



# TEACHER PLANNING GUIDE

Programs for Grades 3 - 12



*THE BEST CLASSROOM AND THE RICHEST CUPBOARD IS ROOFED ONLY BY THE SKY.*

~ Margaret McMillian

Spring 2018

Thank you for your interest in bringing your class to the Seneca Outdoor Education Centre. We strive to make this trip a highlight of the year for both you and your students. The purpose of this guide is to inform you of our programs as well as what to expect when you arrive. This information will help you better prepare your students and staff for an enjoyable, memorable and well organized visit to our site.

The Seneca Outdoor Education Centre is the perfect setting for an outdoor class adventure. Situated on the Oak Ridges Moraine, the property hosts a provincially- significant wetland, large kettle lake, and 700 acres of enchanting forest with a network of trails for hiking and exploring.

### **Our Mission**

“We promote positive life skills, self-worth and self-esteem through the use of outdoor experiences and leadership training. We create a healthy community that develops and nurtures individuals.”



### **Outdoor Education Centre Staff**

Our staff members are college and university students who are enthusiastic, creative and take a personal interest in each student. All staff are trained in Standard First Aid and CPR as well as High Five – Principles of Healthy Child Development. To ensure the safety of our participants, Waterfront Staff are certified in NLS and have canoe/kayak certifications. Staff who facilitate our Challenge Course Programs have been trained in house, and with ACCT (Association of Challenge Course Technology) accredited trainer to ensure a safe and fun experience for all participants. All of our staff participate in a yearly Spring Training Program prior to our opening.

### **We offer 3 different types of programs geared towards Grades 3-12:**

- Group Development Programs
- Outdoor Skills Programs
- Outdoor Education Programs

**Please see our Grasshopper Program Information Guide for grades JK-Grade 2.**



## Group Development Program

Maximum Number of Participants: 20 students

Grades 5 -12

This program is a fun way to introduce your group to the concept of teamwork and personal challenge in an exciting outdoor environment. The day begins with energizer activities to set the tone. The group will set some goals for the day. The morning will consist of a number of creative and challenging initiative tasks that have been chosen for their appropriateness to the group's goals. At the completion of each activity the participants will reflect on the experience and suggest improvements for the future. After lunch, the group will participate in a Challenge Course Element activity either on **Low Ropes** or **High Ropes**. The Challenge Course element is used to consolidate the mornings outcomes and provides an opportunity for peak experience involving personal challenge, group development and communication skills.

### **High Ropes (Afternoon Option)**

One of our most popular Challenge Course Elements is the 26 foot High Ropes Course. This is a static belayed course, meaning all participants are on the course at the same time. Our trained staff supervise the belay systems (transfers). There are 10 elements on the course to challenge participants and encourage them to work together. This an excellent way to peak a group experience.

### **Low Ropes (Afternoon Option)**

This element offers participant the opportunity to challenge themselves on a low level as well as learning the importance of taking responsibility for other people's well-being. The Low Ropes Course consists of 7 challenging elements that are suspended 1.5 feet off the ground.



## Outdoor Skills Programs

The focus of this program is to provide participants with safe, fun and experiential activities. Each student will spend the full day participating in two of our outdoor skill options. After an introduction to our facilities, instructors and the day, we play a number of large group activities to "break the ice". Participants will move into their morning option where staff will use a very experiential approach in introducing participants to new skills. Participants will meet for lunch before switching to their afternoon option. The day will be wrapped up with a reflection of the outdoor experience.

## Typical Day Outline

9:00 AM	Arrival – Bus Drop-Off on McCutcheon Island
9:00 – 9:10 AM	Welcome, Introductions & Orientation to the day
9:10 – 9:30 AM	Full Group Tone Setter Activities and split into morning skill groups
9:30 – 11:45 AM	Morning Skill Program Options
11:45 – 12:15 PM	Lunch in the Pavilion (Teacher supervised)
12:15 – 12:30 PM	Group Activity and split into afternoon skill groups
12:30 – 2:45 PM	Afternoon Program Options
2:45 – 3:00 PM	Group Reflection Activities
3:00 PM	Departure – Bus Pick-Up on McCutcheon Island

## Available Skills Program Options

### Challenge Course Elements

#### **Badger Climbing Wall (Grades 3 & 4 ONLY)**

**Max 12 participants**

The Badger Wall is a great introductory climbing wall for new climbers. With supportive staff this is a great opportunity for students to challenge themselves to new heights.

#### **Climb Tower & Bouldering (Grades 5 +)**

**Max 24 participants**

The Climbing Tower is a 28 foot, 5 sided outdoor element. It is set up with a variety of climbs that will accommodate both beginner and advanced climbers. Challenge yourself on our Bouldering Complex while being spotted by a classmate.

#### **Dangle-A-Maze (Grades 5 +)**

**Max 12 participants**

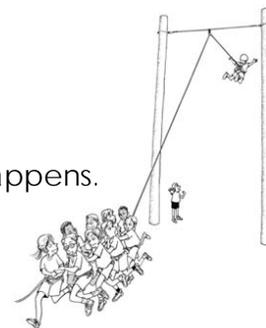
Four participants work together to climb to the top of a giant stack of crosses. Each cross gets smaller and farther apart as they go up. Team work is the key!



#### **Flying Squirrel (Grades 5 +)**

**Max 12 participants**    **\*Individual Max weight 200 lbs**

This element takes a group effort. It consists of a Hauling Team on a belay rope that goes up through a pulley attached to a steel cable 35 feet in the air and comes down to the participant. Eight or more participants are hooked on to the hauling side of the belay rope. When ready the group hauls the participant up as slowly or as quickly as the participant wants. As an added thrill the participant may run and get hauled up so a swinging effect happens.



**Giant Swing (Grades 5 +)**

**Max 12 participants \*Individual Max weight 200 lbs**

Participants have the option of going to a maximum height of 45 feet on our Giant Swing! When the participant reaches their desired height, they release themselves from the haul rope and begin their swing.

**Stereo Zip Line (Grades 5 +)**

**Max 12 participants \*Individual Max weight 200 lbs**

This exciting element allows two participants to share in the Zip experience together. Participants will climb the 35 foot poles while on belay to reach the platform. Once they reach the platform they will see 200 feet of cable stretched out before them. The platform staff will attach them to the zip pulleys. When they are ready to go they push themselves off the platform and “zip” down the cable. Gravity and the ‘drape’ in the cable bring the participants to a slow halt to finish their experience.



**Watercraft Programs**

**Introduction to Canoeing (Grades 3 +)**

**Max 36 participants**

Participants will paddle their way through this half day option learning water safety, basic canoe strokes with the excitement of great canoe games.

**Introduction to Kayaking (Grades 5 +)**

**Max 36 participants**

Having fun while developing skills makes kayaking a great half day option. Roundup, Sponge Tag and Peg Pirates are some games the participants will play to help them learn basic paddling skills, get comfortable with this sport and build confidence.

**Introduction to Stand-Up Paddleboarding (SUP) – JUNE ONLY (Grades 5 +)**

**Max 12 participants**

Our energetic instructors will teach participants the basics of paddle boarding using games on the water in a safe and fun environment. Participants will be introduced to SUP boards and their feature, basis strokes, turns and pivots, great games and fun races.



## Outdoor Education Programs

### **The Seneca Survival Game (Grades 3 +)**

**Min 20 - Max 24 participants**

This physically active program gets participants involved in a simulation game that demonstrates the food chain in a dynamic ecosystem; it is the delicate dependence of each and every species upon each other for survival. The game, played outdoors, gives all the participants a role in the food chain. When the game is going, the players are creating a real, working food chain.

### **Quest for Fire (Grades 3 +)**

**Max 24 participants**

A great combination of adventure, orienteering and fire building. Students will learn how to orient a map and how to use a compass to locate hidden wooden boxes. Within these boxes are items for fire building. Find all the boxes and be the first team to start a fire ready for a campfire treat!

### **Olympic Archery (Grades 3 +)**

**Max 24 participants**

Your group has qualified to represent your class in Olympic Archery! Olympic flag making, historical trivia, and more will set the tone. In this exciting program students learn the basics of archery from how to string a bow, to how to notch and release an arrow as well as range safety. Students will take part in a friendly tournament to conclude the program.

### **Outdoor Living Skills and Fishing Fun (Grades 3 +)**

**Max 24 participants**

Enjoy our Outdoor Living Skills classroom to discover our neighborhood animals habitats, try your hand at shelter building and fire building, and participate in a great activities such as BUG-TASTIC and Water Filtration Fun. Conclude your session with a little fishing on Lake Seneca.

### **Amaze-King-Race Group Development (Grade 5 +)**

**Max 24 participants**

This great group development program incorporates some fun elements from the Amazing Race into a traveling group building experience over the beautiful King Campus property. Race your classmates in team challenges (le. Minefield, Plug It Up) in the quest to win the Amaze-King-Race. A campfire debrief concludes the experience.

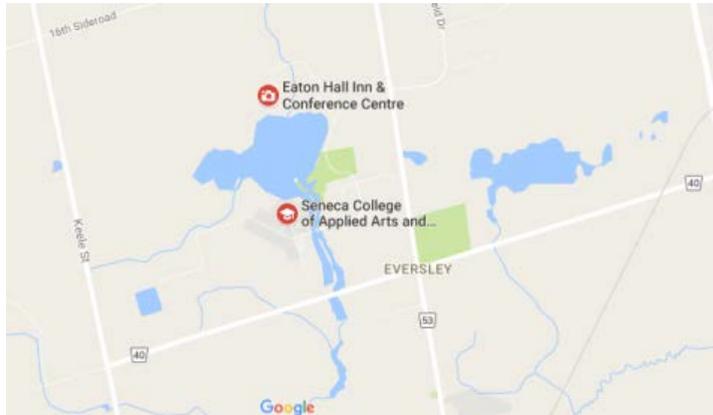


## General Information

### Where We Are Located

The Seneca Outdoor Education Centre is located on the King Campus of Seneca College just north of King City.

13990 Dufferin St., King City, L7B 1B3



### Contact Information

416-491-5050 Ext. 55042

[king.outdoorcentre@senecacollege.ca](mailto:king.outdoorcentre@senecacollege.ca)

### Hours of Operation

The Seneca Outdoor Education Centre operates from 9:00 AM to 3:00 PM for groups. Prior to this time and after 3:00 PM our staff are preparing and cleaning up. **If you require extended hours please let us know.**

### Fees

Cost per participant for the day - \$33.00

\* If the participant is 14 years or older – HST is applied.

### Minimum Numbers

There is a minimum of 12 participants for any program. If a group books to come with less than 12, they will still be charged for the minimum number. The ratio for all programs is 1 instructor to 12 participants. This may vary slightly depending on the programming.

### Cancellation / Refund Policy

The Seneca Outdoor Education Centre must be notified as soon as possible to acknowledge the cancellation of your visit. Less than 14 business days' notice from your booking will result in the College invoicing you for the FULL AMOUNT (number of participants) on the signed permit. If for any reason the College must cancel your program, an alternative booking date would be arranged or a refund will be processed.

## **Parking**

We have very limited parking at the Outdoor Education. Schools are permitted two cars to park on Island. They may be either parents/teachers. All other cars must park in a College Parking Lot and pay the applicable fee.

## **Camp Fire Treat**

The Quest for Fire and Outdoor Living Skills Programs include a Camp Fire Treat. Students will be offered marshmallows and nut free graham crackers. If you wish to not include this in your programs please inform us in advance.

## **Booking Your Visit**

To book your visit please contact our Office Administrator to discuss available dates. Once you have confirmed your date, the booking is tentative until you send back your completed Property Permit.

## ***Check List of Things You Need To Do***

- Sign Property Permit and return it to Sandra Chianelli – [sandra.chianelli@senecacollege.ca](mailto:sandra.chianelli@senecacollege.ca)
- Complete Program Development Form – email to Program Director, Kelly Allaire – [kelly.allaire@senecacollege.ca](mailto:kelly.allaire@senecacollege.ca)
- Discuss any medical/special requirements with Program Director prior to visit.
- Organize your 'Orientation to Water' Release if you are not doing the 'the swim test' at the Seneca Outdoor Centre (MANDATORY IF PARTICIPATING IN A WATERCRAFT PROGRAM).
- Complete Trip Confirmation Form and Student Sign-up Sheets and return at least 2 weeks prior to visit.

## **Final Confirmation**

Confirmation of final numbers, program and logistics **must be made at least 2 weeks prior** to the day of your visit. We will email a **Trip Confirmation Form** a few weeks prior to your visit to be completed and returned.

Final arrangements include:

- Actual number of participants.
- Arrival and departure times.
- Notify us of your Orientation to Water arrangements (if applicable).
- Information regarding any special needs.
- Information regarding any life threatening allergies.

Once confirmation of numbers has been established, your group will be charged according to that amount. A 3 person grace will be allowed to accommodate for no-shows on the day of your program. I.E. If you confirmed 60 participants and only 52 arrive for the program, you will be charged for 57 participants.



### **Trip Leaders Responsibilities**

#### **Pre-Planning**

It is important that the Trip Leader/Supervisor of the outing prepare the students before their visit to the Outdoor Education Centre. The students should be mentally, physically and emotionally ready for the experience. This can be done by showing pictures, videos, reviewing clothing/ equipment needs for the day. Remember, the programs will run rain or shine. In the event of extreme weather, we may contact you to arrange an alternative date. This will assist in making your visit more successful. If you need assistance with pre-planning, please contact our Program Director, Kelly Allaire.

#### **Orientation to Water**

##### **Seneca Outdoor Education Centre (SOEC) POLICY:**

- The SOEC requires all participants to wear a PFD for all boating programs: canoe, kayak, paddleboard, etc.
- All participants in an SOEC boating program are required to do an "Orientation to Water" test regardless of age prior to commencing a program on the water at the SOEC.
- An Orientation to Water test is NOT to be confused with a Swim Test – Swim Tests are done without a PFD. The SOEC will NOT conduct Swim Tests (test without PFD's).
- The SOEC will record the names of all those participating and will assign either a PASS or FAIL to the participant.
- If a participant fails an Orientation to Water Test in a PFD, they will not be able to participate in a SOEC boating program.

##### **Orientation to Water Test includes:**

- A roll off the dock (forward or backward) with a pfd on (min depth 9');
- Swim 50 meters continuous (any stroke) with a pfd on;
- Tread water for 1 minute with a pfd on; and,
- Indicate that you can float in a pfd and not panic (i.e., say your name. address, etc.).

## **Medical Information / Life Threatening Allergies**

Medical information for each student must be accessible by the Trip Leader/Supervisor during your visit. Information regarding any students with life threatening allergies must be communicated with your Trip Confirmation Form 2 weeks prior to your visit. Students are required to bring two epipens on the trip day. One epipen must be kept with the student and the teacher may keep the other one.

## **Special Needs**

If your program needs to be modified to accommodate a student with special needs please indicate this in your Program Development Form if possible. We like to be prepared and able offer a great experience for all participants. **We cannot offer 1:1 support for our Spring Programs.**

## **Volunteers**

We do not require volunteers to assist with our programs. Should you wish to include volunteers in your visit, we ask that they be distributed throughout your programming options. Volunteers cannot be accommodated as participants in our Climbing Programs.

## **Follow Up**

In order to accomplish the most from your visit, a debriefing/reflection session or activity can be done in the classroom to complete the experience. This will encourage the participants to reflect on what they learned and how the experience ties into the group's original goals. We also love feedback! A Program Evaluation will be emailed to you upon the completion of your visit. Please complete this form and email back to the Program Director. We use this information for future planning.

## **Packing List for Students**

Hat

Running shoes (Closed toe shoes are mandatory for all climbing elements)

Bathing suit and towel (If participating in Watercraft program)

Sunglasses

Sunscreen

Bug spray

Water bottle

Long sleeves and pants for forest based programs

Rain gear (Programs run rain or shine)

Extra set of clothes

Extra warm layers (depending on temperatures)

Litter-less lunch and snacks (NUT FREE PLEASE)



Please encourage your students to leave electronic devices at home (ie. Cell Phones, Ipods). We are not responsible if any devices are stolen or damaged during your visit.

## Your Trip Day Checklist

- Give the attached map to the bus driver (if necessary).
- Meet the Outdoor Education Centre Supervisor when you arrive and discuss the overview of the day.
- Confirm total number of students, teachers and volunteers on site.
  
- Confirm that student medical information is accessible by teachers.
- Confirm that students with any life threatening allergies have two epipens with them.
- You will be held accountable for any/all charges incurred related to damaged facilities and/or stolen equipment.
- We ask that the Trip Leader/Supervisor assist the Outdoor Education Centre staff in any disciplinary matters that may occur.
- Have FUN!!!

## Sample Program Development Form (Will be emailed to you once you have booked your date)

This sample completed Program Development form will give you some guidance in completing your schools. In most cases we have multiple groups at the Outdoor Education Centre and need to book your program areas as early as possible.

### TRIP PLANNING WORKSHEET- SAMPLE

In order to accommodate your group size and the programs you wish your students to participant in we have created a Trip Planning Chart. You need to choose the correct number of program options to fully accommodate your group size in the morning and afternoon.

**EXAMPLE:** Grade 5 Group – 100 Students  
*\*Students switch groups to do different morning and afternoon programs*

MORNING - Program Options EXAMPLE	Max Capacity	# of Students Participating in Option
Badger Climbing Wall	12	
Climbing Tower & Bouldering	24	
Dangle-A-Maze	12	12
Flying Squirrel	12	12
Giant Swing	12	12
Stereo ZipLine	12	
Introduction To Canoeing	36	24
Introduction to Kayaking	36	
Introduction to Stand-Up Paddle Boarding (JUNE ONLY)	12	
The Seneca Survival Game	20-30	
Quest for Fire	24	12
Olympic Archery	24	12
Outdoor Living Skills & Fishing Fun	24	16
Amaze-King-Race Group Development	24	
<b>TOTAL NUMBER OF STUDENTS</b>		<b>100</b>

AFTERNOON - Program Options EXAMPLE	Max Capacity	# of Students Participating in Option
Badger Climbing Wall	12	
Climbing Tower & Bouldering	24	
Dangle-A-Maze	12	12
Flying Squirrel	12	12
Giant Swing	12	12
Stereo ZipLine	12	
Introduction To Canoeing	36	24
Introduction to Kayaking	36	
Introduction to Stand-Up Paddle Boarding (JUNE ONLY)	12	
The Seneca Survival Game	20-30	
Quest for Fire	24	12
Olympic Archery	24	12
Outdoor Living Skills & Fishing Fun	24	16
Amaze-King-Race Group Development	24	
<b>TOTAL NUMBER OF STUDENTS</b>		<b>100</b>

Trip Confirmation Form (Will be emailed to you one month prior to your visit)



## TRIP CONFIRMATION FORM 2018

Trip Date: \_\_\_\_\_  
Name of Agency/School: \_\_\_\_\_  
Primary Contact Information: Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Cell: \_\_\_\_\_

**Number of participants attending:** \_\_\_\_\_

This is the number we will use for your invoice. On the day of your trip please let the Outdoor Centre Supervisor know if this number has changed. We allow a 3 person grace if there are less participants on the day of.

**CONFIRMED Arrival Time:** \_\_\_\_\_  
(Please do not arrive earlier than 8:45 a.m.)

**Departure Time:** \_\_\_\_\_  
(No later than 3:30 p.m. please)

**IF YOU ARE RUNNING LATE – PLEASE CALL OUR OFFICE AT 416-491-5050 EXT. 55042**

### REMINDERS

- Please dress for the weather (Rain coats, layered clothing, extra set of clothes).
- Closed toed shoes are required for all climbing programs.
- Bring a "NUT" free lunch and snacks/ water bottle.
- Sunscreen and a hat are a must.
- If you are coming to do a Water Program (Canoeing, Kayaking, Paddleboarding) you will need to complete the Orientation to Water Test. Additional information is provided in the Teacher Planning Guide.
- A Camp Fire Treat will be included in the Quest for Fire/ Outdoor Living Skills Programs – marshmallow and nut-free graham cracker.
- Two parking spaces are available on Island for schools.
- Parent Volunteers – We asked that they are pre-assigned to a support a group.

### Medical / Special Needs Concerns

Please indicate the participants name and any medical concerns or special needs we should be aware of. If the participant has a life threatening allergy please indicate if they have an epipen. We require participants to bring two epipens with them.

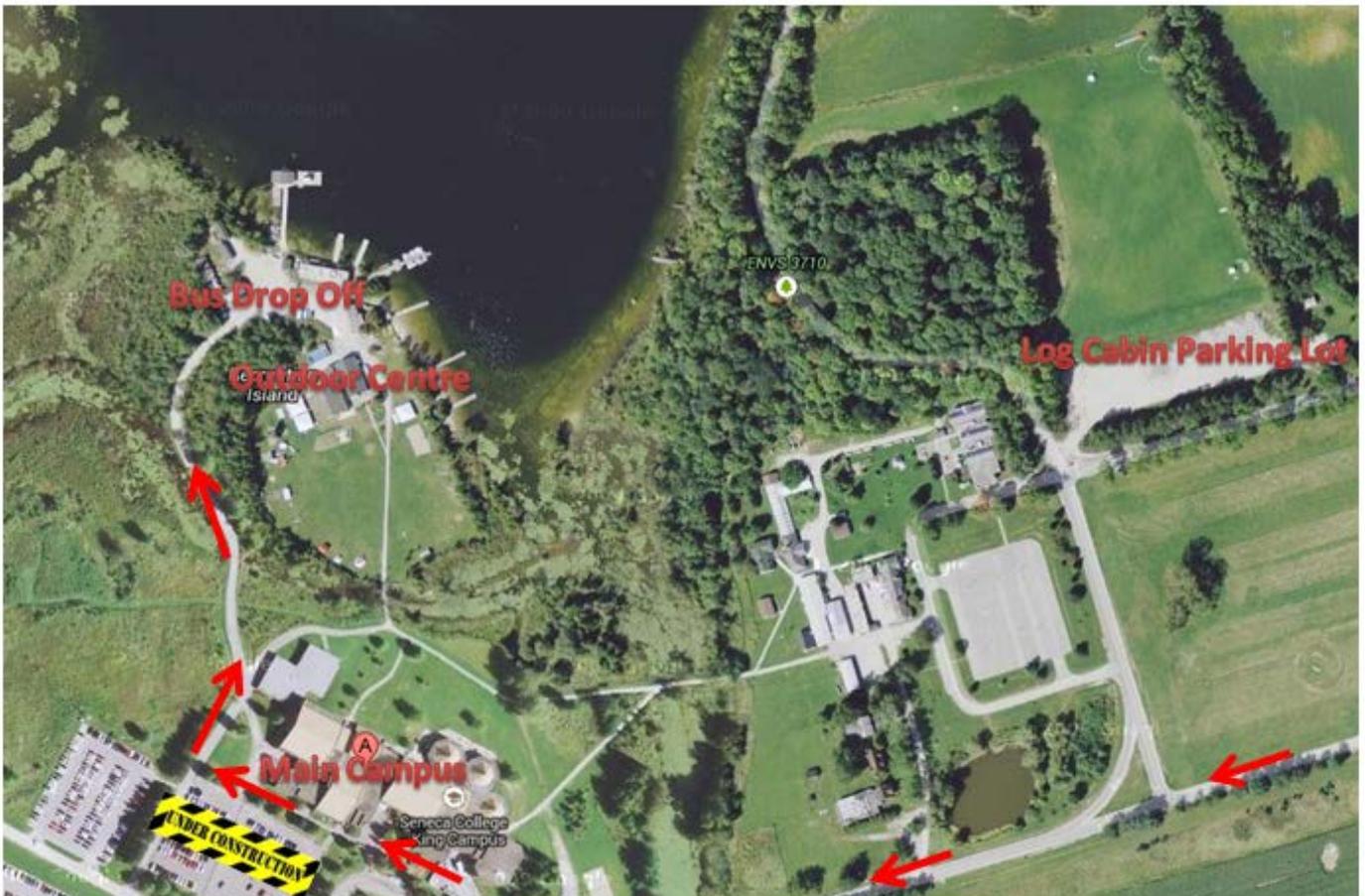
Participants Name: \_\_\_\_\_

Information:

Participants Name: \_\_\_\_\_

Information:

Please follow the map to McCutcheon Island on the day of your trip. The bus can drop participants off right on the island unless otherwise indicated.



Please fax or email back to 905-833-0421 or  
kelly.allaire@senecacollege.ca  
Two weeks prior to your visit.

**Student Sign-Up Sheets** (Will be emailed to you one month before your visit)

After you have submitted your Program Development Form indicating the programming for your visit, we send an outline of your day and Student Sign-Up Sheets to be completed and returned at least 2 weeks prior to your visit.

SAMPLE SCHOOL – Students sign-up in the available spaces for an AM program and PM Program.



**Outdoor Skills Program Sign Up**  
**SAMPLE SCHOOL**  
 Friday, June 9, 2017



**AM SIGN-UP**

<b>CLIMBING TOWER &amp; BOULDERING</b>	<b>ZIPLINE</b>	<b>KAYAKING</b>	<b>STAND UP PADDLE BOARDING</b>
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
9.	9.	9.	9.
10.	10.	10.	10.
11.	11.	11.	11.
12.	12.	12.	12.
13.		13.	13.
14.		14.	14.



**Outdoor Skills Program Sign Up**  
**SAMPLE SCHOOL**  
 Friday, June 9, 2017



**PM SIGN-UP**

<b>CLIMBING TOWER &amp; BOULDERING</b>	<b>GIANT SWING</b>	<b>CANOEING</b>	<b>STAND UP PADDLE BOARDING</b>
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
9.	9.	9.	9.
10.	10.	10.	10.
11.	11.	11.	11.
12.	12.	12.	12.
13.		13.	13.
14.		14.	14.



We look forward to having the opportunity to work with your group this upcoming Spring season and inspire them in the outdoors. Should you have any questions please feel free contact us. We are happy to help!

Your Seneca Outdoor Education Team

