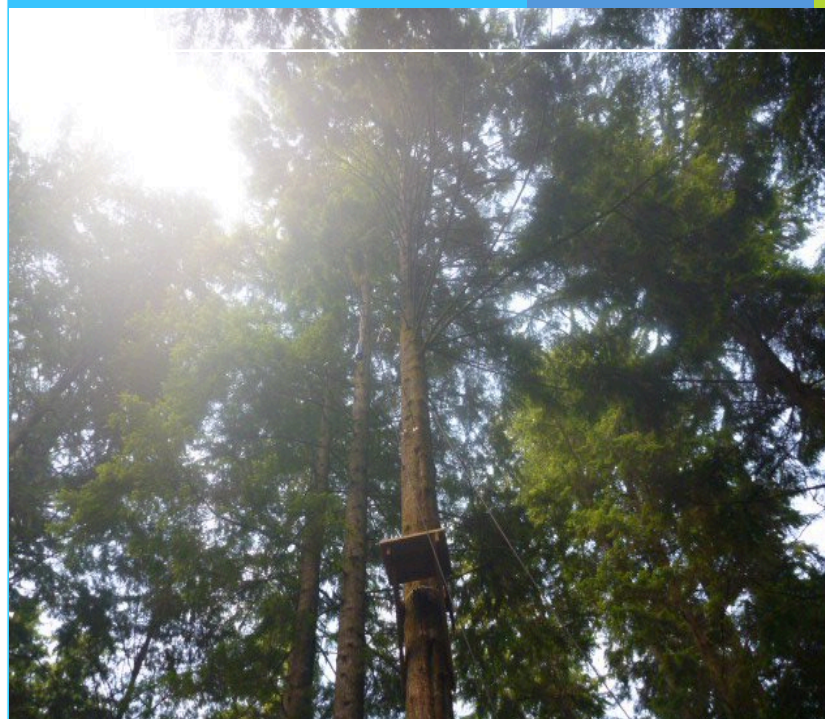


Camp Latona

Outdoor Education Centre



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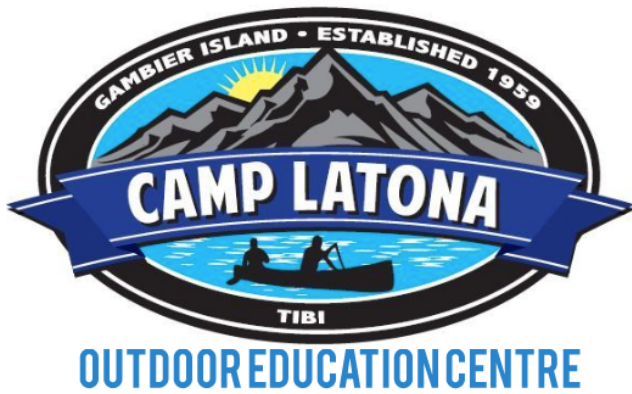
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**Camp Latona Outdoor Education
Centre**

201-4199 Lougheed Hwy, Burnaby, BC,
V5C 3Y6
(604) 340-5634

info@camplatona.com



Why Camp Latona?

Our mission is to foster independence, inspire participation and build relationships by working together with respect and compassion, laughter and creativity. We will model and teach behaviours which demonstrate that every person at camp is special, and each person belongs; that embracing a new challenge helps us grow; and that the best entertainment is the kind we make ourselves.

Thank you for choosing Camp Latona as your Outdoor Education Centre. We are committed to working with you and your leaders to deliver the most beneficial Outdoor Programming for your group.

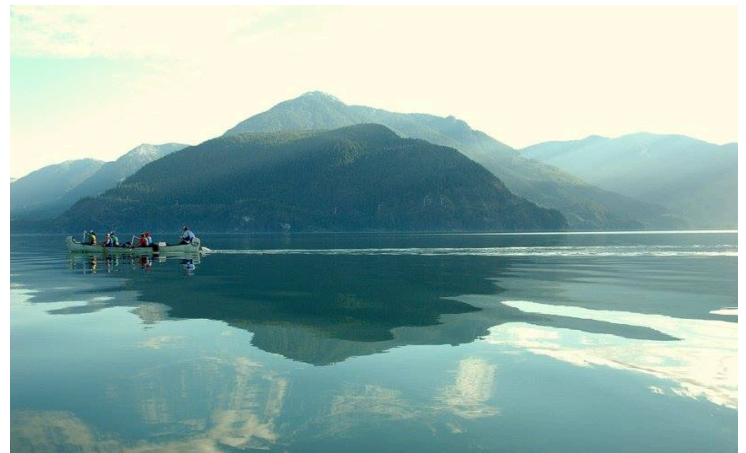
Dear teachers, leaders, and fellow educators,

Greetings from Camp Latona! Since 2007 we have been providing a space for groups of children and youth to spend time in the outdoors away from the confines of city and school life. We truly believe in the power of a few days in the wilderness to impact on the development of today's youth.

In recent years we have been working hard to upgrade and renovate our camp facility to meet the current needs of our outdoor education programs. We have added a variety of exciting and challenging elements to our program offerings to aid students develop and grow from new opportunities different from those of everyday life. Our thrilling elements such as the high ropes course, boating, and zip line are all in place to be used as part of intentional, excellent programming which encourages challenging adventure.

How many times have you been a part of a transformative time in the lives of young people? The first instance of public speaking, the first time a child conquers their fear of heights or the water, the first expression of leadership and creativity... Something incredible happens everyday at Latona and we are glad you have chosen to share these memories with us.

By encouraging this personal development, we at Camp Latona seek to do our part to address the issues affecting the youth of today in that life is good



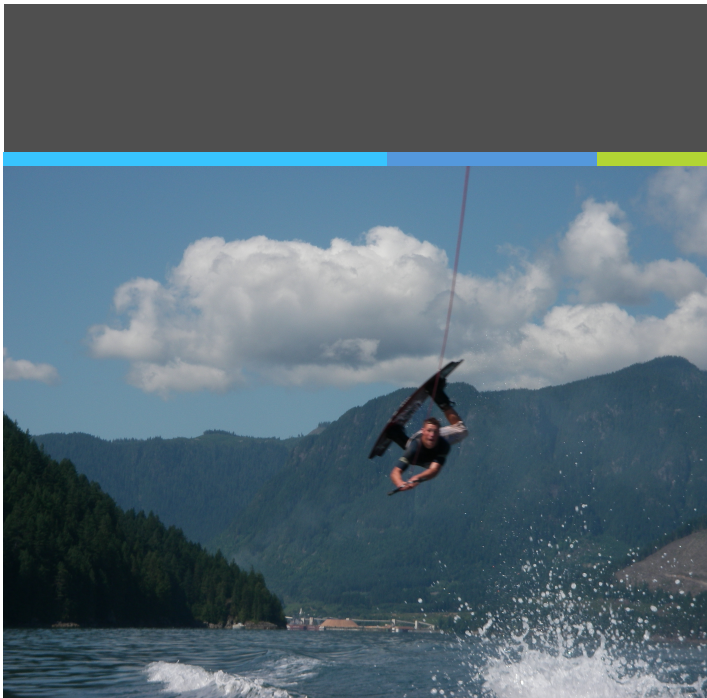
(if not better) outside, being active, and instilling that we all can in fact, do hard things! The activity elements complement our ground based programming, with the key emphasis on achievable goals for each participant as priority.

We are delighted to help in anyway possible; from transportation to unique needs. We will do everything we can to ensure your camp experience is extraordinary.

Thanks again for choosing Latona for your outdoor experience this year, and we look forward to having you on board for the season

Yours,

Chris (Chief) McNeely, and the Camp Latona Team



We ♥ Teachers

Please read through and review this package carefully making a note of your role in the planning of the trip and direct any questions toward the Camp Latona office. Our team is on hand to help you with any aspect of planning your trip.

info@camplatona.com (604) 340-5634



OUTDOOR EDUCATION CENTRE

Camp Latona Responsibilities:

To provide an extraordinary experience of high quality outdoor education programming for the guest group.

Transportation: Offer return boat transportation Camp Latona, usually from Porteau Cove Provincial Park.

Accommodation: Provide sleeping accommodation for guest groups, with wood stoves in each cabin.

Facility: Provision of a clean, safe, risk-assessed location for superior outdoor education programming.

Programming: Deliver tailored outdoor education programming to each guest group.

Guest Group Responsibilities:

Insurance Coverage: Hold harmless agreement signed by authorized school representative, returned to office prior to each camp program with Camp Latona named as a site.

First Aid Person: An adult with first aid and CPR certification.

Parental forms signed and returned: with food allergy information and informed consent form.

A typed roster: which includes each students name, address, phone number and age.



Outdoor Education Programming

Archery	Under the supervision of our trained instructors, learn how to accurately knock arrows, handle a Long Bow and shoot to develop your skill-based technique.
Arts and Crafts	Learn to make paper crafts, dream catchers, woodcarvings, using a variety of local and natural materials to make camp crafts.
Astronomy	With programs starting at dusk students will learn basic identification and exploration methods of constellations in the night sky, followed by time stargazing and cataloguing patterns.
Backcountry Trips	Participants will be provided with an introduction to route planning, packing, out-back cooking, and map reading on Gambier Island, the Sunshine Coast, and further afield. The level of intensity of the experience will be dictated by the goals of the visiting group. Camp Latona provides all the necessary equipment for the experience (we ask participants to bring their own sleeping bag appropriate to the season and backpack).
Birding	Home to a variety of native and unique bird species, the Howe Sound is the perfect place to learn to identify, recognize and catalogue bird species such as Eagles, Vultures, Chickadees, Robins, and Jays.
Bouldering	Traverse across the lower levels of our fantastic climbing wall with spotters helping you across and involving the entire group.
Camp Craft	Under the instruction of our wilderness leaders, learn the skills to survive in the outdoors. Such as fire, knots, shelters, and survival skills with an emphasis on "Leave No Trace" ethics.
Campfires (evening programming)	What would an outdoor experience at Camp Latona be without a campfire? Camp Latona staff will be on hand to light the fire and help lead your group in songs, skits and stories if you like!
Campfire Cooking	Our trained instructors will help students learn how to build fires for safe and effective cooking for use when camping and sample a variety of exciting culinary creations.
Camp Wide games	Traditional camp games such as Capture the Flag, Predator and Prey, Stones and skit nights foster leadership, initiative, creativity and teamwork among groups.
Camping	Organized group camping at Camp Latona occurs in areas commonly not visited by the general public. Participants will receive instruction and experience in out-back cooking and campsite preparation and use. This experience can be integrated with one of several modes of travel that are used to move around the island (e.g. Canoeing, Hiking, Kayaking, and by powerboat). Similar to the backpacking program, the level of intensity is dictated by the needs and desires of each specific group.
Canoeing/Voyageur Canoeing	Become familiar with parts of the canoe, paddle and proper technique; learn water safety and canoe rescues. While practicing their paddling techniques participants also get a chance to explore the local environment. The Voyageurs hold up to 15 participants with an experienced instructor.
Climbing Wall	Our instructors can help beginners to advanced climbers learn new skills and techniques on our rock-face climbing wall, learning about the harnesses, ropes and techniques.
Ecology	Camp Latona is on a mountainous island in the rainforest in the Pacific Ocean, students will learn about the uniqueness of the habitat around us.
Field Sports and Games	Games like Football, Soccer, and Ultimate Frisbee encourage teamwork and personal growth. Choose from our two large athletic fields.
Fishing	Learn about hooks, line and rods, gathering the best natural bait and identification before releasing the fish back into the wild.
Food Awareness	Our trained cooks will teach students how to bake from scratch, preserve, grow, and compost while developing understanding of the importance of waste management and sustainability.
Garden Harvest	Learn how to make a nutritious salad with fresh fruit and vegetables from our organic garden on-site.
Hiking	When designing your program, ask about our variety of popular adventurous hikes departing camp.
High Ropes	Vertical Playground, Multi-Vine, Leap of Faith and Rickety Bridge are all suspended in the trees 35ft above ground. Campers learn the dynamics associated with climbing and are harnessed and roped in to challenge themselves by choice and develop their teamwork and confidence with their classmates.

Initiatives and Team Building	Building on decision-making and problem solving, these challenges provide the opportunity for those who excel outside of the classroom to make use of their leadership and develop their skills.
Leadership	Alongside leadership opportunities throughout the course of your group trip, our facilitators will provide intentional leadership courses to your group.
Low Ropes	Test your problem solving skills, and of course your balance, navigate yourself and your team through this series of challenging elements.
Kayaking	In beginner ocean kayaks participants learn the parts of the paddle, kayak, water safety/rescues and basic kayaking strokes and techniques, on the ocean in the beauty of the Howe Sound.
MapQuest (Geocaching)	Learn and practice the use of and functions of a GPS device to properly navigate to specific locations around camp facility.
Vancouver Aquarium Marine Study	With help from the Vancouver Aquarium, the Latona marine study and scavenger hunt encourages participants to explore the beach and identify different creatures and organisms in our local marine environment.
Orienteering	This hands-on experience teaches students how to read maps and has them actively learning the concepts of distance and direction on our beginner course. A more advance course introduces participants to compass and bearings.
Raft Building	Using natural materials and the principles of water displacement, ballast and how boats work, students are invited to test their classroom skills on the waterfront.
Riflery	Introductory classes are based on safe operation, skill development, maintenance and knowledge of rifle handling safety.
Sustainable Practice	Students will learn about the science, uses and benefit of hydro-electricity, solar power, while living off the grid using renewable energy.
Sewell's Sea Safari*	"Take a boat ride on Vancouver's wild side. In the Howe Sound you'll find yourself racing beside steep cliffs, watching seals at play, exploring sea caves and witnessing a variety of marine birds, including the majestic bald eagle".
Swimming	Whether intentional swimming lessons, or scheduled time to swim on our private beach on the Howe Sound, safety of our students is our top priority.
Wakeboarding, Water Skiing and Tubing.	Skill based development and technical instruction in some of the best watersport water on the Vancouver Coast. Our trained staff instructs the activities and ensure safe participation on the water and around the boats.
Volleyball	Play team and individual volleyball on our full size sand court with technical instruction.
Yoga	Students learn some basic Yoga positioning to encourage stress relief and raise energy levels outdoors.
Zip Line	Students learn teamwork, trust and develop self-confidence when climbing and descending from the 50ft tree platform on our 350ft Zip Line.
*Activity will incur additional charges.	

The mission of the Outdoor Education Centre at Camp Latona is to foster independence, inspire participation and build relationships. All of our activity programs are aligned to both this mission and the BC Curriculum with specific PLO's and the IRPs for each class group.

The childhood, adolescent and youth years are a time of learning and adjustment. Away from the classroom, students have an opportunity to make sense of the world in their own individual way, establishing a sense of self through personal challenges and establishing new relationships with peers, others and the environment. We truly believe that holistic nature of the outdoor education program at Camp Latona emphasizes an opportunity for students to explore new horizons and apply new knowledge, skills and values to the world around them.

Within their experience outdoors, children actively strive to develop a sense of identity by establishing and extending personal capabilities. In many instances they are not only motivated by the personal pride that comes with achievement, but also by the feeling of social belonging that comes from taking part in enjoyable and meaningful activities with others.

We are dedicated to the inspiration of youth, and the delivery of leadership opportunities to encourage participants to make wise and informed decisions. We truly believe that each group is different and we are committed to delivering each program catering to your specific needs.

Due	Task Description	✓
Upon Booking	Return signed agreement and deposit Site tour available upon request.	<input type="checkbox"/>
Upon receipt of Confirmation Package	Carefully review your OEC Planning Guide.	<input type="checkbox"/>
	Review, sign, and return a copy of your itinerary to the office (Hold Harmless Agreement etc.).	<input type="checkbox"/>
30 Days before your trip	Send home Parent Information, Participation Notification and Acknowledgement of Risks (Waiver) Form.	<input type="checkbox"/>
21 Days before your trip	Submit invoice for payment (due 14 days before trip)	<input type="checkbox"/>
	Confirm program itinerary.	<input type="checkbox"/>
14 days before your trip	Confirm number of guests and teachers	<input type="checkbox"/>
	Develop cabin and activity rotation groups.	<input type="checkbox"/>
	Send in Participant Information and Acknowledgement of Risks (Waiver) Forms to the office.	<input type="checkbox"/>
	Return food menu with your choices and allergy list.	<input type="checkbox"/>
	Confirm final details.	<input type="checkbox"/>
	Payment of your balance is now due.	<input type="checkbox"/>
7 days before your trip	Final details confirmed with Latona Outdoor Education Centre and group leader.	<input type="checkbox"/>
Within 14 days of going home	Return completed feedback form.	<input type="checkbox"/>
	Secure space for next year.	<input type="checkbox"/>

School Slideshow: Members of our are team are available on request to share a personalized slideshow about your trip to camp. It's often a great opportunity for students and parents to ask questions about the trip. Please contact the office if you would like to arrange a session.

The following sample schedule outlines the typical itinerary for a 3 day, 2 night trip to Camp Latona. Please split your students into groups for their activities with one adult leader per group. We find that groups of 10-15 work best.

“Teaching children about the natural world should be treated as one of the most important events in their lives”

- Thomas Berry

Day 1

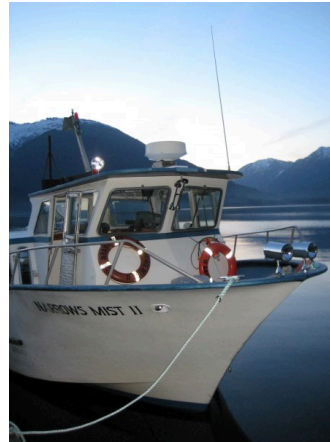
10:30 Boats depart Porteau Cove Provincial Park
11:00 Move in to cabins and camp meeting
12:00 Lunch
1:00 Odyssey (team building/initiatives)
2:15-3:30 Rotation 1 (Low Ropes)
3:45-5:00 Rotation 2 (Archery)
5:15-5:45 Free Wharf
6:00 Dinner
7:00 Latona Heroes (Camp Wide Game)
8:30 Campfire and snack
9:30 Latona staff says good night!

Day 2

7:30 Wake up
8:30 Breakfast
9:30-10:45 Rotation 3 (Low Ropes)
11:00-12:15 Rotation 4 (Vertical Playground)
12:30 Lunch
1:30 Rest hour
2:15-3:30 Rotation 5 (Ecology)
3:45-5:00 Rotation 6 (Leap of Faith)
5:15 Free Wharf
6:00 Dinner
7:30 Latona's got Talent
8:30 Campfire and snack
9:30 Camp Latona staff says good night!

Day 3

7:30 Wake up
8:30 Pack and clean
9:30 Brunch
10:45 Camp wide game
12:00 Lunch
1:00pm Boat departs from Camp Latona



Transportation: In our ongoing commitment to provide your group the best camp experience at the most affordable cost, we offer our own passenger ferry service using our fleet of boats. The "Narrows Mist II" is a beautiful 43-passenger boat with viewing platforms to start your outdoor experience as soon as you board. To complement our ferry, our 12 passenger Landing Craft, the "Latona Storm" provides ease of access to a variety of docking areas and a swift transfer to the island.

This represents the potential for significant financial savings to all of our rental groups and programs. There are several different pick up points available, where we can pick up your entire group, luggage and supplies needed for your time at Camp, and drop you off right at Camp Latona's private dock. Typically we transport out of Porteau Cove Provincial Park where we are the only commercial service and there is ample parking. Pricing includes a "round-trip" from the pre-determined departure location directly to Camp Latona, and back. Number of pick up times and trips to camp are determined by the number of people attending, and must be booked at time of confirming the rental booking.



Please note, due to the remote location of camp, there is no public ferry route servicing Camp Latona, transportation

Accommodation: With a variety of lodging available, Camp Latona can host 210 people overnight.

Our Cabins are beautifully rustic, furnished with reclaimed timber, producing striking board and baton siding highlighted with cedar trim. Each cabin sleeps 32 campers with 4 rooms of 8 beds. Our cabins can accommodate 160 participants and are equipped with both electricity and wood burning stoves. A separate shower and washroom facility is centrally located and recently expanded in the summer of 2013.

Important Information for Teachers...

School Slideshow: Our Camp Manager, Chris is available on request to share a customized slideshow about your trip to camp. It's often a great opportunity for students and parents to ask questions about the trip. Parent meetings are available throughout the year. Please contact the office if you would like to arrange a session.

Risk Management: Here at Camp Latona, we place the utmost priority on making effective and successful risk management choices as an organizational responsibility. Every member of our team plays a vital role in our risk management process and is fully trained and experienced in their area of work and emergency procedures.

We are exposed to risk taking behaviors and opportunities on a daily basis. Camp Latona's programs allow participants to learn how to recognize risk and adjust their level of response appropriately. Our role is to facilitate a supportive environment where the foreseeable risks are managed so we are prepared for the unforeseeable.

First Aid and Medication: A school staff member will be the sole person responsible for First-Aid and dispensing of any medication. A Camp Latona staff member will be available to provide back up First Aid support. All medication must be stored and locked in the First Aid room (Nurses) at all times, the key to which will be provided to the designated school First Aid Attendant. Please note: Camp Latona Staff are not permitted to administer any medication including over the counter drugs such as ASA or cough syrup. Please provide your own medication. Parents should send these with their children and give school staff written permission to administer.

Group Responsibilities:

As part of our "Leave No Trace" philosophy, we invite each group to rotate two of three helpers into the kitchen for dish duty post meals.

Departure Duties: Before you leave, please take the time to sweep through, remove garbage, and leave camp as you find us. Please make sure that all of your garbage is put in the appropriate areas, and make sure that no personal belongings are left behind. Camp Latona donates any unclaimed lost and found to charity.

Cancellation Policy: The following time line applies if a confirmed group booking decides to reduce and/or cancel their trip to Camp Latona:

120 days (or prior): The Guest Group may cancel or reduce their rental contract any time prior to 120 days to before the arrival date shown under the dates reserved on their rental agreement. In the event of a cancellation, the deposit will not be refunded.

120 days and 60 days: The Guest Group is obligated to meet one-half of the minimum financial requirements of their signed rental contract if the cancellation occurs between 120 days and 60 days of the arrival date shown under the dates reserved on their rental agreement.

60 days: The Guest Group understands that it is obligated to meet the minimum financial requirements of this contract if the cancellation occurs within 60 days of the arrival date shown under the dates reserved.

Permission Forms

Your school/organisation may require participants to complete internal permission forms. These forms would be in addition to the forms required by Camp Latona.

In order to provide high quality care during your group's visit, it is mandatory that every participant under 18 years old complete Camp Latona Information Form and Notification & Acknowledgement of Risk Form signed by a parent or guardian.

Adults require a completed Adult Participant Information Form and signed Notification & Acknowledgement of Risks Form. These forms can be found in the participant hand out sections of this document. B.C statutes regulates that the camper and adult Information Forms and Notification & Understanding of risks forms issued by Camp Latona must remain on file at Camp Latona office, for seven years after your visit. Contact the Camp Latona Manager for more details. Camp Latona will keep this information private and confidential.

Bedding: Please provide your own sleeping bag, pillows, bedding and towels.

Telephones and Internet Services: Due to the Camp's remote location, cell phone service is very weak, if any at all. Phone use can be achieved through the Wi-Fi service.

Wi-Fi is available to group leaders and chaperones. Please contact the on site coordinator for password, and instructions to connect.

Lights Out & General Power Usage: Camp Latona is off the grid, fully powered by generators. Power to the cabins, mess hall and lodge (lights, etc.) come on every day at around 06:00 and shut off every day at 22:00. Please ensure all participants have access to flashlights and/or lanterns, as it does get very dark. Use of hairdryers, curling irons, hair straighteners, or other electrical appliances of that nature are not permitted at camp, as our electrical system is not designed to handle the amount of power needed. Please advise all members of your group to leave these appliances at home.

There are absolutely no candles allowed in the sleeping cabins.

Smoking: Camp Latona discourages smoking. Please ask Camp Latona Staff for direction to a smoking area away from children.

Sharing Camp: Please be advised when making booking of less than 60 participants, camp may be shared with another group. Menu and program considerations will be discussed with your leadership as appropriate.

Snacks: We ask that groups do not bring snacks with them to Camp Latona as we look to keep camp an allergen controlled environment. Nuts are not permitted.

Damages: Damage at camp by groups is rare, however, when damage does occur to facilities, equipment or the environment, the group will be assessed a fee based on replacement value which will be charged in addition to the camp fee.

Food Service

At Camp Latona we pride ourselves in the quality of our nutritious food offerings. Baking fresh, from scratch every day, our food service team goes above and beyond providing plates of excellence! Meals are served family style. We do our best to cater to food allergies and preferences. Please return the allergy information to camp 14 days before you come and see us! Please choose from the menu options below and return to the Camp Latona Office via email at info@camplatona.com 14 days before your trip to camp with your allergy paperwork.

Breakfast	Scrambled Eggs, Bacon and Hash Browns	Frittata, Bacon and Hash Browns	Pancakes and Sausages	Oatmeal, Sausages and Cinnamon Buns	French Toast, Bacon, and Hash Browns	Muffins, Yogurt, and Cinnamon Buns
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						

Breakfast always includes cereal and fresh fruit.

Lunch	Build-a-Burrito ¹	Soup and Sandwiches ²	Chili with Cheesy Garlic buns	Mac 'n' Cheese with buns	Homemade Pizza	Soup and Grilled Cheese	Burgers and Wedges ³	Chicken Pot Pies and soup
Day 1								
Day 2								
Day 3								
Day 4								
Day 5								

Lunch always includes a veggie platter or salad.

Options:

- | | | | |
|----------------|-------|---------|-----------|
| 1) Sandwiches: | Bread | Buns | Wraps |
| 2) Burritos: | Beef | Chicken | Vegetable |
| 3) Burgers: | Beef | Chicken | Vegetable |

Dinner	Chicken Stir-fry with rice	Baked BBQ Chicken	Lasagna with Garlic bread	Mac 'n' Cheese	Roast Ham	Spaghetti with Garlic bread	Chicken Breast in Mushroom sauce	Burgers & Wedges
Day 1								
Day 2								
Day 3								
Day 4								
Day 5								

Dinner always includes a Garden or Caesar salad, veggies and potatoes (unless otherwise stated).

* Please note: we can work with you to customize a menu specific to your group dietary needs.

Camp Latona is a nut-aware facility. Please do not bring any nuts or nut products to camp with you. Thank you.

Information for Parents

Please pack clothing that is appropriate for all types of weather. We get fantastic sunny days, and the not so sunny, BC coast wet days too. Please pack appropriately using the list below as a basic guide.

We are extremely lucky to have our calm water around the island, this does however mean that our beach is rocky as it is not exposed to the elements. We ask that everyone brings and wears water shoes (that will not come off) when participating in any ocean-based activities.

Some optional, but perhaps useful items you may wish to continue bringing with you may be: disposable camera, favourite stuffed animal, book etc.

Please complete the Camp Latona Participant Notification and Acknowledgement of Risks (waiver) form and return to the school.

Essentials	✓
(4) Complete changes of clothes	
(3) Pairs of shoes	
1. Closed-toe, outdoor shoes	
2. Indoor shoes or slippers	
3. Water shoes	
Rain jacket with hood (plus waterproof pants if possible)	
Warm jacket and sweater	
Warm hat and gloves	
Sun hat, swim suit, extra towel and sunscreen, bug spray	
Flashlight	
Personal toiletries (towel, cloth, toothbrush, toothpaste, shampoo, soap, brush, etc.)	
Pajamas	
Water bottle and re-usable lunch bag	
(2) Large garbage bags (for wet and dirty clothes)	
Sleeping bag (or blankets/quilt) and pillow	

Optional Extras	✓
Favourite Book	
Day Pack	
Camera	
Sunglasses	
Fitted mattress sheet	

Please leave at home

Gum, junk food, candy, spitz (seeds) or nuts etc.	X
Knives	X
Matches	X
Money and any valuables (phones, iPods, pads, kindles, etc)	X
Flip flops	X

Camp Latona

Participant Information Form

Group Name:**Dates on Site:**

--	--

Participant Information

Name:		BC CareCard No:	
Address:		Additional Coverage: Yes No	
City:	Postal Code:	Providers Name & Plan No.	
Phone Number:		Height:	Weight: Gender:
Date of Birth:		Swimming Ability/Level:	

Emergency Contact:

	Parent or Guardian	Secondary Emergency Contact
Name:		
Relationship to Participant:		
Phone:		
Email:		

Medication:

Are you currently taking any prescription drugs? Yes ☐ No ☐

If yes, please supply medication in original packaging, dosage envelopes or bubble packaging, state the participant name, medication name, dosage, time of dosage, time of administration and side effects. User group leader or school teacher are responsible for all medication administration.

Please describe any allergies (food, environment, drugs etc.) dietary requirements, disabilities, medical conditions or special needs. Also describe any special/extraordinary care required.

Consent:

I, the undersigned participant understand the above information is collected in accordance with privacy legislation. In signing this form, I give permission for the above information to be used for the sole purpose of providing medical care and support for the duration of the camp program.

I acknowledge that in the event of an emergency, treatment may be provided to myself by a physician selected by Camp Latona and that I will be financially responsible for any costs associated with such treatment and services, such as transport and ambulance services.

I understand that it is my responsibility to inform Camp Latona of any medical or health concerns that may affect my participants in camp programs and related events and activities.

Participant Name (please print)

Participant Signature

Date

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date