Children thrive in the outdoors. When they can run, jump, and explore while making friends, creating new games, and building bonds with each other, they flourish. They don’t need to leave the city to have this experience — it can happen right here at Evergreen Brick Works.

Evergreen Adventure Camp offers programs filled with exploration and discovery in Toronto’s ravines. Each day is the start of a new adventure that begins at Evergreen Brick Works and its adjacent 16.5-hectare wetland park. Located in the heart of the city, the land is a beautiful oasis for the campers to explore and experience. Here campers can learn about an amazing array of wildlife and plants, from the sumac that bends over the paths, to the beavers that build dams, to the red-tailed hawks that glide overhead.

Campers will also venture further afield on foot and by bicycle through Toronto’s ravine trail network. As they follow the paths of people and wildlife, they’ll learn how nature moves through the city. Campers will follow the banks of our rivers and creeks, seeing how life flows with water. And they’ll discover the rich stories told by footprints, fallen logs, and burrows while writing their own stories that connect them to the city.

Thank you for taking the time to read this handbook. Inside you’ll find all the information you need to give your campers an unforgettable experience at Evergreen along with our enhanced health and safety policies as they relate to the COVID-19 pandemic. More detailed information will be sent to you after your camper is registered prior to the start of camp.

Evergreen is a national not-for-profit dedicated to making cities flourish.
EVERGREEN’S APPROACH TO CHILDREN AND LEARNING

Our programs are engaging, active, memorable, and a lot of fun. We strive to connect children to nature in the city, nurturing place-based ecological literacy. The camp experience builds through the week, with experiences and lessons learned on Day One offering new opportunities for connection in the days that follow. This way, children connect with nature, each other, and ultimately with themselves.

Evergreen Adventure Camp has six core tenets woven into every experience:

- **Place-based**
  Campers build knowledge by focusing on local nature, culture, and community

- **Hands-on**
  Campers learn through multisensory direct experience

- **Arts-infused**
  Campers learn through creativity, with compelling narratives and arts activities

- **Active & Mobile**
  Campers move their body to engage their mind

- **Ecological**
  Campers have direct contact with nature

- **Integrated**
  Campers are given the supports they need to ensure full participation

OUR PROGRAMMATIC GOALS

Adventure Camp seeks to inspire children to become the next generation of sustainable city leaders. Through play and exploration, children will learn about where they live, what they eat, and how they move around the city. They’ll engage their natural surroundings through walking, running, biking, gardening, building, and the arts. They’ll be inspired by challenging projects that ask them to work with their hands. They’ll harvest and cook food, design and construct shelters with loose parts, and steward and plant our outdoor play spaces.

**Bringing it Home**

Everything campers learn at Evergreen Adventure Camp can be brought back to their homes, communities, and to their neighborhood parks and public spaces. They’re empowered to take the lessons learned at camp to the places where they live.
OUR CAMP TEAM

Our highly skilled team of seasoned camp managers, certified teachers, outdoor enthusiasts, camp counsellors, passionate volunteers and naturalists will ensure your child has an unforgettable experience by sharing their expertise and passion for the urban wilderness. Our unique location coupled with our experienced staff ensures that every camper will feel welcomed and engaged in the camp experience.

AGE GROUPS

Campers are grouped as follows in order to ensure an age-appropriate experience for all:

- **Junior Group**
  - Ages 6 & 7
- **Intermediate Group**
  - Ages 8 & 9
- **Senior Group**
  - Ages 10 & 11
- **Leaders in Training & Trail Blazers**
  - Ages 12-14
- **Bike Ventures**
  - Ages 8-11

**Grade & Age Policy**

Our camp registration is based upon age. Campers must be aged 6 by the first day of camp. This policy is to ensure young campers are able to fully participate for the entire day session.

**Friend Request Policy**

We will do our best to honour friend requests, however due to the nature of registration for the 2021 camp season, we cannot guarantee every request. Campers that are not in the same program or session cannot be placed together.
SAMPLE SCHEDULE FOR DAY 1

- **8:45am – 9:00am | Sign In**

- **9:00am – 9:30am | Free Play**  
  Campers follow their individual interests, participating in their choice of activities including: building, gardening and other physically active games.

- **9:30am – 10:00am | Opening Circle**  
  Warmup activities, songs, stories, orientation to the day and week ahead.

- **10:00am – 12:00pm | Nature Games and Exploration**  
  Team building games, review safety protocols, visit the garden to check the harvest; morning snack; hiking on a ravine exploration!

- **12:00pm – 1:00pm | Lunch**  
  Lunch and supervised free time.

- **1:00pm – 3:00pm | Afternoon Program**  
  Nature treasure hunt, hand-crafts, or fire building in the Children’s Garden.

- **3:00pm – 3:30pm | Closing Circle**  
  Group gathering, Closing circle and gratitude; getting ready for home.

- **3:30pm | Sign-Out**  
  *Photo ID required at sign-out*
GETTING HERE

We are located at 550 Bayview Avenue, Toronto, ON. Please visit our website for more information on directions: https://www.evergreen.ca/evergreen-brick-works/visitor-info/getting-here/

Parking is free during pick-up and drop-off times. Outside of these times, standard parking rates apply.

For those using public transit to access the site, you are required to adhere to all public transport policies, specifically the TTC’s mask and face covering policy.

**Leaving camp early? Arriving late? Absent?**

If you need to pick up your child early or your child will be absent please notify the camp office at 416-596-1495 x252 or camp@evergreen.ca

INDEPENDENT TRAVEL

If you would like your child to travel to or from camp independently, please complete the Independent Travel Form found in the registration forms on CampBrain.
INCLUSION & FINANCIAL ASSISTANCE

Our priority is to provide a positive camp experience for all of our campers. Camp staff are dedicated to creating an inclusive, safe and educational program for all campers. If your camper has special needs or requires accommodations at camp please email camp@evergreen.ca to ensure our Camp Inclusion team can give your camper the best experience possible. The Camp Director will discuss supports available. We recognize that we cannot meet every camper’s needs however we will do our best to prioritize a safe and successful camp for all involved.

Thanks to the generous contribution of our supporters, we are able to offer full and partial bursaries to subsidize camp fees. Since 2011, we’ve donated over 400 weeks of camp to those who wouldn’t otherwise be able to attend. Applications are considered on first come first served basis. The bursary application will close once funding is exhausted. For more information on eligibility and to apply, contact our camp office at camp@evergreen.ca.
WHAT TO BRING

Lunch & Snacks
Campers are expected to bring their own litter-free and nut-free lunch and snacks with them each day. We recommend packing a couple substantial snacks, as campers tend to be hungrier than normal from being active outdoors all day.

Participants will be required to practice proper hand hygiene before and after eating and adhere to our “no food sharing” policy.

Clothing, PPE and Personal Items
Programs will take place outdoors except in the case of severe weather. We recommend campers be prepared for all types of weather. If you are unable to provide these items, we have some extras that can be borrowed. You are welcome to leave items at camp for the week however Evergreen will not be held accountable for lost items.

Campers should bring multiple masks to facilitate changing, as needed (e.g., when soiled, damp, damaged or difficult to breathe through).

Please remember to always pack the following:
- Water bottle (at least 500ml)
- Sun hat with a wide brim
- Sunscreen (minimum 30 SPF recommended)
- Closed toe shoes (for hiking in the ravines)
- 2 pairs of socks
- Rain jacket (100% waterproof, with a hood)
- Rain boots (rubber boots)
- An extra change of clothes
- Multiple well-fitting non-medical masks

Please do not bring:
- Cellphones
- Handheld video games
- Electronic devices
- Valuable items
- Weapons
- Money

HEALTH AND SAFETY

OCA Accreditation
Evergreen is proud to be accredited by the Ontario Camps Association. The OCA works to preserve, promote and enhance the camp experience for children and adults. Evergreen has voluntarily submitted to an independent appraisal completed by camp experts and has met up to 300 health, safety and quality program standards, from staff qualifications and training to emergency management. OCA Accreditation is a parent’s best evidence of a camp’s commitment to health and safety.
COVID-19 PROTOCOLS

These health and safety protocols have been developed using guidelines published by the Provincial Ministry of Health, Toronto Public Health, Ontario Camps Association, Public Services Health & Safety Association and the Ministry of Labour, Training and Skills Development. The following is subject to change, based on new versions of guidelines from Toronto Public Health or the Ministry of Health.

Stay up to date with current Emergency Orders issued by from the Province of Ontario, the City of Toronto, and guidance provided by Toronto Public Health at www.toronto.ca/COVID19.

Promoting Healthy Behaviour

1. When to Stay Home
   All staff, participants and their families must stay at home and not attend the program if they are sick.

2. Hand Hygiene, Respiratory Etiquette & Protecting Yourself
   Participants and staff will be washing hands often with soap and water or use an alcohol-based hand sanitizer, provided hands are not visibly soiled. Participants will have the ability to practice hand hygiene often, and when needed. Hand hygiene will be incorporated into breaks, transitions between activities and before/after snack and lunchtime. Hand sanitizer stations will be available in supervised areas.

   Participants and staff will be reminded to cover their cough or sneeze with a tissue or into a sleeve or arm. Participants and staff will be reminded to avoid touching their face, nose and mouth with unwashed hands.

3. Physical Distancing
   Personal space and boundaries have always been an important element of our programs, and we will continue to encourage participants within their groups to maintain physical distancing. While close contact may be unavoidable between members of a cohort, physical distancing and general infection prevention and control practices will still be encouraged, where possible.

   Activities will be planned to allow for appropriate physical distancing (both indoors and outdoors) within groups.

4. Masks and PPE
   For Campers: All camp participants are required to wear well-fitting masks (e.g., non-medical) while indoors, and outdoors when unable to maintain physical distancing of 2 metres. Reasonable efforts will be made to allow for safe, distanced, outdoor mask breaks throughout the program day.

   Each camp participant should have access to multiple masks to facilitate changing, as needed (e.g., when soiled, damp, damaged or difficult to breathe through). Please note, face shields are not an alternative to a mask.

   For Staff: All staff are required to wear a surgical/procedure mask while indoors, and outdoors when unable to maintain physical distancing of 2 metres.

   When unable to maintain physical distance of at least 2 metres or engaging with an individual who is not wearing a mask, staff must wear a surgical/procedure mask and eye protection (e.g., a face shield, safety glasses, or goggles).

   For Parents, Guardians and Visitors: All adults are required to wear a non-medical mask when indoors and outdoors on the premises, such as during pick up/drop off.
Please ensure your camper knows how to safely wear a mask by referring to the following Toronto Public Health resources:
- How to wear a mask
- The best mask is the one that fits well

Requests for mask exemptions must be submitted via CampBrain minimum 2 weeks prior to the start of your session. Requests for mask exemptions require sufficient rationale (ie. medical exemption) and will be granted on a case-by-case basis.

Masks do not replace the need for physical distancing, hand hygiene, and staying home when sick.

5. Increased Public Health Awareness
Posters and signage will be in visible locations across the site to raise awareness about COVID-19 and encourage healthy behaviours.

Maintaining a Healthy Environment

1. Daily Screening
All individuals, including participants, parents/guardians, staff, and visitors will complete an electronic screening tool. Screening must take place at home prior to arriving at camp.

Entry will be denied to any staff, participant, parent/guardian or visitor who has any of the symptoms outlined in the screening tool or anyone who has come in close contact with a person with symptoms of or confirmed COVID-19 in the past 14 days.

Participants will be monitored for atypical symptoms and signs of COVID-19.

Please review the Ministry of Health COVID-19 Reference Document for Symptoms.

2. Cleaning and Disinfecting
Frequently touched surfaces and all washrooms on site will undergo enhanced environmental cleaning and disinfection, a minimum of twice per day. Washrooms that are shared between groups will be disinfected prior to use by a different group and operate on staggered schedules.

Shared programs supplies (ie. tools) will be cleaned and disinfected between uses.

3. Symptomatic Participants or Staff
If a participant or staff begin experiencing symptoms of COVID-19 during the day, we will:
- Immediately separate them from others in a pre-established, supervised isolation area until they are picked up or able to go home.
- Notify parents/guardians or emergency contacts for immediate pick-up.
- Follow relevant mask procedures, hand hygiene, respiratory etiquette and disinfection procedures.
- Continue to cohort those who are identified as potential close contacts.
- Seek further guidance from the local public health unit.

4. Outbreak Management
Camp participants with symptoms compatible with COVID-19 will be directed to get tested, as per our COVID-19 screening tool.

One or more probable or confirmed COVID-19 case(s) require(s) collaboration with the local public health unit, who will determine exposure risk and provide direction for all contacts and determine next steps based on their investigation and risk assessment.

The local public health unit will provide individual direction on testing and isolation of close contacts of a case and determine next steps of camp participants or staff who have been exposed to a confirmed case of COVID-19.
Delivering a Safe Program

1. Group Protocols
   Group sizes will be limited and where possible, cohorted groups will consist of the same students and instructors. Each group will have their own designated indoor space and program supplies, made up of materials that can be easily cleaned and disinfected.

   Participants will not be permitted to drink from water fountains. Water bottles must be filled at re-filling stations or sinks.

2. Drop-Off and Pick-Up Procedures
   Drop-off and pick-up locations will be separated across the site in outdoor locations. Meeting locations for your program will be sent one week ahead of time to parents/guardians. Sign in/out procedures will be contactless.

   Families are encouraged to have only one adult at drop-off and pick-up. Always maintain physical distancing while dropping off and picking up your child. Parents/guardians entering the drop-off/pick-up areas are required to wear non-medical masks.

   Only those who have completed the daily screening tool are permitted at drop-off/pick-up.
GENERAL HEALTH AND SAFETY POLICIES

Epi-pen and Medication Policy

Upon arrival at camp, all medication must be placed in the care of the Camp Director. (Exceptions: Campers must hold on to their inhaler and/or Epi-pen). All medication must be labelled and be accompanied by a letter addressed to the Camp Director explaining administration. Campers must be able to administer medication with limited assistance. The Camp Director will keep all medication in a secure location in the camp office.

If your camper requires an EpiPen, they must carry it on them at all times. Please note all medication information clearly on your medical form.

Behaviour Expectations & Grounds for Dismissal

During camp, we strive to create a safe environment for both campers and employees. We expect and encourage each camper to maintain a positive level of respect for everyone. It is Evergreen’s intention to work with campers and guardians to find solutions to behavioural challenges whenever possible. We appreciate your support and cooperation with our behavioural policy.

If a Camper is behaving in a way that is limiting other campers’ enjoyment of camp, they will be asked to write up a behaviour contract with the Camp Director. The Camp Director, the camper and their guardians will be asked to sign this contract. If contract is broken, the camper may be asked to not participate in certain activities or may be asked not to return to camp.

Camp is expected to be a safe place for all campers and staff. If a camper is behaving in a way that negatively effects the camp experience or that is jeopardizing their own or others safety, that camper may be asked to leave camp without refund. This behaviour includes but is not limited to: bullying, physical assault, inability or refusal to follow safety guidelines, theft and bringing weapons or other inappropriate items to camp.
Emergency Preparedness

Evergreen camp staff is trained in site policies and procedures, risk management, and first response. The safety of our campers and staff comes first. We have emergency management and site evacuation plans to minimize risk and ensure the safety and wellbeing of all individuals on site.

Flooding

Our site is located in the Lower Don Valley and is subject to occasional flooding. While flooding historically and statistically occurs infrequently, it can occur at any time. In the event that a site closure is ordered prior to the start of a camp day, Evergreen will attempt to make alternative plans to run camp activities elsewhere, or, much like a snow day, we may have to cancel the day. Staff will attempt to contact you as early as possible to avoid any inconvenience.

Refunds will not be issued for missed camp days due to flooding. The Evergreen Weather Hotline can be reached at 416.596.1495 x550 or evergreen.ca for ongoing updates. In the unlikely event that an evacuation is initiated while camp is in session, Evergreen will relocate campers to Rosedale United Church, located at Glen Rd. and Roxborough Dr. Sign-Out will occur at the Glen Rd. entrance. You will be notified by email as soon as all staff and campers are safely offsite. Note that response times to email/phone calls will be longer than usual.

Rosedale United Church
159 Roxborough Dr
Toronto, ON
REGISTRATION

Registration can only be completed through our online registration system, CampBrain. You may complete an application online at https://evergreen.campbrainregistration.com. Prices include all applicable taxes.

Please note, all applications will be screened prior to the start of the program to ensure we can provide sufficient care for your child, which may include follow-up calls. Participation in some programs is contingent on a successful application.

Refund & Cancellation Policy

In the event that Evergreen cancels your session due to changes in COVID-19 regulations, the following options will be provided:

- Full Refund (less a non-refundable administrative fee)
- Credits towards any future Children’s Programs
- Donation to Evergreen (with tax receipt for donations over $20)
- Any combination of the above

Cancellations due to medical reasons, including COVID-19, are subject to the $50 administrative fee and you may be required to provide a doctor’s note in order to receive a refund.

No refunds will be issued if a reservation is cancelled within 21 days of the session start date. Otherwise, camp fees are refundable, less a $50 administration fee. Please note, registrations are non-transferable. We have found this policy necessary due to financial losses incurred when programs are cancelled on short notice. We invest in equipment, contract staff and utilize many resources prior to the start date of your session and in most cases these costs are irrecoverable. Despite program waitlists, filling vacancies on short notice is difficult, resource-intensive and most often results in significant lost opportunity cost.

If you choose to cancel your registration within 21 days of the session start date, you will be eligible for a tax receipt as your registration fees will be considered a donation to Children’s Programs.

Refunds will not be issued for missed camp days due to inclement weather, including flooding. Requests for cancellations or refunds must be made in writing and submitted to camp@evergreen.ca.

Hours

Office Hours: Monday to Friday, 9:00am – 5:00pm
Camp Hours: 9:00am – 3:30pm

Holidays

Please note, camp does not run on statutory holidays such as Canada Day and the August Civic Holiday.

Contact

Evergreen Brick Works Camp Office,
CIBC Classroom, 550 Bayview Avenue,
Toronto, ON M4W 3X8

Phone: 416.596.1495 x252
Email: camp@evergreen.ca