











# School Visits to Evergreen Brick Works Teacher's Guide



## 2024 - 2025



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## About Us

Evergreen is delighted to offer a school program at Evergreen Brick Works for schools across the Greater Toronto Area (GTA). Launched in the fall of 2010, this program extends our long-standing commitment to serving Canadian schools since 1991.

We strongly believe in the power of outdoor experiential learning and its capacity to increase subject knowledge, motivate students, and stimulate curiosity. Nestled in the heart of Toronto in the lush Don Valley, only 4km from Lake Ontario, we have a unique opportunity to connect students to local nature.

We hope your visit inspires further exploration of local natural areas close to your school.

## ● A Day at Evergreen Brick Works

Here is an example of what your program at Evergreen might look like:

- 10:00 AM** Arrival and snack
- 10:15 AM** Opening Circle
- 10:30 AM** Nature hike with program-specific curriculum connections
- 11:30 AM** Lunch
- 12:00 PM** Program-specific activity (e.g., loose parts habitat build, skating, fire-building)
- 1:15 PM** Closing circle
- 1:30 PM** Depart

### NOTE:

- The specifics of your day depend on the program you select and is subject to change.
- Depending on program and timing, additional activities may occur throughout the day, including curriculum-connected games and storytelling.
- This schedule may be flipped so that the nature hike takes place in the afternoon and the program specific activity in the morning.
- Throughout the day, **your class may be split into smaller groups of 10-15 students during hikes or activities.**



## Program Start and End Times

When registering through our online booking system, please indicate the time you would like to begin and end your program. **Please note, we recommend a visit of at least 4 hours in duration to allow enough time to complete all the program components.**

### ARRIVAL

Please select your preferred arrival time from the following options:

#### ☐ 9:30AM arrival at Castle Frank Subway Station

- Evergreen facilitators will meet you at Castle Frank Subway Station and lead you on a hike to Evergreen Brick Works.
- The hike is approximately 2.5 km and takes about 45 minutes.
- This route passes through the forest and may be snowy and icy in the winter.
  - Not recommended for students under Grade 2.
  - Not recommended for students under Grade 4 during winter months.
  - If you feel these conditions might be challenging for your students, we suggest arranging transportation directly to Evergreen Brick Works.

OR

#### ☐ 10:00AM arrival at Evergreen Brick Works (550 Bayview Avenue)

- For classes travelling via school bus, other forms of private transportation, or the TTC 28 Bayview South Bus, please meet us by the Central Parking Lot outside Picnic Café (see the Site Map under *Programming Spaces*).

### DEPARTURE

Please select your preferred departure time from the following options:

#### ☐ 1:30PM from Evergreen Brick Works

OR

#### ☐ 2:30PM from Evergreen Brick Works

You may depart via school bus, other forms of private transportation, TTC bus, or via *self-guided* walk to Castle Frank Subway Station.

Don't see arrival and departure times that work with your schedule, or need to update your arrival or departure time? Please send us an email at [school@evergreen.ca](mailto:school@evergreen.ca).



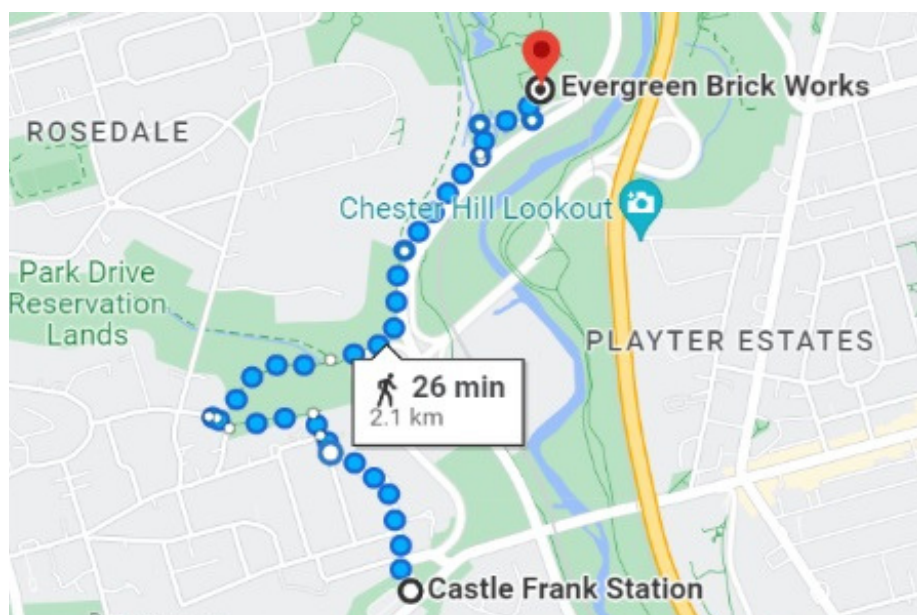


## ■ Getting To and From Evergreen Brick Works

There are several different ways to get to Evergreen Brick Works, depending on where your school is located, and what means of transportation are most accessible to you.

**Please Note: Evergreen's Shuttle Bus service is not available for school field trips.** Our shuttle has a limited capacity of 20 seats and 6 standing spots. It is a key method of transportation for staff and tenants working at Evergreen Brick Works and members of the public. As a result, priority will be given to such individuals upon boarding at any time of day. We strongly recommend that you choose another method of transportation from the following:

- **Castle Frank Subway Station (recommended for Grades 2 and up):** As described above, our Outdoor Educators will meet you at the subway station and lead you on a 2.5 km guided hike along Milkman's Lane to Evergreen Brick Works. Following the program, you will return to Castle Frank Subway Station via a **self-guided** hike (see image below for route).



*Walking Route from Castle Frank Station to Evergreen Brick Works*

- **TTC Bus (28 Bayview South):** Leaving from Davisville Subway Station, the bus schedule can be found [here](#).
- **Chartered Bus or School Bus:** Your school organizes a chartered bus service to and from the Evergreen Brick Works site. Pick up and drop off occurs in the Central Parking Lot (see map below).



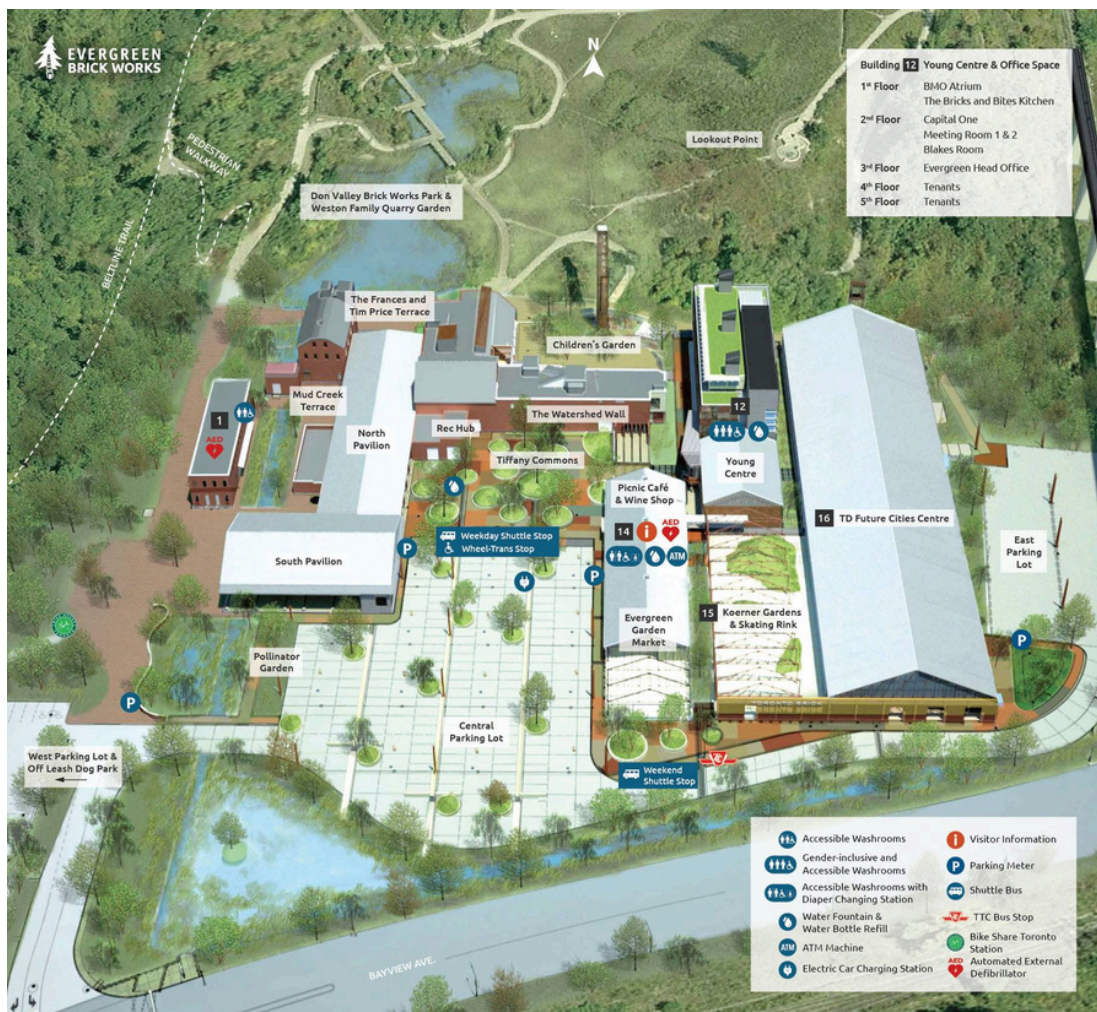
## Programming Spaces

**Programming at Evergreen Brick Works takes place outdoors rain, shine or snow! We ask that students please dress according to the weather (see below under What to Bring).**

The Children's Garden is our primary outdoor classroom, where loose parts and fire building activities will typically occur. However, our classroom will stretch far beyond the Children's Garden, across the whole Evergreen Brick Works site, with nature hikes that will take us through the quarry and surrounding ravine trails.

You will have an indoor space available for storing belongings, eating lunch and for programming in the event of inclement weather. If your group is eating lunch in a space with no chairs, you may request foam sit-upons for students to sit on while they eat.

If you have any questions or requests related to lunch spaces, please send us an email at [school@evergreen.ca](mailto:school@evergreen.ca) and we will do our best to accommodate you.



## What to Bring

### EVERY VISIT

In any season, when visiting Evergreen Brick Works, please bring the following:

- Packed, nut-free lunch and snacks
  - The café onsite has limited food options, and ordering food may cause delays.
  - Litter-free lunches are encouraged.
- Filled water bottle – There are water refill stations onsite.
- Comfortable clothing and shoes – Students will be outside all day and could get dirty.
- EpiPens and medications – It is the teacher's responsibility to carry and administer.
- Sunscreen – Be sun-safe no matter the season!
- Face mask and hand sanitizer (optional)

### COLD WEATHER VISITS

Here are some tips and tricks for staying warm on your winter visit to the Brick Works:

- Wear 3 layers in the following order: 1 dry and breathable, 1 insulating, 1 windbreaking.
- Wear wool or fleece for insulation. Avoid cotton as once it is wet it will not insulate.
- Wear waterproof footwear such as winter boots.
- Bring an extra pair of socks. Changing socks at midday helps keep toes warm and dry!
- Wear a warm hat and neck protection.
- Wear long underwear or a layer underneath your pants.

### HOT WEATHER VISITS

In addition to the items required for every visit, please bring the following:

- Sunhat
- Sunglasses
- Sunscreen

### RAINY WEATHER VISITS

In addition to the items required for every visit, please bring the following:

- Waterproof jacket
- Waterproof pants (optional)
- Rain boots
- Umbrella
- An extra pair of socks

Evergreen has limited clothing and outdoor gear available to borrow. Please let our facilitators know if any of your students will require any of these items during your visit, but know that we can't guarantee availability or sizes.



## Accessibility

Fun and accessible programming for all students is our priority at Evergreen Brick Works. When completing your registration form, please indicate any accessibility needs in the relevant form field. We will work with you to accommodate students' needs to the best of our abilities!

Forgot to fill out this section of the registration form? Not to worry! Please send us an email at [school@evergreen.ca](mailto:school@evergreen.ca) your earliest convenience outlining any accessibility needs.

## Adult Supervision

Evergreen facilitators will be with you throughout your visit, leading all programmatic elements and bringing our spaces to life.

**Visiting teachers are responsible for class behavior and management**, as well as bathroom, snack, and lunch break supervision.

In addition to teachers, we welcome parent/guardian volunteers on visits to Evergreen Brick Works. While we don't charge admission for parent/guardian volunteers, **we suggest a maximum of 1 adult (teachers and parent/guardian volunteers) per 10 students**. Please send us an email at [school@evergreen.ca](mailto:school@evergreen.ca) if you require an exception.

## Booking and Media Release Forms

Once you have completed our online registration form, and your trip date has been confirmed by an Evergreen administrator, you will receive an email which includes trip forms. Please follow the steps below:

1. Complete the Booking Form and return to [school@evergreen.ca](mailto:school@evergreen.ca) at least **3 weeks before your program**. Please note that only one form is required per group. This form helps us confirm trip details, specifically the number of students in attendance. **You will be invoiced based on the number of students indicated on this form.**
2. Distribute the Media Release Forms to students and return prior to, or on the day of your visit. Though **Media Release forms are not mandatory** for your visit, we greatly appreciate their completion! Completed Media Release Forms allow us to take photographs to share with our funders and ultimately allow us to continue offering free programming to qualifying schools.





## ■ Payment, Cancellation and Refund Policies

### PAYMENT POLICY:

**Full program payment is due no later than 7 days prior to the program's start date.**

Payments made less than 7 days prior to the program's start date are subject to a \$100 late fee. Schools will be invoiced based on the number of students indicated on the booking form. **Refunds will not be issued if fewer students attend than are indicated on the booking form.**

### CANCELLATION & REFUND POLICY:

Prior to program facilitation, we allocate resources for planning, reserving spaces, acquiring equipment, staffing, and other necessary expenses. Unfortunately, if a cancellation occurs, many of these costs are non-recoverable. When considering cancellation, we kindly ask for your understanding and respect for our policies.

Cancellation requests must be submitted in writing to [school@evergreen.ca](mailto:school@evergreen.ca).

- **Bursary Programs:** Cancellation requests received in writing more than 14 days prior to the program's start date will not be charged an administrative fee. Cancellation requests received in writing within 14 days of the program's start date will be charged a \$50 administrative fee. Cancellation requests received in writing within 48 hours of the program's start time will be charged a \$100 administrative fee. No-shows will be charged a \$100 administrative fee.
- **All Other Programs:** Cancellation requests received in writing more than 14 days prior to the program's start date will receive a full refund. Cancellation requests received in writing within 14 days of the program's start date will be refunded any program fees paid, less a \$100 administrative fee. Cancellation requests received in writing within 48 hours of the program's start time will be charged the full cost of the program based on the Booking Form numbers. No-shows will be charged the full cost of the program.



### EXTREME WEATHER:

Evergreen's school programs run rain or shine. Cancellations requested by clients due to the following reasons will not be charged an administrative fee, and will be refunded any program fees paid:

- Extreme weather conditions according to Environment Canada's warning system (e.g., blizzard, extreme cold, severe thunderstorm, tornado, flooding)
- School board transportation cancellations
- School closures

### FLOODING AT EVERGREEN BRICK WORKS:

Please note that Evergreen is located on a flood plain. If there is heavy rain the night before or on the day of your visit, the site may be closed due to a flood advisory. Though heavy rain will not result in program cancellation in and of itself, in the event of a flood, we will contact you and will do our best to reschedule your trip to an alternate date.

### STRIKE & WORK-TO-RULE:

If a strike or work-to-rule action is in place and inhibits the client from attending a scheduled program, every attempt will be made to re-schedule within the current school year. Should that not be possible, the client will receive a full refund of any program fees paid.

### PUBLIC HEALTH EMERGENCY:

If a government order is in place and inhibits the client from attending a scheduled program, every attempt will be made to re-schedule within the current school year. Should that not be possible, the client will receive a full refund of any program fees paid.

Cancellations requested by clients for reasons other than those stated in the Extreme Weather, Strike and Work-To-Rule, and Public Health Emergency policies will be charged according to the schedule and rates described in the Cancellation Policy.

In the rare event of a cancellation made by Evergreen, no administrative fee will be charged, and clients will receive a refund of any program fees paid.

