



Field School Program Teacher Planning Guide

CHEAKAMUS
CENTRE

nature is in session

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I | Program Overview

Field School offers students the chance to immerse themselves in educational experiences that are inspired by nature. Utilizing the Centre’s 165 ha (420 acre) ecological reserve, these experiences take place within an extensive network of trails, ancient forests, spawning channels, our teaching hatchery and working farm. Designed around [5 guiding principles](#), our curriculum-based Field School program seeks to connect students to themes of **Place**, **Inquiry**, **Community**, **Personal Connections** and **First Peoples’ Perspectives**. Most importantly, Field School is about engaging learners in fun and meaningful ways that foster understanding and care for our natural world. With input from visiting teachers, Cheakamus Centre staff will design a hands-on, nature-based program that creates a memorable outdoor learning experience for students and staff alike.



[CLICK HERE](#) for a letter from our Education Director, Conor McMullan

Sample Schedule

Field School can range from one day to upwards of five days. Below is a sample schedule for a three-day Field School Program. Programs are customizable to suit your group’s specific goals.

Time	Day One	Day Two	Time	Day Three
8:15 AM		Breakfast	8:15 AM	Breakfast
9:30 AM	Arrival, Welcome & Teambuilding	Activity C	9:15 AM	Activity F
11:00 AM	Move into accommodation		11:15 AM	Closing Session
11:45 PM	Lunch	Lunch	11:45 AM	Lunch
1:00 PM	Activity A	Activity D	1:30 PM	Departure
3:00 PM	Snack	Snack	<i>Please Note:</i> All sections highlighted grey indicate times when Cheakamus Centre staff are facilitating programming and assisting with supervision. At all other times, visiting staff/adult volunteers are responsible for the supervision of students.	
3:30 PM	Activity B	Activity E		
5:30 PM	Self-directed Time	Self-directed Time		
6:00 PM	Dinner	Dinner		
7:00 PM	Evening Games	Campfire		
8:00 PM	Self-directed Time & Snack	Self-directed Time & Snack		
9:00 PM	Quiet Time	Quiet Time		

2 | Planning Overview

**All of our forms can be found on the [Teacher Resources Page](#) on our website.
Please use the “Field School Program” drop down menu.**

Form submission

Please email completed forms to our Administrative Coordinator, Chelsea, at office@cheakamuscentre.ca. Please ensure ALL fields in forms are complete with parent signatures where required.

Timeline

Stage	Action Items
Booking	<ul style="list-style-type: none"> ▪ Confirm proposal details, dates, and estimated numbers ▪ Alert Cheakamus Centre of any extra space/facility needs ▪ Submit signed contract and deposit to secure your booking ▪ Submit C.O.I. (Certificate of Insurance) – <i>details will be outlined in your contract</i>
6-8 Weeks Before Visit	<ul style="list-style-type: none"> ▪ Complete and return the Planning Form – due ASAP ▪ Distribute the following forms to parents/guardians and adult participants: <ul style="list-style-type: none"> - Informed Consent Forms (required for all student <u>and</u> adult participants) - Medical Forms (required for all student <u>and</u> adult participants on MULTI-DAY PROGRAMS ONLY – no medical forms required for One Day Field School) - Packing List ▪ Confirm transportation to and from Cheakamus Centre ▪ Begin completing the Activity Group Med Diet Summary ▪ Begin making your own Cabin Group Lists (overnight programs).
2 Weeks Before Visit	<ul style="list-style-type: none"> ▪ Final due date for remaining forms: <ul style="list-style-type: none"> - Informed Consent Forms (required for all student <u>and</u> adult participants) - Medical Forms (required for all student <u>and</u> adult participants) - Activity Group Med Diet Summary - Confirm Final Numbers – you will be invoiced for this final number, or actual number in attendance, whichever is higher
Day 1 of Visit	<ul style="list-style-type: none"> ▪ Bring hard copies of your student Medical Forms with you in case of emergency during transportation ▪ Bring your Cabin Group Lists with you to hand in to our Program Coordinator (overnight programs)

Activity Groups

Cheakamus Centre Admin will assign you the number of Activity Groups to use for the Activity Group Medical/Dietary Summary. Note that if your confirmed student number changes substantially from your estimate, this number is likely to change. Please keep groups as even as possible, and email this form back as an Excel document, not scanned and sent as a PDF. Please make sure to indicate ALL dietary requirements, and **HIGHLIGHT** any life-threatening/anaphylactic allergies.

One Day Programs

We do not require Medical Forms for one day programs. We do require, however, confirmation of all students’ dietary and medical information, so you may wish use our Medical Form to collect this information to collate onto the Activity Group Med Diet Summary, especially if your school does not already have access to this information. If you are using our Medical Form for one day programs, you do not need to scan and send them to us.

3 | Accommodation

Our 9 heated rustic cabins can house up to 140 people in a beautiful forested setting. Each cabin can accommodate from 12 to 18 people with 2 shared washrooms. Cabins 1-6 can be divided into two separate spaces using a central locked door. Cheakamus Centre has 2 wheelchair accessible cabins (7, 8); providing a number of accessible beds and bathrooms for guests.

[CLICK HERE](#) for a look at the **Cabin Layouts!**

Cabin Assignments

Our Program Administrative Coordinator will reach out prior to your program to assign your cabins – these assignments will be based on group composition – age, numbers, etc. along with taking into consideration any other groups on-site. We will work with your planning lead to arrange cabins, and are open to all-gender cabin assignments if this is the preference of your group.

Bedding

Groups are required to bring their own bedding (sleeping bag and pillow). We have linens available to rent for a fee, please inquire if this is required for your group (example – groups travelling by air may not wish to pack sleeping bags and pillows). Cabins are heated, so winter programs do not need to bring winter-rated sleeping bags.

Overnight Supervision

Please note that overnight supervision is the direct responsibility of attending adult teachers/chaperones. For younger groups, we require that adults stay in the same cabins as students (in a private room). For older groups, we can discuss the possibility of adults staying in separate accommodations (note that even in this case, adults are still responsible for supervision overnight). There will be a Cheakamus Centre program staff member available on-call during the night in case of emergencies; their phone number will be given to you on-site.

To see more images of our facilities, check out images in our [facilities photo gallery](#).



4 | Meals & Dining

Chef Wade and his talented culinary team strive to prepare simple, sustainable meals and snacks that are kid-friendly and nutritious, and keep our students healthy, happy and energized. Our kitchen is able to cater to a variety of special dietary needs and restrictions. **Ensure parents are reminded to correctly complete the dietary portion of the Medical Form and the visiting teacher completes the Group Medical Summary to highlight any special diets.** This is essential for our ability to properly care for the visiting students.

Complex Dietary

If you have a student with a particularly complex set of dietary needs, please reach out to our Admin Coordinator who will put you in touch with the Chef Wade directly if necessary. If we notice a dietary concern on a medical form that requires follow-up, we will reach out to the lead planning coordinator and sometimes directly to the parent/guardian. In some cases, such as serious dietary or medical concerns, we will allow outside food to be brought to camp. **This MUST be pre-approved by Cheakamus Centre.**

OUTSIDE FOOD IS NOT PERMITTED AT CHEAKAMUS CENTRE, unless pre-approved by program administration.

Nut-Restricted Policy

Cheakamus Centre is a nut restricted facility. We do not order, import or permit any products containing nut on site. We cannot, however, fully guarantee that private individuals are not bringing items containing nut products on site for personal consumption or use. Please do not bring any nuts or nut products. This also includes any skin care and hair products that may contain nuts.



5 | Leadership & Supervision

A quality and safe outdoor education experience relies on the support of adult chaperones. Chaperones are responsible for the health, safety and conduct of participants and are expected to supervise at all times, including overnight, while at Cheakamus Centre. Most schools bring teachers, parents or school staff as chaperones. We require one adult chaperone per cabin group of approximately 10-12 students. Our maximum adult to student ratio is 1:10.

Expectations of a Chaperone

During Programming

We require one teacher/chaperone to be assigned to each activity group. Chaperones stay with the group throughout the day and follow the instructors lead as to when to be an active participant and when to be an observer. Chaperones are also expected to manage challenging behaviors or conflict between participants. If a student is unable to participate in an activity due to illness or injury, it is the school's responsibility to provide care for the student and to organize parent pickup if that is a possibility.

At All Other Times

Outside of daily programming times, chaperones assume a more active role. Chaperones will supervise the students before, during, and after mealtimes, during any self-directed time, and overnight in cabins. Duties may include some or all of the following: organizing games during self-directed time; helping portion at the buffet and assisting with composting during meals; comforting students who are homesick throughout the night, etc. Try to rotate responsibilities throughout your program so that all adults have an opportunity for their own relaxation. We want everyone to enjoy their Field School experience!

Consumption of alcohol on-site is strictly prohibited for school groups and their chaperones.

6 | Health & First Aid

Medications

Visiting teachers and chaperones are responsible for administering all student medication while at Cheakamus Centre.

Please collect all student medications and distribute at appropriate times.

First Aid

Cheakamus program staff are first aid trained and will attend to first aid requirements during program periods. During non-instructional periods, visiting teachers and chaperones are responsible for student care including basic first aid needs. On-call staff are available 24/7 to support first aid requirements (if required) or in the event of an emergency. **Groups are expected to bring basic first aid**



equipment and a vehicle to use in the event of an emergency. If an emergency vehicle is not available, a local taxi service can be used as an alternative. **Squamish Taxi: 604-567-1111**

Please report all incidents and accidents to the Environmental Programs Coordinator.

Advanced Medical Care

Medical care is available at the Squamish Hospital located 20 minutes from our site at 38140 Behrner Drive. In the case of an emergency, please call 9-1-1 and provide the location you are calling from (2170 Paradise Valley Road). Further information about emergency procedures will be provided upon arrival.

Sickness

In the case a participant falls ill, they will be separated from the rest of the group, and an adult chaperone will need to stay with them. In some cases, when possible, students will be sent home – it is the visiting school's responsibility to call parents and arrange for a pickup.

Complex Needs Planning

Everyone is welcome at Cheakamus Centre! The Field School Program has a profoundly positive and lasting effect on participants and we endeavor to provide opportunities for all students to attend and actively participate. Please consult with Cheakamus Centre Administrators if a student with complex needs or program adaptations will be attending to discuss our ability to meet the individual's needs. **Please provide a Medical Plan for students with medical conditions** such as diabetes, seizures, heart conditions, etc. Please note that this information is only to inform our team, your group is required to provide primary care for these students.

7 | Site Policies

All Cheakamus Centre policies can be found [here](#). Please review this document prior to your arrival and ensure your group is prepared to adhere to all policies. We are mindful that this is a comprehensive policy list. With such a large, magnificent site, there are a number of things we must bring to your attention for your safety and enjoyment throughout the duration of your visit. We thank you for taking the time to read this document.

8 | Frequently Asked Questions

Q: *My student has a vegan diet- will there be an alternative at meals?*

A: Yes, we are able to cater to many special dietary needs.

Q: *A student is only able to attend 2 of 3 days of their Field School Program - will they have a discounted rate?*

A: Generally we do not provide partial rates for programs. Allowances for partial fees are provided for students with Ministry designations requiring program adaptations, on compassionate grounds (i.e. family funeral), and in coordination with the school-based administrator and the Director of Educational Programs at Cheakamus Centre. Please contact us for more details.

Q: *We have a group of 50 students with 5 teachers/adult volunteers attending. More parents would like to be chaperones - is this allowed?*

A: In general, more hands isn't always more helpful. Depending on the circumstances it is possible to bring additional adults with the approval of our Program Team. For guidelines on this including fees, please refer to your contract. Please contact office@cheakamuscentre.ca to discuss this further.

Q: *Can I run my own evening activities?*

A: Yes, if you would like to facilitate your own evening activity, please communicate that on your planning form.

Q: *Is there an indoor space to facilitate my own activity?*

A: Yes, please send a specific request during your booking or planning process to ensure a space is available for your use, and so any AV needs can be prepared for.

Q: *Does Cheakamus Centre provide overnight supervision in cabins?*

A: Visiting teachers and adults are responsible for overnight supervision. We recommend one supervisor in each cabin with students. It is your responsibility to provide a supervision model that works best for your group. Please contact us at office@cheakamuscentre.ca if you have any questions about supervisory roles and responsibilities.

Q: *Who is responsible for first aid and medication administration during a program?*

A: Cheakamus program staff are first aid trained and will attend to first aid requirements during program periods. On-call staff are also available in the event of an emergency. During non-instructional periods, visiting teachers and chaperones are responsible for student care including basic first aid needs, and therefore should come prepared with a stocked First Aid kit. Visiting teachers are responsible for any medication administered to a student/youth.

Q: *Where does our group arrive and depart from?*

A: Overnight Field School generally arrive and depart from **Cheakamus Centre North Entrance (2170 Paradise Valley Road), Fireside Parking Lot.**

One Day Field School generally arrive and depart from **Cheakamus Centre South Entrance (1600 Paradise Valley Road), ELC Parking Lot.**

Please note: GPS applications such as Google Maps do not provide accurate directions to our site, please look for the large Cheakamus Centre sign with our address on it.

9 | Cheakamus Centre Contact Information

General Program Inquiries: Please email programs@cheakamuscentre.ca

Forms Submission and Program Questions: Please email Chelsea at office@cheakamuscentre.ca

Website: www.cheakamuscentre.ca

[TEACHER RESOURCES](#)

[SITE MAP](#)

[DRIVING DIRECTIONS](#)

Address:

Cheakamus Centre **North:**
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Brackendale, BC, V0N 1H0

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Thank you!

We greatly appreciate your support in planning your Field School experience!