



C.Y.O. Camp Brébeuf Retreat Package

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Dear Youth Leaders,

Welcome to CYO Camp Brébeuf. Whether you are a new group or one that has been coming here for years we hope that our commitment to providing quality youth retreat will exceed your expectations. Please read through this package thoroughly at least **3 weeks** before your group arrives, as it contains useful information when preparing for a retreat to CYO Camp Brébeuf. Extra copies of this package can be found on our website at: www.campbrebeuf.ca

Enclosed you will find a checklist, policy information, like our Peanut/Nuts policy, the Important Class Information Sheet, a sample schedule, programming and other important information regarding your visit. Please share this information with your youth and parents so that they are prepared and have an idea of what to expect from their CYO Camp Brébeuf experience.

It is necessary for us to receive your **Important Class Information Sheet** (by fax or email) at least **two weeks** in advance so we can prepare for your arrival (accurate numbers are important for staffing, food preparation and scheduling purposes).

It is our goal to create an experience that is both memorable and safe for your group. CYO Camp Brébeuf staff are ready and excited to work with you to achieve this goal and others that you may have for your retreat. We hope that this package will be informative and if you have any further questions please let us know.

God Bless,

Katie Moncrieffe

C.Y.O. Consultant to Youth Ministry



Price and Policies

COST: please contact camp for prices. We do not charge for chaperones unless they exceed a 1 to 10 ratio with youth. Additional chaperones over this 1 to 10 ratio will be charged for meals. However, if you have youth who require an EA to be present we do not charge extra for the EA.

Cancellation Policy: Once a date has been reserved for your group if there is any need to cancel your booking we ask for a minimum of **3 weeks** notice. Any cancellations made after the 3 week minimum, a **\$100 cancellation fee** will be charged.

Reduction in Numbers Policy: Providing Camp Brébeuf with accurate numbers of youth and chaperones prior to arrival allows us to prepare by scheduling staff and activities, and in some cases ordering food. If for any reason it becomes necessary to significantly change the number of students attending (-5/+5 students or more) you are asked to provide **3 weeks** notice so that arrangements can be altered. Any changes made after this 3 week minimum, the cost of 50% of the difference in youth numbers will be charged. (eg. A change of 10 youth, the group will be charged for 5 of these youth)

Booking Contract: You would have received a booking contract prior to this package. If you did not receive one or the information is incorrect please contact the camp. Please make sure that the contract is signed and returned prior to your trip.

Health and Safety

First aid: Our staff has basic first aid. We will treat any injury or emergency to the best of our ability. If there is an injury and a youth needs to be sent to the hospital, chaperones will drive the youth, unless an ambulance is required. Please be sure to bring all participants medical information with you in case of such an incident.

Sickness: If a participant becomes sick and they cannot participate in activities, they must be supervised by a chaperone. If a youth becomes ill (vomiting, fever, or other contagious symptoms) we ask that they are sent home and not return for the remainder of the camp program. This is in order to protect other participants. Chaperones will need to arrange for participants to be sent home.

Medication: Camp Brébeuf staff can not administer medication to participants only the chaperone may do so. This includes prescription and over the counter medication. Please obtain parents' permission before your arrival. For a sample form that can be used to record medication please see the back of this package. Camp Brébeuf will provide a secure location to store medication should the group require it.

Thunderstorm Policy: The weather is monitored constantly while a group is at camp. At the first sign of thunder all participants and chaperones must remain inside until the storm has passed. Activities that are missed may be rescheduled if possible but there are no guarantees.

Emergency Vehicle: It is expected that a group with more than one chaperone present will provide their own emergency vehicle. In the case that one is not available, please contact us so that arrangements can be made to have a vehicle accessible at camp.



Information and Policies for Teachers

Schedules: A sample schedule is enclosed in this package. If there are any changes or requests you have for your group please let us know. Please note that during some weeks there may be two or more groups using the site. We will do our best to accommodate your requests, but due to availability and staffing it is not always possible.

Bus Bookings: Please make arrangements for your buses. Once buses have been booked please contact camp to confirm your arrival and departure times.

Ratio: Camp Brébeuf provides a ratio of staff to participants of 1:15. If your school board or parish requires a different ratio for programs we ask that chaperones step in to equalize the ratio.

Disciplinary Procedures: Chaperones are ultimately responsible for their youth for the duration of the visit. If a youth breaks a Camp Brébeuf policy the chaperone, C.Y.O Youth Minister or Camp Director will take necessary action in order to ensure the safety and enjoyment for the remainder of the youth. Please see the Participant Responsibility Form for more details.

Roles during Rotations: Assistance during rotations is always appreciated. *At least one chaperone should be present during scheduled activities so that they are easily accessible. Some activities require mandatory chaperone supervision to maintain proper ratios. Please see activity list for those that apply.*

Free Time Supervision: Both chaperones and camp staff are required to supervise free time

Night Time Policy: After a long day and evening of activities, it is very important that you and your youth have a full night's sleep. **Please stress the importance of sleep to your group.** At least one Brébeuf staff member sleeps in the cabin in case of an emergency and to ensure that the group sleep. Lights out is typically at 11 pm. During lights out, the youth are expected to be quiet in order to fall asleep. The students will have ample time before lights out to socialize and prepare for bed. If the youth are misbehaving and not settled by 1 am, camp staff will inform the chaperones. It is our goal that the chaperones get a full night's rest, we will only wake you up as a last resort.

Alcohol and Smoking Policy: We ask that all chaperones **refrain from alcohol use** for the duration of their stay at camp, as they may be called upon at any hour to handle situations. There is one smoking areas on camp property, located behind the dining hall at the cement fire circle. **Please refrain from smoking anywhere else on camp property.**

Chaperone Vehicles: We ask that all vehicles belonging to visitors remain parked in the camp parking lot. This is to allow emergency or delivery vehicles access to drop off areas at camp.

Chaperone Accommodations: Chaperones are provided with separate sleeping accommodations from their group. Depending on the season chaperones may need to share these cabins with chaperones from another group at camp. Separate rooms will be provided though for males and females.



Information and Policies for Students

Bagged Lunches: Unless previously arranged with Camp Brébeuf we will not provide a lunch on the first day of your visit. It is therefore important to remind your group to bring a bagged lunch for the day, prior to your trip. If a participant forgets to bring a lunch the kitchen, depending on numbers, may be able to provide a meal to them.

Peanuts/Nuts and Snack: We are a **NUT AWARE** camp. Please tell your group not to bring any nut products or products that may contain nuts. Also we do not provide an afternoon snack on the first day. At that time if your group would like to bring their own snack they are more than welcome to. We will still provide an evening snack on both nights and an afternoon snack on the second day. All lunches and snacks will be checked on the first day to ensure no nut products are entering into the dining hall area. We request that no food is kept in the cabins due to allergies of participants and to keep garbage to a minimum.

Washroom Breaks: We provide participants with a washroom break before and after every activity and meal. We ask that the group use these breaks in order to avoid having to leave during activities and meals. Please assist us by encouraging your youth to make use of these bathroom times. We do know that emergencies occur and exceptions are made for legitimate needs.

Phone calls home/cell phone: We ask participants to leave their cell phone at home to avoid them being lost, damaged, or used inappropriately. However, if a participant does bring a cell phone to camp we will have the chaperone collect it and they can allow the youth to use the phone during an appropriate time. We can also provide a location in the office for the storage of cell phones. Office phones are available for chaperone use in contacting parents or for emergencies.

Slippers or Indoor Shoes: In an effort to keep our facilities cleaner we do not allow outdoor shoes to be worn inside our buildings. Participants may bring a change of shoes to be worn when inside.

Participant Responsibility Form: Please have youth review this form with their parents prior to coming to camp. Please keep all forms and bring them to camp.

Participant Photo Release Form: Please read this form attached at the back of this package, and distribute to your group prior to arriving at camp. Parents are to return it only if they **do not** want their students photo to be taken.

Tuck Shop: The tuck shop can be opened up during your trip for the group to purchase Camp Brébeuf non-perishable items such as sunglasses, water bottles and clothing. Items range from \$1.00 to \$45.00. Please let a staff member know if you are interested.



Sample Schedule

Day 1

- 10:30 Arrival, Policies, Camp Tour/Move In
- 11:30 Lunch (Youth bring)
- 12:15 Opening Prayer
- 12:45 What is a Retreat?/ Focus Activity
- 1:30 Rotation 1
- 3:00 Snack (Youth bring)
- 3:30 Rotation 2
- 5:00 Liturgy of the Word
- 5:30 Dinner
- 6:30 Evening Activity
- 8:00 Snack
- 8:30 Evening Activity
- 9:30 Evening Prayer
- 10:00 Prepare for Bed
- 10:30 Lights Out

Day 3

- 8:00 Wake Up/Pack
- 9:00 Breakfast
- 10:00 Mass or Liturgy of the Word
- 11:00 Closing Session
- 12:15 Lunch
- 1:15 Departure

During the Year of Mercy we would like to also offer reconciliation whenever a group is interested. Please speak to your priest or contact us at camp if you need assistance in finding a priest.

Day 2

- 7:30 Wake Up
- 8:30 Breakfast
- 9:30 Morning Prayer
- 10:00 Rotation 3
- 11:15 Rotation 4
- 12:30 Lunch
- 1:30 Rotation 5
- 3:00 Snack
- 3:30 Rotation 6
- 5:00 Liturgy of the Word
- 5:30 Dinner
- 6:30 Evening Activity
- 7:15 Evening Activity
- 8:15 Snack—Pop corn Activity
- 8:45 Evening Activity
- 10:00 Evening Prayer
- 10:15 Prepare for Bed

Rotation Activities

Please indicate on your *Important Class Information Sheet* which activities you would like to choose. See descriptions on following pages.

ABC'S	Mapping
Canoeing *	Orienteering
Creation Walk	Stations of the Cross
Catholic Jeopardy	Liturgy Prep
High Ropes *	Rock Wall *
Low Ropes *	Shine— confirmation activity
Environmental Initiative	Journaling
Through the Lens: Photography program	
Geocaching program	

* Indicates activities that require mandatory chaperone supervision, according to Operational Guidelines



Programs Year Round

Rotation Activities:

Please choose 6 rotation activities for your 3 day visit. If you do not choose prior to your arrival they will be chosen for your group students, with the most popular in mind. Please indicate your choices on the Important Class Information Sheet in order of preference.

Creation Walk: This is an interactive walk as students step into the Genesis story and view creation in a new way. While participating in activities along the walk students will reflect on the Genesis account and its application to their life.

Mapping: Self navigation through the use of maps. Students will use their map to travel around camp collecting clues. In the end they unscramble them to figure out the secret answer. This will lead them to a bible verse which the group will read and have a small discussion. This gives students a chance to learn more about the camp property and an introduction to reading topographic maps.

Shine: This is an interactive activity which further prepares youth for Confirmation. The focus is on the Gifts of the Holy Spirit and how they apply to our lives as well as the significance of the Sacrament of Confirmation.

Environmental Initiative: Examine how human activity impacts the environment, through fun interactive games. The group will leave with a better understanding of simple ways they can help decrease air pollution and food waste.

Through the Lens: This artistic program involves participants capturing nature through the lens of a camera. The group will be taught basic photography skills and have an opportunity to take pictures of different nature settings around camp. We will provide the cameras and all pictures will be featured in a slide show at the end of the trip. We will also send a copy of the slide show back with you.

Geocaching: This program combines the technology of a GPS unit with treasure hunting. Participants will be taught how to operate a GPS unit and follow the coordinates to check points around camp. At each location there will be a hidden "cache" where participants will collect a symbol.

***Stations of the Cross:** The unique placement outdoors of the stations makes this activity a new experience for participants. The group will be part of the readings at each station, spend time reflecting, and also reconnect with Jesus while enjoying the outdoors.* **new in May 2016**

Liturgy Prep: For groups that would like to be more involved in the evening liturgy this is they way to do it. Out staff will help the group plan part of the liturgy for that evening. The youth will help to plan readings, prayer, location, setup, songs, etc.

Camp Jeopardy: We have taken the classic game and added Bible and other religious questions. The group will enjoy this fun way to learn about the Catholic Faith.





Programs Year Round

Journaling: This program will be made to match your retreat theme. This will be a quieter activity for participants to have time to journal, talk in small groups, and reflect. Journaling will be done at various times throughout their trip.

Orienteering: Be an explorer on our orienteering course. Participants are trained to use compasses and venture off in the woods and around camp to find the markers and solve a riddle. Questions the student's will find are centered around Confirmation.

ABC: Adventure Based Challenges. Participants are challenged with problem solving activities that encourage them to think 'outside the box' and rely on each other to complete the task. Communication, teamwork, and encouragement are a main focus. During retreats we will help to remind the groups that God is also apart of their team.



Programs Spring/Fall

High Ropes: Students get an opportunity to try our 40 foot ropes course on one of eleven elements. Challenge by choice is talked about with the students, allowing each student to choose their own goal while still pushing themselves. At High Ropes all of our staff are trained in belaying and safety of high ropes. *Following Operational Guidelines this activity requires a teacher to attend in order for us to run it.*

Low Ropes: Problem solving, team involvement and fun scenarios are part of our low ropes rotation. Spiders web, Ridge Walk and Swinging Log are just some of our elements. Staff will choose a challenge that will best suit the group and teach proper spotting techniques prior to starting. *Following Operational Guidelines this activity requires a teacher to attend in order for us to run it.*

Canoeing: Participants are instructed in basic canoe strokes and water safety. They get to explore the pond and its surroundings as well as test their skills with some team tasks and reflection. *Following Operational Guidelines this activity requires a teacher to attend in order for us to run it.*



Evening Activities

Evening activities are usually chosen for your students with the most popular in mind. However if you wish to request your evening activities there is a space provided on the Important Class Information Sheet

Chocolization: A social justice game that teaches students about 'fair trade.' The activity is based on the fair trade chocolate industry. Looking beyond the convenience store and getting to the source of where our chocolate comes from.

Campfire & Praise and Worship: What is going to camp with out a campfire? Brébeuf staff lead your students in songs and skits. We do ask for student participation and teacher participation is always a treat for your kids.

Things: In groups students will be presented with a list of "Things" that they have to present to a group of judges. Each student in the group will be assigned one "Thing" and have a few seconds to show it off. Some of these "things" might include best dance move, best cow "moo", or funniest joke.

Sing-o-rama: In teams students are given a word and have a short amount of time to come up with as many songs as they can think of with that word in it. When the time is up the groups take turns singing their songs until they run out of songs on their list. This is a great activity for all kinds of music lovers.



Night Hike: By hiking as a group at night students will discover their night vision and learn how nocturnal animals see in the dark. Students will also get a chance to do some star gazing while talking about the effects of light pollution.

Guided Meditation: During this activity our staff will lead the group in a meditated walk with Jesus. After this the staff will lead the group on a candle lit walk.

Love Letters: This is a fabulous way to remind your youth of the people who love them. These letters may be written by parents, Confirmation sponsors, or other family. Students will be given time to read and reflect on their loved ones words. *This activity will need pre planning before the group attends.*



Movie with a Meaning: Whether you have a movie in mind or would like to choose one from our selection your group will have some down time to watch a movie. After this our staff will provide time to discuss how this connects with your retreat theme, small group talks, and journaling. (2 hour minimum)

Reach Out and Touch Someone: This is an affirmation activity led by our staff. This will allow students to anonymously share positive messages to their peers.



Suggested Retreat Themes & Activities

Retreat Theme	Activities
Confirmation - 2 Peter 1:10	<ul style="list-style-type: none"> Jorunaling Shine Creation Walk Walk with Jesus Children of the Light Catholic Jeopardy Goal Setting
Creation — Genesis 1:3	<ul style="list-style-type: none"> Creation Walk Adventures in Nature Astronomy Canoeing Low Ropes Environmental Initiative Through the Lens
Teamwork — 1 Corinthians 12:12-14	<ul style="list-style-type: none"> Highropes Low Ropes Rockwall ABC's Broom ball Environmental Initiative Outdoor Survival Geocaching
Leadership —"Life with Christ is a wonderful adventure" — Saint John Paul II	<ul style="list-style-type: none"> High Ropes Low Ropes ABC's Rockwall Geocaching Journaling
Social Justice — Matthew 25:34-36	<ul style="list-style-type: none"> Outdoor Survival Rockwall Low Ropes High Ropes Adventures in Nature Chocolization Journaling
Live out Loud — "Preach the Gospel at all times and use words if necessary" —St. Francis of Assisi	<ul style="list-style-type: none"> Shine Creation Walk ABC's Rockwall Low Ropes High Ropes Chocolization Outdoor Survival Journaling Geocaching
Faith in God — Matthew 17:20	<ul style="list-style-type: none"> Shine High Ropes Low Ropes Journaling Canoeing Outdoor Survival Night Hike

Important Class Information

*Please fax completed copy to CYO Camp Brébeuf at least **two weeks prior to trip***
Please attach additional information if more space is needed

Fax #: 519-856-2560

Email: katie@campbrebeuf.ca

Group or School (with School Board): _____ Grade: _____

Teacher/Chaperone Names: _____

Approximate number of Teachers/Chaperones: _____ Male: _____ Female: _____

Approximate Number of Youth: _____ Male: _____ Female: _____

Date(s) Attending: _____ Approx. Arrival time: _____ Approx. Depart time: _____

What is your class/school/parish theme for the year?

Do you have a scripture you would like to use as a focus for your retreat?

What is the theme of your retreat? (Please circle one)

Confirmation Leadership Live out Loud Faith in God Mercy Creation Teamwork Social Justice

Other: _____

How long has this group been together?

Please select the activities you would like students to participate in and number in order of preference:

Day Activities

Night Activities

Are your youth already confirmed?

YES

NO

Important Class Information Continue

Group or School: _____

Are there any medical concerns or allergies/dietary concerns that we should be aware of? Please be specific.

Name	Allergy	Reaction	Type (ex. Air borne)

Name	Medical Concern

Name	Dietary Concern (ex vegetarian, gluten free)

Are there any physical, accessible needs or behavioural concerns that we should be aware of?

In signing below, you are stating that you have read and understand all policies, procedures and expectations of staff, chaperones and youth while at Camp Brébeuf.

Signature of Teacher

Date



Leader Checklist

- Review and return the signed booking contract. Record the dates of your trip on your calendar.
- Make arrangements for busing.
- Complete and return the *Important Class Information Form*. We will need this at least two weeks prior to your trip.
- Inform youth and fellow leaders & chaperones to bring a nut free bagged lunch and snack from home for the first day, unless camp is providing it.
- Review *What to Bring* list with youth.
- *Participant Responsibility Form*. Please ensure that both parents and youth read through this form, sign and return it to you prior to the trip.
- Prepare to assist with supervision, medication and activities while at camp.

Packing List

Necessary Items

- Bagged Lunch and Snack
(Nut Free)
- Sleeping Bag & Pillow
- Toothbrush & Toothpaste
- Towel
- Shampoo & Soap
- Hat for sun
- Comfortable athletic shoes

Clothing (Fall/Spring)

- Jacket
- Rain gear (jacket and pants)
- 3 pairs of shorts (no short-shorts)
- 3 pairs of pants (sweat or track ideal)
- 3 t-shirts
- 3 long sleeve or sweatshirts
- 3-4 pairs of socks
- Underwear
- Pyjamas

Optional Items

- Camera (if allowed by school)
- Indoor Shoes
- Flashlight
- Water bottle
- Extra blanket
- Mitts and toque (it can be cold in the spring and fall)

Do Not Bring:

Cell phones, iPods,
tablets or other
electronic devices

We suggest not bringing
new or expensive clothes
as spring/fall can be a
wet and muddy season



Participant Responsibility Form

In order to create an experience that is as positive and safe as possible, we ask participants to follow these rules. Please review these rules with your youth, to ensure that they are understood.

At Camp Brébeuf we practice the philosophy of respect. We expect all participants to respect:

- Themselves
- Other participants
- The staff and their teachers/leaders
- The property and the environment

Therefore as a participant at Camp Brébeuf:

- I am responsible for having a **GREAT** time by participating to my fullest in all aspects of the visit. I will also help others have a great time by treating them with respect.
- I am responsible for taking good care of the equipment and facilities I use. I will keep the washrooms and cabins tidy and report any problems to Camp Brébeuf staff immediately.
- I will not keep food or snacks in my cabin unless given permission. If snacks are found in my cabin I understand that they will be taken away and stored in the dining hall.
- Cabins and washrooms will be inspected and I know that I am financially liable for any damage caused by me, including removal of any graffiti, damage to walls, broken windows or other property.
- I will **NEVER** enter any cabin except my own for any reason. I know that I am to remain in my cabin at night, unless a washroom trip is necessary and if so, I will ask a staff member before going.
- I will ask a staff member **BEFORE** I go anywhere at camp and always take someone “a Buddy” with me.
- I am responsible for my own sleep. I will **BE QUIET** when Camp Brébeuf staff or a teacher/leader states that it is time to go to sleep.

I know that if I break any of the Camp Brébeuf rules I may lose the ability to participate in an activity, my parents may be notified or I may be sent home.

I have read the above and fully understand what is expected of me as a participant at Camp Brébeuf. As a parent I understand that if my child breaks a rule consequences, as outlined above, shall be instituted.

.....
Participant Signature

.....
Date

.....
Parent/ Guardian Signature

.....
Date



C.Y.O. Camp Brébeuf Photo Release

From time to time the staff members at Camp Brébeuf may take pictures or film students participating in various Camp activities (canoeing, archery, skiing etc.). The images and video may be used by the C.Y.O. in a professional manner for promotional or publicity materials including brochures, newsletters, our website and promotional videos.

If for any reason you object to your child being filmed or photographed while at Camp Brébeuf, please sign this form and return it to the school with your child's registration information. Thank you for your cooperation.

Student's Name (please print)

Student's School

Parent/Guardian's Name (please print)

Parent/Guardian's signature

Date

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