00-12:30				
	12:30-1:30	Lunch			
Activity Block 7	1:30-3:00				
Activity Block 8	3:00-4:30				
	4:30	Teacher Led Activity / Free Time			
	5:30	Dinner			
	6:30-8:00	Teacher Led Activity or Added Wide Game			
	8:30	Snack			

Day 3				
Group	1	2	3	4
	8:30-9:30	Breakfast		
Activity Block 9	9:30-11:00			
Activity Block 10	11:00-12:30			
	12:30-1:30	Lunch		
Activity Block 11	1:30-3:00			
Activity Block 12	3:00-4:30			
	4:30	Teacher Led Activity / Free Time		
	5:30	Dinner		
	6:30-8:00	Teacher Led Activity or Added Wide Game		
	8:30	Snack		
Day 4				
Group	1	2	3	4
	8:30-9:30	Breakfast		
Activity Block 13	9:30-11:00			
Activity Block 14	11:00-12:30			
	12:30-1:30	Lunch		
	1:30-3:00	Pack Up and Depart		



Thank you for choosing Easter Seals Camp Horizon

Easter Seals Camp Horizon
Box 540
Bragg Creek, AB
T0L 0K0

Phone: (403) 949-3818

Fax: (403) 949-3888

camphorizon@easterseals.ab.ca