

**Parents, this is for your information only – please see the following pages of all of our program policies anything you need to sign is included in the online web registration and consent form.*

Welcome to Halton Hills Nature Immersion School! If you are interested in our programs either fill out the appropriate registration form or email us directly. We will reach out to connect with you and your family either during a tour/meet and greet or we may invite you to attend one of our Stay n' Plays. Parents often take comfort in seeing the many amenities we have on site, which include an enclosed composting toilet, and washing station, tarped areas, and a shelter.

Clothing and Belongings

Please ensure that your child is wearing outdoor clothes suitable for the weather conditions, as we will be outside learning for the entire program duration. This is so important for your child to fully enjoy their time at Halton Hills Nature Immersion School. We use the large tarps/covered areas during rain, lunch time or to warm up on cold winter days. Most of the adventures are out in the forest stations.

We recommend your child bring only what they need in a backpack that they can carry on their own. Lunches need to be litter-free and nut-free and we do not allow sharing of food between children.

Toys, electronics and tools from home are not permitted at our Forest Programs.

Children should be carrying a suitable backpack with:

- Generous litter-less, nut-less snacks and lunch
- Water bottle (refill fresh water station available in the forest)
- One complete change of clothes
- *Close toed footwear ONLY. (Open toed sandals/flip flops don't mix with roots, rocks, mud, mulch and streams). *Helpful to pack rain jacket and rain pants when there's even a small chance of rain. These can be rolled up in the bottom of the bag 'just in case'.

Each season brings its own set of conditions that we need to be prepared for. Please ensure your child is prepared for the season's weather by packing/wearing the following items:

Winter

- Winter hat (must cover ears and stay on head)
- Balaclava or neck warmer (no scarves please due to risk of strangulation)
- Two pairs of warm, waterproof mittens

- Warm, waterproof snowsuit or winter coat + snow pants
- Warm, waterproof winter boots
- Follow the clothing layering system for keeping warm:
 - o Base layers: Thermal shirt and pants (wool or fleece work well)
 - o Middle layer: wool/fleece/Merino wool sweater
 - o Outer layer (shell): waterproof and windproof, as well as breathable- a winter coat or ski jacket are great
 *Note: cotton is not helpful for cold weather. It does not retain heat when wet and takes longer to dry.

Spring/Summer

- Rain gear (raincoat and rain pants)
- Rubber Boots
- Sun hat (as the season warms up)
- Appropriate sweatshirts/jackets for colder days 16
- It is helpful to apply bug spray upon arrival later in springtime *Note: It's MUDDY in the spring* Summer:
- Sun hat and extra sunscreen (please do first application before program drop off)
- Tall, light coloured socks (help protect legs if wearing shorts)
- Close-toed shoes (no sandals are permitted)
- Occasionally (you will be notified by email) to pack a towel (not for swimming just for stream splashing)

Fall

- Rain gear (waterproof boots, rain pants and rain jacket)
- Warm jacket (breathable)
- Hat/gloves depending on cooler temperatures

Suggested Side Note: It's quite MUDDY in the Fall. We suggest gearing your child in second-hand clothing items when attending our program. Try to look for higher quality items at second-hand stores like Once Upon a Child, Value Village, Mission Thrift or on Facebook Marketplace.

Food: Snacks and Lunches

Halton Hills Nature Immersion School does NOT provide food for your child. Please send plenty of nut-free, healthy snacks, a hearty lunch and a water bottle for your child to have in their backpack. It's helpful to over pack snacks and adjust from there for the following weeks. There may be allergies in the group, so please no

peanuts or tree nuts. Label their containers and lunch boxes please. Children will be asked to clean their hands with water bottle spray and natural (toxin free) hand soap before eating.

A large water dispenser is available in the forest shelter for water bottle refills. On occasion, we will be having tea over the campfire or woodstove. Parents will be aware ahead of time and can provide permission and send along a mug with their child.

Toileting Policy

It is a great idea to remind your child to use the bathroom before arriving to the forest. We are fortunate to have an outhouse/toilet in the forest for use during the program. Nothing but waste and toilet paper is to be put down the toilet. Teachers do not assist children in the outhouse, so please ensure your child is completely toilet trained and able to use the washroom independently. Our toilet is cleaned regularly and a hand wash station with soap is onsite. Children are directed to wash their hands after using the washroom and before eating

Behaviour Management Policy

Keeping the children engaged in age-appropriate activities, offering choices, and having them lead their own learning often brings out the best in them. Open discussions around positive look fors with respect to behaviour are routinely, in the hopes of preempting any major conflicts. We encourage students to use problem solving strategies when minor conflicts arise amongst peers. If children need further assistance an educator will provide such.

Halton Hills Nature Immersion School carries out gentle discussions when a child is exhibiting behaviour that:

1. May interfere with another child's activity/play and
2. Is disruptive to the group as a whole.

The goal of the teacher's discipline is to help children develop self-control, self-confidence, decision-making skills, and communication skills. An example of a behavior management sequence, as follows: a. Provide age-appropriate, gentle, verbal clarification to explain that behaviour is not acceptable and the reasons why. Focus on the behaviour rather than the child. b. Model appropriate behaviours to set an example as to how to manage conflict and handle stress. c. Give a 2nd warning, implemented in a positive and consistent manner. d. Redirect the child to another activity or another method of dealing with the situation, away from the original area. e. Give a 'Calm Break' off to the side and clarification of why the child needs a moment to calm down. Allow them to have space for a few minutes and discuss/clarify why the behaviour is not acceptable.

We want all children to thrive at Halton Hills Nature Immersion School and safety is our priority. If a child's behaviour is unsafe to himself/herself or another child or teacher they will be clearly directed and required to stop the behaviour immediately. The child will be verbally redirected by the educator. If the child is unable or unwilling to follow the safety directive it will be at the educator's discretion to decide if the behaviour warrants

removal from a specific activity, or in an extreme case, from the remainder of the day. Should an early pick-up be deemed in the best interest of the child, the parent will be contacted immediately by phone.

Inclusion and Accessibility Policy

At Halton Hills Nature Immersion School, we aim to have programs accessible to a wide range of participants, regardless of race/gender/religion/language, socio economic status and varying levels of physical abilities. Please contact the director via email if you have any requests for modifications/considerations. Suggestions for how we can best support your child and our community are always welcome.

Attendance Policy

If your child will be absent from Halton Hills Nature Immersion School, please let the director know as soon as possible by phone/text: 416-728-1954.

In the event that Environment Canada, OPP or the Ministry of Transportation issue an extreme weather alert or travel advisory, programs may be cancelled or start/end times modified. Please watch for email or text from the director regarding closures at least an hour before our program start times. If the program has a parent communication group (i.e., on the Signal App) then an announcement would be posted there.

Refunds will not be provided for missed sessions due to absence, or cancellations.

Extreme Weather Policy

The weather forecast is monitored regularly, and the program is modified accordingly (i.e., parts of the forest may be closed to participants in consideration of weather related risks). In the case of extreme cold (-20 C or below) or extreme heat (30C or higher) the staff will limit participants' length of exposure (taking into consideration age and outerwear) and will continuously assess the participants' safety and comfort, watching for signs of frostbite, heat exhaustion, etc. There will be opportunities to splash around/cool feet in the streams (summer) and sit by the campfire and stay in shelters for activities (winter) which will help in extreme temperatures. If the weather is -21C or below, the session may be cancelled, and no make-up class will be held. If the program has a parent communication group (i.e., on the Signal App) then an announcement would be posted there for parents.

Hazardous Weather / Emergency Closing Procedures

HHNIS puts the safety and wellbeing of our participants and educators first. Cancellation of the forest school will be at the discretion of the camp's director and will be communicated to parents/guardians at least an hour before program start times via phone call or text. In the event of an emergency due to severe unforeseen inclement weather whereby it would be in the best interests of the children to close a session early (i.e., extreme snowfall for example) parents will be contacted by phone and the program will be modified to keep the children safe in the meantime. If the program has a parent communication group (i.e., on the Signal App) then an announcement would be posted there. A refund or credit may be issued at the discretion of HHNIS.

Notice of Withdrawal

A child is considered to be registered in a program once HHNIS confirmed there is a space for them, a registration form is submitted and the program deposit is received. Once a child is registered, it is understood that HHNIS will begin planning programs, staffing and purchasing materials on the understanding that the child will be participating.

To withdraw a child from a program please let us know in writing via email. At the discretion of HHNIS, a portion of the deposit to be withheld in order to cover materials purchased for the child and an administrative fee will be determined. We are not able to offer refunds for cancellations less than 7 days before the first session. A full refund will be provided if programs are canceled due lack of registration.

Emergency and First Aid

There are emergency first aid kits onsite, and educators carry with them emergency procedures and emergency phone numbers during each session. All teachers have up to date First Aid and CPR training and a current criminal record check.

Teachers will not administer drugs or medication to any child while in their care with the exception of an Epi-Pen for severe allergic reactions or Asthma inhalers. Written consent for administration of medication from a parent must be on file with a form filled out (see attached forms and include details on registration form). Medications must be in a container labeled with the child's name.

Emergency Action Plan

In the case of an injured child

- Secure area and make safe.
- Teachers to carry out basic first aid and remain with the child to maintain/monitor the injury and situation.
- In the case that the child need further medical attention, Staff to call 911 and give location: 10708 Third Line, Halton Hills (Hwy 25 & 15 Side Road) and ask for an ETA.
- Staff should gather all other children, do a head count and keep them calm.

- Teachers to call parents of injured child.
- Teachers and children should head to front area of property (in front of round-pen) if safe to do so, to await assistance from Emergency Services.
- Teachers to guide paramedics to the site of the injury and assist in keeping the children calm.

In the case of an injured Adult (Volunteer/ Parent/ Visitor)

- Secure area and make safe.
- Teachers to carry out basic first aid and remain with the injured party to maintain/monitor injury.
- Teachers to call 911 and give location: 10708 Third Line, Halton Hills (Hwy25 & 15 Side Road) and ask for an ETA.
- Teachers to gather other children, do a head count and keep them calm until help arrives.
- Teachers wait and monitor injury until Emergency services arrive.
- Phone parents if early pickup is warranted.

In the case of injured Teachers

- Partnered teachers to secure area and make safe.
- Partnered teachers to carry out basic first aid if possible.
- Partnered teachers to call 911 and give location: 10708 Third Line, Halton Hills (Hwy25 & 15 Side Road) and ask for an ETA.
- Partnered teachers to gather all children do a head count and keep them calm until help arrives.
- Partnered teachers to call injured staff's next of kin/emergency contact. If an accident occurs, it will be documented on an accident report form and/or in the injury logbook to be kept on record.
Our nearest 24-hour Accident and Emergency hospital is: Princess Anne Hospital in Georgetown.

Lost or Missing Child

- Make an immediate search of the area using call and response sequences like: '1, 2, 3 where are you?' or the 'crow call'. (These are taught the first day by the teachers and played together with the children on an ongoing basis).
- Ensure the safety of the rest of the group and keep them together.
- All available adults to search, one adult to stay with the rest of the children.
- Contact the police 15 minutes after the search begins for lost/missing child.

- Contact the parent/guardian.

Risk Management

Some of the risks of outdoor activity include, but are not limited to:

- Injuries from executing strenuous and demanding physical activities
- Injuries from failing to properly use tools
- Injuries from accident around the campfire/shelter stove
- Injuries related to streams and pond
- Coming in contact with poison ivy or stinging nettle
- Being bitten by a tick or stung by a wasp/bee
- The presence of wild animals and insects
- Inclement weather

We work to create an environment that is as safe as possible by being proactive and by using simple guidelines that children and adults can remember.

Our safety guidelines include:

- With the children, setting up a safe space with boundaries and guidelines.
- Carefully observing the children's interaction with each other and their physical environment.
- Constantly be assessing the risk as location of play/conditions change (dynamic risk assessment).
- Spotting the children during more challenging physical activities (ex: climbing trees)
- Gently redirecting the children to safer activities or modified activities

If the teachers observe that the children's play is becoming dangerous, we will redirect the children and remind them that it is important to stay safe. Some common phrases used by our staff team: "Take your time." "What's your next move?" "Do you feel safe there?" "I'm here if you need me." "What's your plan with that stick/rock?" "Should we move this game to a more open area?" "Sticks need space, where can you find more space?" "Let's pause and check in with each other. Make sure everyone is still having fun." "Let's check this fort/fallen tree to make sure it is safe to hide under." The experience and management of risk is a fundamental part of our Forest Program and essential for healthy child development. Our goal is not to keep children from all types of risky situations, but is instead to teach children how to safely navigate the risks that they encounter in the woods. We hope they will learn how to identify and navigate risk, which is an important life skill. We do require that children are able to respond to our voices (or to call and response sequences like our crow call/1,2,3 where are you) at all times. If a child has a consistent difficulty with listening and it poses a safety concern, we

may discuss having a support person assist. We would discuss this with parents and plan together how we can best meet the needs of the child.

Campfire Safety Policy

It is common to have a campfire during the program, especially in colder weather. Fire safety will be explained in great detail to the children and repeated any time a campfire is part of a session. Children will learn how to safely gather kindling and start a fire depending on their age.

- Campfires will only occur in the designated fire pit in the 'Bear Cave'
- Weather conditions will be assessed before a campfire (no fires in windy weather or if environment is too dry).
- Maintain a distance of at least 3 feet between fire and benches/stump seats.
- Bucket of rain water and/or extinguisher is present beside fire at all times.
- Running is not permitted around the fire pit.
- If a child is learning to start a fire the teacher to child ratio will always be 1:1.
- Keep flame height equivalent to or lower than knee-height.
- Cooking over the fire will be closely monitored and children will take turns with 3-4 children cooking at once. • Proper fire circle etiquette will be taught and enforced with all ages.

Hand Tool Safety Policy

We are committed to providing children with access to a wide range of equipment that stimulates enjoyment, learning and development. Using small hand tools is an important part of our Forest Program as it gives children the chance to develop new, practical skills, which will empower them and develop self-confidence. To enable this, safety is carried out in this way:

- Hand tools will be maintained in good order by the teachers
- Tools will be inspected before each session to ensure safety
- Children and adults will be taught how to handle tools properly and to treat them with respect as well as use them in the designated safe area
- Tools will be kept in the tool bag and only removed by the teachers; Bow saws and knives must have a blade guard on them and will only be removed by the staff
- Teacher to child ratios when using hand tools will vary from 1:1 to 1:2 depending on tool in use

- Proper protective equipment will be used when necessary
- Running with tools is prohibited
- Pointing with tools is prohibited
- If guidelines are not followed, children will lose permission to use hand tools

Water Safety Policy

Streams wind through the forest, varying from just a few inches to 1 foot deep. There are plenty of frogs, tadpoles, and other exciting pond life to be discovered in the many streams, and we take care to ensure that we are as safe as possible around water. There is a pond on the property (located at the front of the residence, not close to where our regular programs happens), however the pond is NOT a part of our Forest Program. The pond is NEVER visited by any groups and is not easily accessible or visible once children are in the Forest and away from the main drop-off area. Note:

- After a heavy rain in spring or fall – streams are higher and out of bounds (no swimming ever happens at Halton Hills Nature Immersion School, and teachers will be making the boundaries clear on these occasions)
- Splashing and walking across streams (0.5 feet deep typically) is allowed in the warm months
- Close supervision anytime children are in proximity to water
- There is a hose available at pick up area to hose off boots etc. from playing in the muddy streams if needed.

Tick Safety Policy

If we explore tall grass, teachers will guide the children on a head to toe self-check for ticks upon return to the main trail. If a tick is found on a child, the tick will be safely removed properly and placed into a bag to be sent to public health for testing. Parents will be informed. Many of the highly used areas at Halton Hills Nature Immersion School are maintained trails or low cut grass in the farm field – this reduces the risks of ticks. It is recommended to do a brief head to toe check on your child after our Forest Program or at home (they will likely be muddy anyways from being outside for hours and need a bath). Children can wear light coloured clothing so ticks are easy to spot (and child or teachers can remove them immediately). We also recommend pulling their light coloured socks up high. This is a helpful practice anytime you hike.

Photography/Video Consent/Permission Form

In the course of activities, representatives of Halton Hills Nature Immersion School, Educators, participants and staff may take photographs or otherwise record events. These photographs and recordings are sometimes used to promote our Forest Programs. Please advise us if you are willing to have your own image and voice and/or your child's image and voice used for promotional purposes by Halton Hills Nature Immersion School indicated below:

I, on my own behalf and/or on behalf of my child, give permission to the Halton Hills Nature Immersion School to photograph and record me and/or my child's image and voice on still photographs, motion picture film, audio tape, video tape or digital media and to use this material, and/or similar material provided to HHNIS by me or third parties involved in events, in whole or in part, now and in the future, through the media of television, film, internet, multi-media presentation, radio, audiotape, videotape, in printed form and display form for the promotion of HHNIS I, on my own behalf and/or on behalf of my child assign and transfer to HHNIS any and all proprietary rights, including copyright, and waive all personality rights, which I may have or my child may have in this material. HHNIS is only responsible for official uses of photographs and recordings. Any personal uses by other participants and volunteers outside of the promotional uses outlined above are not monitored by or the responsibility of HHNIS.

I, on my own behalf and/or on behalf of my child:

<> Give my permission as set out above for use in public domains.

Name of applicant/participant or parent/guardian signing form

Signature of applicant or parent/guardian Relationship to child: _____

Date _____

Accident Report Form

Date: _____ Time: _____ AM / PM
Child: _____ Teacher : _____

Location of accident/incident: _____

Details of Child's injury:

How it occurred:

Action Taken:

Was the Parent/Guardian called? YES / NO Name: _____ Time called:
_____ AM / PM Comments:

DR, Nurse, Poison Control, etc called? YES / NO Time called: _____ AM / PM Comments:

The above accident/ incident has been explained and discussed by both the provider and the parent/guardian. We agree and understand the accident/incident described above. This information has been reported accurately, to the best of our knowledge. Signature of Parent/Guardian:

_____ Date : _____ Signature of Staff: _____
_____ Date: _____ 22 Appendix D: Injury

Log Date of Injury: _____ Time: _____
Location: _____ Child/ Children
involved: _____ Staff involved: _____
Nature of injury CIRCLE ONE:

MINOR MODERATE SERIOUS TYPE OF INJURY (CIRCLE ONE): Fall Specify height: Bruise/swelling/bump
Collision with object Specify: Cut Specify location: Collision with person Burn Specify location: Poisoning
Specify: Puncture Specify location: Head Injury Sprain/ Strain Other Scrape/ Scratch Specify location: Object
in Ear/Nose/Eye Specify: Equipment Involved (CIRCLE ONE): None Trees Stick Other, specify: Hand Tools
Specify: Surface (gravel, grass, roots) Specify: Comments:

Administration of Medication

**Teachers may administer medication to a child only when the parent/guardian has submitted this form completed and signed.

** All medications must be in the original container. If your child requires an inhaler – the top part of the form will permit staff to administer the inhaler on a set schedule or at the child’s request. If you wish your child to carry the inhaler or Epi-pen on their person or self-administer, the second portion of this form with an attached written procedure is required.

Name of child: _____ Name of medication: _____
Medication type (ie: inhaler, antibiotics): _____ Reason for medication: _____
Prescription number: _____ Date prescribed: _____ Expiry Date: _____
Dosage to be administered: _____ Time(s) to administer: _____
Storage: _____ Possible side effects: _____
Administration instructions: _____ Stop
administration if the following reactions are observed: _____ Name of
Parent/Guardian completeing: _____
Parent/Guardian Signature: _____ Date: _____

Complete this section if you require your child to self-carry or self-administer their inhaler or Epi-pen. Please note; if you answer “yes” please attach a written procedure, which has been established by a egally qualified medical practitioner. The above child is allowed to YES / NO self-carry their Epi-pen/inhaler (where will it be kept? _____) YES/ NO self-administer their inhaler or Epi-pen The section below is for office use only to record when the medication named above was administered.

Date	Time Given	Amount Given	Teacher’s Signature
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