



Sprouts Parent and Tot Handbook

Updated: September 2022



This handbook has 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 handbook 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 TPH at www.toronto.ca/COVID19.

Evergreen's Approach to Children & Learning

The following handbook provides details for the following Children's Programs:

- Sprouts: Parent and Tot Play

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. Our programs have six core tenets woven into every experience:

- **Place-Based:** Building a foundation of knowledge through a focus on local nature, culture and community.
- **Ecological:** Providing children direct contact with nature.
- **Active and Mobile:** Moving the body to engage the mind.
- **Hands-On:** Creating a setting for compelling learning through multi-sensory, direct experience.
- **Arts-Infused:** Breathing life into learning through creativity, compelling narratives and arts activities.
- **Integrated:** Weaving together knowledge and skill through ecological themes and engaging experiences
- **Inclusive:** children see themselves reflected in activities; diversity is honoured and children feel like they belong in the natural world

Our Team

Our highly skilled team of outdoor educators, naturalists and caregivers 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 child will feel welcomed and engaged at the Brick Works.

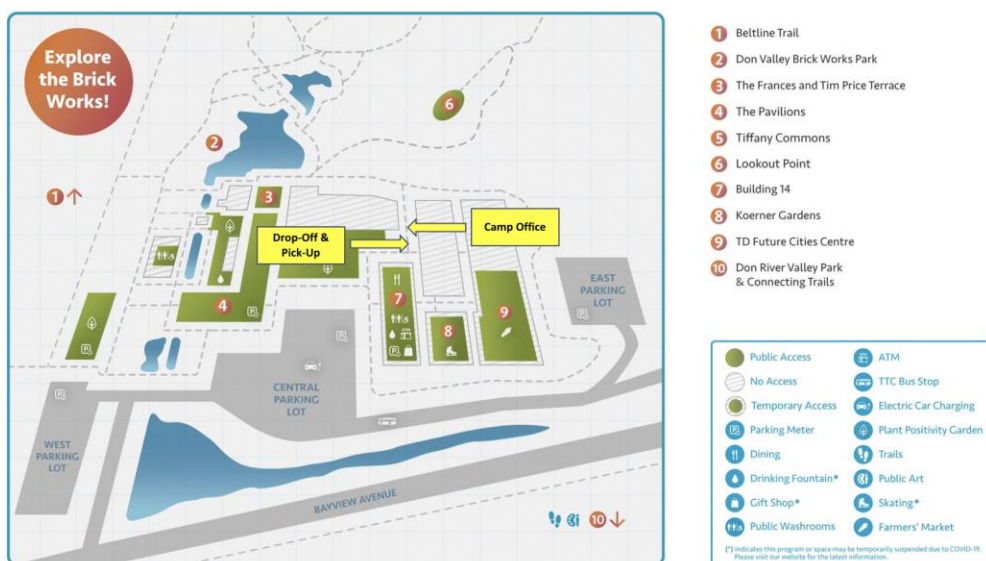
COVID-19 Safety

- All participants are highly recommended to wear non-medical masks in all indoor spaces, including washrooms.
- Please reach out to camp@evergreen.ca to notify our staff team should you and/or your tot need to stay home if feeling ill or sick.
- Evergreen reserves the right to cancel a registration due to the introduction of an updated vaccine policy informed by recommendations made by Toronto Public Health, the Government of Ontario and/or the Ontario Camps Association. In this circumstance, a refund minus the non-refundable registration deposit will be issued.

Program Logistics & Information

1. Program Location

Sprouts takes place at Evergreen's Children's Garden. The entrance to the garden is highlighted on the map below. Additionally, this map will be sent via email one week ahead of the program.



2. Traveling to/from the Brick Works

Our [Shuttle Bus](#) will be operational in Fall/Winter 2022.

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](#).

For those driving to the Brick Works, Evergreen will be offering free parking with a pass in all parking lots for every Wednesday and Friday session during the Sprouts Parent and Tot play dates. The parking pass will be included in the welcome emails, or you can ask our staff to provide you with one upon arrival at the Brick Works. Please note, if you are parking outside those hours, you must pay at the meter.

You can visit [our website](#) to learn more about getting to the Brick Works.

3. Personal Items and Packing List

Please keep your participant's belongings to a minimum. Please do not encourage your child(ren) to bring valuable items for the duration of this program **and do dress appropriately for the weather.**

Recommended items to bring with you include:

- Light snacks (nut-free)
- Water Bottle (labeled)
- Non-Medical masks (highly recommended for indoors)

If your participant requires an EpiPen, they must always carry it on them.

Sprouts Program Details

Two program streams are available for the Fall 2022 session:

On Wednesdays, our Sprouts Land-based stream will focus on land-based learning and stewardship. The program features storytelling, nature walks and exploration, connecting participants to the wild side of the Brick Works campus. Our skilled facilitators will share plant knowledge, place-based stories and sensory-rich placemaking activities focused on supporting participants in getting their hands dirty and giving back to our magical site.

On Fridays, our Sprouts Songs and Senses stream will focus on child centered learning through music, craft and play. Weaving together experiences geared at engaging the whole child in compelling nature-based narratives, this stream focuses on building deep connections between participants and the Brick Works campus. Our skilled facilitators will share local ecological knowledge through a creative lens in this playful expression and place-based connection.

Behaviour Expectations and Grounds for Dismissal

We strive to create and maintain a safe environment for both participants and staff. We expect and encourage each child to maintain a positive level of respect for everyone. It is Evergreen's intention to work with participants and guardians to find solutions to behavioural challenges whenever possible. We appreciate your support and cooperation with our behavioural policy.

Prior to participating in this program, parents are expected to review and verify that their child can use the best of their knowledge to comply with the following safety expectations:

- Always staying within the eyesight of an outdoor educator and/or program supervisor unless they are using the washroom or with special permission from the outdoor educator and/or program supervisor
- No verbal or physical assault of outdoor educators, supervisors and/or other participants

If a child is behaving in a manner that is limiting other participants' experience of inclusion or safety, they will be asked to develop a behaviour contract with the Program Director. The Program Director, the participant and their guardians will be asked to sign this contract. If said contract is broken, the child may be asked not to participate in certain activities or may be asked not to return.

If a child continues behaving in a manner which negatively affects the physical or emotional safety of themselves or others and the above means have not addressed the situation, that participant may be asked to leave without refund. This behaviour includes but is not limited to bullying, physical and verbal assault, inability or refusal to follow safety guidelines, theft and bringing weapons or other inappropriate items.

Please ensure all mandatory forms are completed in [CampBrain](#) as your entry into this program is contingent on submitting completed forms.

Program Registration

Please note, all registrations will be reviewed prior to the start of the program to ensure we can provide sufficient care for your child, which may include follow-up calls. Please make sure all your mandatory forms, including the medical forms, are completed on your [CampBrain](#) account as entry to the program is contingent upon their completion.

Financial Assistance

Evergreen offers full and partial bursaries for our Children's Programs. For more information on eligibility and to apply, contact our camp office at camp@evergreen.ca.

Refund and Cancellation Policy

Upon registering you will be charged the full amount of \$290 for your 9-week session to secure your spot.

No refunds will be issued if a reservation is cancelled by a participant within 21 days of the session's start date. Otherwise, camp fees are refundable, less a \$60 administration fee. Please note, registrations are non-transferable. Missed sessions by the participant will not be refunded or rescheduled. Please write to camp@evergreen.ca if you are unable to attend a session.

Refunds (less the administration fee of \$60) will be issued should Evergreen cancel camp days due to changing public health regulations or COVID-19 related closures. Evergreen retains the right to change our refund policy without notice to adapt to the evolving public health situation.

Requests for cancellations or refunds must be made in writing and submitted to camp@evergreen.ca.

Flooding

Our site is 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 program, Evergreen will attempt to make alternative plans to run activities elsewhere, or much like on a snow day, we may need to cancel the program. Staff will attempt to contact you as early as possible to avoid any inconvenience.

Refunds will not be issued for missed days due to flooding.

Contact Information

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Email: camp@evergreen.ca

