

# Adventure and Bike Ventures Camp Handbook





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# Welcome to

# **Evergreen Adventure Camp**

Evergreen is a national non-profit transforming public spaces in our cities to build a healthier future for people and our planet. Back in 2010, Evergreen transformed a collection of deteriorating heritage buildings into a global showcase for green design. Today, these buildings make up Evergreen Brick Works, Canada's first large-scale community environmental centre in the heart of Toronto, now home to hundreds of species and plants that inspire discovery, joy and connection.

Since 2013, Evergreen's Adventure Camp at Evergreen Brick Works, an OCA accredited camp, has welcomed thousands of campers to explore and 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 bike through Toronto's Lower Don Valley ravine trail network as they follow the paths of people and wildlife and 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.

Our Adventure Camp programs are dedicated in providing children and youth opportunities to connect with nature and expand their confidence levels as they partake in outdoor play while building a safe and inclusive space for all. The best part is that they don't need to leave the city to have this experience because it can happen right here at Evergreen Brick Works.

Thank you for taking the time to read this handbook. Inside you'll find all the information you need to give your camper an unforgettable experience at Evergreen along with our health and safety policies. More details will be sent to you in our welcome email prior to the start of your registered camp session.

For any questions and/or concerns, write to camp@evergreen.ca

# Evergreen's Approach To Children & Learning

Our Day Camp programs are engaging, active, memorable, and a lot of fun.

Based on the recognition that children and youth experience positive development when given access to a range of outdoor environments and play opportunities, our Adventure Camp programs are designed for campers to get up close and personal with nature, build confidence and grow their skills through hikes, games, stories, laughter and play.

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

### **Place-Based**

Building a foundation of knowledge through a focus on local nature, culture and community

# **Experiential**

Creating an inclusive setting for compelling learning through multisensory direct experiences

### Integrated

Ensuring full participation by providing intentional and meaningful support and encouragement

# **Ecological**

Providing children and youth with direct contact and time with nature

### **Active & Mobile**

Moving the body to engage the mind to build and develop healthy relationships

### **Arts Infused**

Breathing life into learning through creativity, compelling narratives, storytelling and art activities

# **Bringing It Home**

Everything campers learn or craft at our 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 or arts crafted at camp to the places where they live and play.



# **Our Camp Goals**

Our Adventure Camp programs seek to inspire children and youth to become the next generation of nature enthusiasts, sustainable city stewards and outdoor leaders.

Through active play and outdoor exploration, campers will build out their relationship with the land, learn about our local valley residents and how to identify edible plants, work with their hands to design and construct shelters with loose parts, and establish a braver and stronger sense of self.



- Reconnect With Nature
- Develop Wilderness Skills
- Build Confidence & Resiliency
- Make Time For Outdoor Play
- Nurture New Friendships

# **Our Camp Team**

Our highly skilled team of seasoned camp managers, certified teachers, outdoor enthusiasts, camp counsellors, inclusion support workers, 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 at Evergreen Brick Works.



# Our Camp Programs & Age Groups

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

# **Adventure Camp**

Adventure Camp comprises of our 1-week explorer programs for ages 6-11 and 2-week Rangers program (formerly LIT) for ages 12-14, both designed to inspire a new generation of environmental caretakers, leaders and explorers.

Junior Explorers
Ages 6-7

Intermediate Explorers Ages 8-9

Senior Explorers
Ages 10-11

Rangers (formerly LIT) Ages 12-14

# Bike Ventures Camp

Bike Ventures Camp connects campers (ages 8-14) of all mountain biking experiences to the outdoors, where campers will take part in skills sessions, trail rides, mechanical workshops, & nature play. Campers require good bike handling skills.

Hawks: Ages 8-11

Falcons: Ages 12-14

# **Outdoor Leadership Course**

The Outdoor Leadership Course (OLC) is a new 4-week camp program designed to guide, mentor and certify participants (ages 14-17) who are interested in gaining leadership skills while working with children in informal outdoor settings.

Ages 14-17

# Rangers (formerly known as Leaders In Training)

Our Rangers program, formerly known as Leaders In Training (LIT), offers our campers the opportunities to build community and make connections with each other and the surrounding environment to deepen their relationship with the land.

This 2-week camp program is designed for campers ages 12-14 who are ready to take the next step in their camp journey by expanding on their outdoor knowledge and understanding on their leadership skills at Evergreen Brick Works.

Rangers will improve their ability to build fires, forage for edible plants, whittle, and craft with natural materials. They will give back to the larger camp community by sharing their new skills through hosting activity stations for younger campers as well as taking on stewardship tasks around the site. Rangers will also have opportunities to participate in full bike day excursions along the Lower Don Valley trail network.

Evergreen strives to promote equity and eliminate barriers that prevent the participation of marginalized and underrepresented youth in the program. We are dedicated to providing a safe, inclusive, and accessible space for all future leaders to grow and thrive. The skills learned in this program will build confidence in your camper and can be applied to many areas of life.

If your camper has grown out of this program, we hope they are inspired to continue their camp journey at Evergreen Brick Works through our Outdoor Leadership Course and/or through our volunteer program. For any questions, please write to <u>camp@evergreen.ca</u>.

# **Outdoor Leadership Course (OLC)**

Are you between 14-17 years old living in Toronto? Are you looking for ways to build your resume? Do you have a desire to work with children and youth in outdoor settings? Our Outdoor Leadership Course (OLC) is meant for you!

OLC participants will be mentored by seasoned outdoor educators to gain experience, practice new skills, participate in learning seminars, earn resume-building certifications and gain insights about potential educational and career opportunities in the outdoor and recreational field. As part of the program, participants will also complete 50 hours in a camp-based practicum focused on experiential and practical learning, which can be applied towards the Ontario High School Diploma. With the focus on growth and performance, the OLC program will have participants walk away feeling inspired and empowered to work on themselves as outdoor leaders as they begin to think about their roles in the world around them.

Applying for our Outdoor Leadership Course program includes completing an intake form and submitting a letter of intent through <u>our website</u>.

Empowering youth from across the city to become outdoor leaders at Evergreen Brick Works"

Claire Christie,
 Camp Director





- Build A Learning Community
- Enrich Ecological Knowledge
- Cultivate Leadership Skills
- ◀ Foster A Growth Mindset
- Explore Professional Pathways

# Week 1

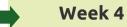
Foundational Seminars & Certifications

# Week 2

Camp Practicum 1 & Mentorship

### Week 3

Looking Back & Planning Forward



Camp Practicum 2 & Mentorship

# What does the OLC program fees cover?

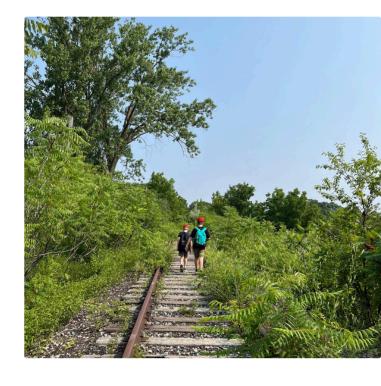
The OLC fees covers the cost for certifications, seminars, program materials, resources and mentorship from our seasoned outdoor educators.

Valuable credentials earned

Weeks of experiential learning

Mentored placement hours

Outdoor Leadership Course



# **How To Apply**

Apply through **evergreen.ca** and realize your boundless potential as an outdoor leader. All applications will be reviewed on a rolling basis.

# **Adventure Camp Schedule**

Sign In	8:45am
Opening Circle	9:15am
Morning Program Begins	9:30am
Morning Program Ends	11:45am
Lunch	12:00pm
Afternoon Program Begins	1:00pm
Afternoon Program Ends	3:00pm
Pack Up Bags	3:15pm
Sign Out	3:30pm
Extended After Care Begins	3:30pm
Extended After Care Ends	5:30pm

# Bike Ventures Camp:

Campers will follow a similar camp schedule as our explorer campers in Adventure Camp, however, there may be full day excursions where a picnic lunch takes place at designated spots on the Lower Don Valley trail network

### **Outdoor Leadership Course:**

OLC participants will follow a similar camp schedule as our explorer campers in Adventure Camp, however, they will be engaged in team building, seminars, workshops and practicum sessions



# **Our Camp Activities**

Evergreen values and embodies risky play and our camp activities are designed to be 'as safe as necessary' versus 'as safe as possible.' We believe children and youth are able to thrive with quality time spent outdoors where they can run, jump, climb, bike and explore while making friends and appreciating nature.

Depending on the camp program, campers can spend each day building with natural materials, exploring habitats and trails, identifying plants and animals, sharing stories, songs and ideas, crafting with clay and art materials, learning about leadership and risk management, play nature team building games or maybe even quietly observing the resident beaver in the quarry.



















# **Adventure Camp Packing List**

### **Lunch & Snacks**

Campers must bring their own litter-free and nut-free lunch, nut-free snacks and reusable water bottle 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.

Campers will be required to practice proper hand hygiene before and after eating and adhere to our "no food sharing" policy.

# **Clothing & Personal Items**

Programs will take place outdoors except during inclement weather. We recommend campers be prepared for all types of weather. We recommend campers pack extra clothing items as desired such as socks as they may get dirty, damp or damaged as campers venture out on camp activities outdoors.

If you are unable to provide certain items, we may have spares! You are welcome to leave items at camp for the week, however, please know that Evergreen will not be held accountable for any lost or stolen items.

# **Quick & Easy Checklist**

- Nut-free lunch & snacks
- 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 extra pairs of socks (recommended)
- Rain jacket (100% waterproof, with a hood)
- Rain boots (rubber boots)
- An extra change of clothes

We strongly encourage campers to not bring any items deemed valuable to the camper such as money, cellphones, handheld video games, trading cards, toys and/or books.

Evergreen is not responsible for lost or stolen items.

# **Bicycles & Helmets**

Campers registered under our Adventure Camp programs will have a specific day or half day designated bike program. We ask campers to bring their own bike and/or helmet if possible. You will also be notified and reminded about bike day in your welcome emails. If you are unable to bring your own bike and/or helmet, we may have limited spares.

For Bike Ventures Camp, we strongly encourage and ask campers to bring their own bike and/or helmet if possible. If you require a bike for the week, rentals are available at the time of registration. You are also welcome to leave your bike at camp for the week, however, please know that Evergreen will not be held accountable for any lost or stolen items.



# Learn To Ride Program

This program is suited for those campers, excluding those registered for Bike Ventures Camp, who are not yet ready to hit the bike routes and trails. In this program, campers will take time to learn about gear, safety, rules of the road and signaling after which they will be paired up with our experienced Learn To Ride camp counsellor for a dedicated bike lesson at Evergreen Brick Works.

Learn To Ride campers will work on gaining confidence to ride a two-wheeler bicycle unassisted as they advance their riding and balancing skills through progression games and fun activities. Bicycles and/or helmets can be provided. If your camper is not comfortable participating in our Learn To Ride program, they are welcome to partake in other activities with another camp group at Evergreen Brick Works.

# Adventure Camp Health & 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 600 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.

# **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

We strive to create a safe environment for both campers and staff where we encourage each camper to maintain a positive level of respect for everyone.

If a camper is behaving in a way that is limiting other camper's 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.

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.

# When to Stay Home

Campers and participants must stay at home if they are sick.

# Hand Hygiene, Respiratory Etiquette & Protecting Yourself

Campers and participants will be washing hands often with soap and water or use an alcohol-based hand sanitizer, provided hands are not visibly soiled. All 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.

Campers and participants will be reminded to cover their cough or sneeze with a tissue or into a sleeve or arm. Campers and participants will be reminded to avoid touching their face with unwashed hands.

### Masks & PPE

Please note that Evergreen Brick Works is a mask friendly zone and we ask all campers and participants to respect the choice of others.



# **Emergency Preparedness & Flooding**

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.

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 Camp Team can be reached at 416.586.0440 or visit <u>www.evergreen.ca</u> 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.

Evergreen Relocation: Rosedale United Church 159 Roxborough Dr Toronto, ON

# **Tick Description & Health Concerns**

In Ontario, the blacklegged tick is the only type of tick that can transmit the bacteria that causes Lyme Disease. To get Lyme disease, a person must be bitten by a blacklegged tick that is infected with the Borrelia burgdoferi bacteria. The risk of human infection increases with the time a tick is attached to a person and usually requires the tick to be attached for 24 hours or more.

<u>Blacklegged ticks have been found in Toronto, however, the risk of getting Lyme disease in Toronto is considered to be low.</u> All of Toronto is considered an Estimated Risk Area according to Public Health Ontario's (PHO): Ontario Lyme Disease Map 2022.

Ticks cannot fly or jump. Instead, they wait for a host (person, animal or bird), resting on the tips of grasses and shrubs. If a person brushes the spot where a tick is waiting, it quickly climbs aboard. It then finds a suitable place to bite. Ticks can attach to any part of the human body but, if found, may be in hard-to-see areas such as the armpits, groin and scalp.

Ticks are small, ranging in size from a poppy seed (less than 2 mm) to a pea (5 mm). The size of the tick varies depending on its life stage (larva, nymph, adult) and whether it has fed recently. The nymphal stage (less than 2 mm in size) typically occurs during the summer months

As an outdoor camp in the city of Toronto, safety for our campers and staff is our top priority and we will do our best to ensure all campers and staff stay safe. Please see our Tick Prevention & Routines section below for more information.

# **Tick Prevention & Routines**

### Pre-Hike

- Tucking socks into pants can be a good preventative measure in cooler weather
- Wearing long pants and long sleeves makes it harder for ticks to reach your body
- The pros of shorts and t-shirts is that you can often feel a tick on you before you see it
- Light coloured clothing may make ticks easier to spot
- Apply insect or tick repellent and follow the manufacturer's instructions

### **Post-Hike**

Conduct a 'friend check' with participants by doing the following:

- Ask participants to find a buddy
- One participant stands like a star and their buddy visually inspects them for any insects, ticks, etc. (hitch hikers) that should stay in the woods
- After spending time outdoors in wooded or bushy areas, campers and staff are encouraged to do tick checks at home.
- Showering is a good way to spot and remove ticks before they become attached
- Carefully check your full body and head for attached ticks. We highly recommend adult guardians of campers to conduct checks on their child after a day in program



Please note our policies are informed by Public Health Canada and Ontario Camps Association Guidelines.

If you have any questions and/or concerns, please write to camp@evergreen.ca.

# **Adventure Camp Registration & Policies**

# Registration & Application

Registering for Adventure & Bike Ventures Camp can only be completed through our online registration portal, <u>Camp Brain</u>.

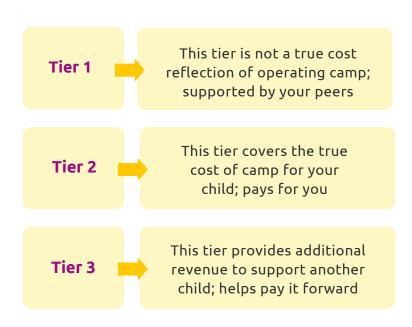
Applying for our Outdoor Leadership Course program includes completing an intake form and submitting a letter of intent through <u>our website</u>. After which applicants will be contacted for a meet and greet call with our Camp Leadership team. Applications will be reviewed on a rolling basis and once reviewed, successful applicants will need to pay camp fees through our online registration portal, Camp Brain.

Our camp fees include all applicable taxes. **Upon camp registration, you will have option to pay in full or select our instalment plan option where you would pay 50% at the time of registration.** Payments can made using a valid credit card or by setting up a direct deposit (e-check) option. Note that paying through our direct deposit (eCheck) will allow you to avoid the 3% credit card fee and help keep our processing costs low.

Prior to the start of your registered camp program, all registrations will be screened to ensure we can provide sufficient care for your child, which may include follow-up calls. Participation in some camp programs is contingent on a successful review. Please read about our tiered pricing, inclusion support and our full refund and cancellation policies below.

# Tiered Pricing

Tiered Pricing at Evergreen
Adventure Camp means that you
determine the rate that best suits
your family. This allows us to keep
camp as affordable and accessible
to as many families as possible
while presenting the opportunity
for other families to provide
additional revenue that will go
directly towards supporting a child
attend camp whose family may
not have been able to afford it.





### **Refund & Cancellation**

No refunds will be issued if a reservation is cancelled within 21 days of the session start date. Otherwise, 75% of program fees are refundable (25% will be retained as an administration fee).

Registrations are non-transferable. Cancellation requests for major medical reasons must be received in writing and submitted to <a href="mailto:camp@evergreen.ca">camp@evergreen.ca</a>. Cancellation requests will be considered on a case-by-case basis by the Program Manager. Mild illnesses (i.e., common cold & flu) and changes in personal circumstances are not considered valid for refund.

Refunds will not be issued should Evergreen cancel programming days due to inclement weather (including flooding), 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 refunds or cancellations must be made in writing and submitted to <u>camp@evergreen.ca</u>.

**Evergreen strives for transparency and inclusivity.** We offer tiered pricing to ensure our camp stays accessible to families, while providing the following to our staff and community:

- We are a living wage employer, certified through the Ontario Living Wage Network
- We offer a bursary program to provide subsidized camp rates for up to 10% of our campers
- We provide 1:1 inclusion care at no additional cost

# **Sick Days**

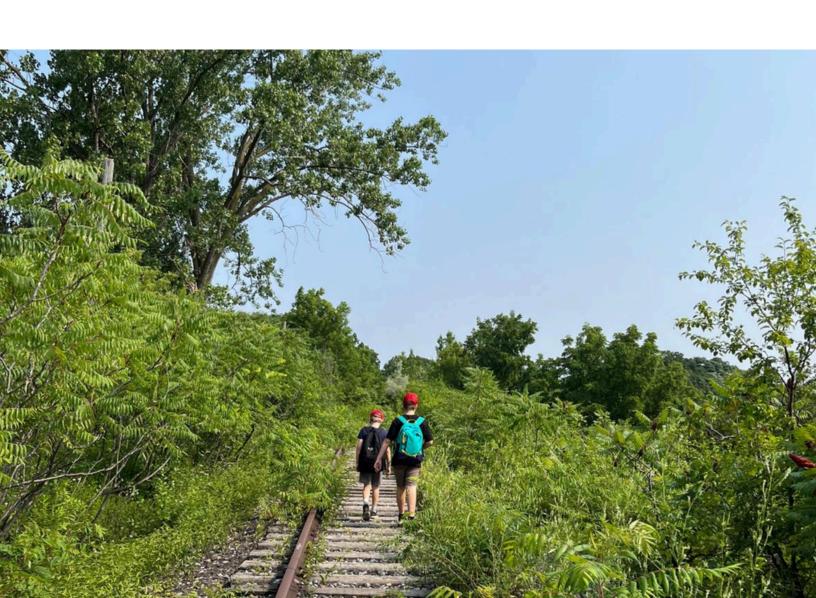
If a camper or participant falls ill while at camp, caregivers will be contacted to pick up their camper immediately unless they have self sign out permission.

No refunds will be issued for sick days. Please write to <u>camp@evergreen.ca</u> should your camper or participant will be staying home due to feeling ill or sick.

We have found our sick day, refund and cancellation policies 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.

For any questions and/or concerns, please write to <a href="mailto:camp@evergreen.ca">camp@evergreen.ca</a>



### Financial Assistance

Evergreen offers bursaries for our Day Camp programs. Applications are considered on a first come first served basis. The bursary application will close once funding is exhausted.

Please visit our <u>website</u> to submit your bursary application for our camp programs and one of our staff will get back to you as soon as possible. To learn more about our bursary program and our application process, please write to us at <u>camp@evergreen.ca</u>

### **Inclusion Support**

Our camp is dedicated to providing a safe, fun and positive camp experience for all campers.

If your camper has special needs or requires accommodations at camp please email <u>camp@evergreen.ca</u> 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.



### **Friend Requests**

Building a fun, friendly and accepting group of campers is a key goal for Evergreen Adventure Camp, and to ensure this, we accept friend requests only if the campers are in the same age group and camp session.

**Important:** Friends who are not in the same age group and registered camp session will not be considered. We limit the requests to one per camper.

Friend requests are only received through email. Please write to <a href="mailto:camp@evergreen.ca">camp@evergreen.ca</a> for your friend request and include your camper's full name and registered camp session along with their friend's camp information. We will try our best to accommodate, however, know that we are unable to guarantee friend requests.

# Camp Housekeeping & Logistics

### Welcome Emails

We're so excited to welcome your camper to Adventure Camp!

Approximately one week before your registered camp session, you will receive your welcome email which will include all the information you need to get ready and feel prepared for camp at Evergreen Brick Works. In your welcome email, you will receive details about your assigned camp counsellor, drop off and pick up locations, packing list and policy reminders as well as information about how to get to Evergreen Brick Works in hope to help you with your planning.

If you'd like to add extended after care or share a friend request, we strongly encourage you to contact our camp office at least 14 days in advance to your registered camp session. This gives our camp team enough time to accommodate for any late adjustments or changes to our camp planning.

### **Parking Passes**

At Evergreen Brick Works, parking lots are managed by INDIGO Park where paid parking is in effect 7 days a week.

To help with drop off and pick up, registered camp families will receive Evergreen Camp parking passes through our welcome emails. We strongly encourage you to print your passes ahead of time to avoid being ticketed. Our staff will have extra copies during drop off in case you need them.

Those registered for extended after care will receive separate parking passes. Please note our passes are time limited and parking outside of these times, standard parking rates will apply.

# Drop Off & Pick Up

Drop off and pick up will be streamlined by having caregivers visit our Adventure Camp Welcome Carts located at various locations at Evergreen Brick Works. Drop off begins at 8:45am for all camp programs.

You will receive a wayfinding map to help find your camp meeting locations in your welcome emails. Camp meeting locations vary depending on your camp program, for example, Bike Ventures campers and our Explorer campers will meet at different spots at Evergreen Brick Works to avoid congestion and long lines. Additionally, wayfinding signage will be placed around the site.

For pick-up at 3:30pm, we ask caregivers to show a piece of ID to our staff when signing out their campers. Please make sure you have all those authorized to pick your camper up from Adventure Camp updated on your forms through our online registration portal, <u>Camp Brain</u>.

If you need to drop your child at a later time, pick them up early or if they will be absent, please write to <u>camp@evergreen.ca</u> or call 416.586.0440.





### **Extended After Care**

We are pleased to offer an extended after care program from 3:30-5:30pm for an additional fee of \$100/per one week. Pro-rated options are available.

You can add extended after care through our online registration portal, Camp Brain anytime prior to your registered camp session. We highly recommend adding this option at least one week prior to your camp start date.

# **Getting Here**

Want to know how to get to Evergreen Brick Works? Whether you're using sustainable forms of transportation like the Free Shuttle Bus, walking or biking, or you're driving, there are lots of different ways to get to the site.

Evergreen Brick Works is located at 550 Bayview Avenue, Toronto, ON.

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. We strongly encourage you to view our Getting Here page for Evergreen's shuttle bus service. The free Evergreen Brick Works Shuttle Bus departs every 30-45 minutes from the parkette just north of Broadview subway station.





# **Self Sign Out Permission**

We provide the option for caregivers to give permission for their child to sign themselves out of camp on their selected dates.

This process requires caregivers to complete a self-sign out form on behalf of their child through our online registration portal, <u>Camp Brain</u>. We ask for caregivers to understand that once a camper has signed themselves out of our camp, they are no longer in the care of Evergreen and it is the camper's responsibility to connect with a buddy, sibling, or caregiver on their own.

Please note, the camper self-sign out form is not mandatory and must only be submitted should you wish your camper to sign themselves out from their camp sessions.

# **Our Contact Information**

# Hours

Camp Hours: Monday to Friday, 8:45am - 3:30pm After Care Hours: Monday to Friday, 3:30pm - 5:30pm

Office Hours: Monday to Friday, 8:45am - 5:30pm Lost & Found Hours: Monday to Friday, 8:45pm - 5:30pm

# **Holidays**

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

### **Contact**

Phone: 416.586.0440

Email: <u>camp@evergreen.ca</u>

Children's Programming Office Evergreen Brick Works 550 Bayview Avenue Toronto, ON M4W 3X8

