



STETTLER ELEMENTARY SCHOOL
Working Together To Empower Leaders



4808-54 Street
Stettler, AB T0C 2L2
Phone: (403)742-2235
Fax: (403)742-5701

Principal: Sharon Fischer
Vice-Principals: Jeff Lee, Kate Syson
Administrative Assistant: Patti Sawula
Office Manager: Leila Ternes

April 19, 2017

Dear Parents of Grade 6 Students,

Our Grade 6 Camp at Circle Square Ranch has been set for June 26 - 29 and our students are very excited!

This outdoor camp school experience is considered to be part of the regular school program and is designed to:

1. Help students recognize the value of the natural environment and to learn to use it wisely;
2. Apply classroom learning to practical outdoor situations;
3. Experience democratic living with other children and adults;
4. Develop skills and interests in outdoor recreation.

Planning has been underway for months and we are now in need of your assistance with a couple of items. First, the camp fees have been set at \$125 for the four day trip. You should be able to access your KEV account for payment starting today. Payment will need to be paid by June 2. Anyone needing assistance or an extension on payment is asked to call the Elementary School office. It should be noted that the \$125 fee will not cover the cost charged to the school for transportation and the programming at Circle Square Ranch. School funds are used to offset expenses.

Secondly, we hope that you have checked your calendars, and that many of you are able to find time to volunteer at the camp. We have attached the volunteer positions that we need to fill, along with a short description of each job. Please go over the list, check off the jobs you would be willing to help with, and return the form to the school before April 28 so we can complete the schedule.

Finally, a number of forms are attached. Please complete the forms and return them to the school. The due dates are listed below, but can be turned in any time prior to that date.

- Volunteer Checklist Form – Due April 28
- Permission Form – Due April 28
- Cabin Mate Request Form – Due April 28
- Circle Square Ranch Waiver Form – Due April 28
- Camp Activity Information and Permission Form – Due April 28
- Medical Information Form – Due June 2

Thank you to all of the parents that have already filled out the required paperwork to be an overnight cabin supervisor. If you are waiting on a criminal record check, please bring it (and the other forms) to the school as soon as you receive it. Mr. Lee will phone parent volunteers once the entire schedule is complete.

If you have any questions regarding camp, or require another set of volunteer forms, please contact Mr. Lee at the Elementary School office.

We would like to thank you in advance for your assistance with our Grade 6 Camp program. **We are low on volunteers at this time. The camp cannot go forward and we cannot do all of the amazing activities and programs without you!**

Thank you,

A handwritten signature in black ink, appearing to read "Jeff Lee". The signature is stylized with a large, looped initial "J" and a long, sweeping underline.

Jeff Lee
Vice-Principal

**Stettler Elementary School
Grade 6 Outdoor Camp Program
Parent Volunteer Information 2017**

Thank you for volunteering to help at grade 6 camp! Descriptions of the various activities that need parent volunteers are listed below. On the following page is a list of dates and times that the activities will run, so you can see what will fit into your own schedule. Some activities require 1 or 2 volunteers, while others need 6 or more. Please put a check mark in ALL areas that you have an interest in helping with (you won't have to do them all, we just need to know who is available,) and we will contact you as soon as we fill in the master schedule. **If both parents in a family are willing to volunteer you may copy the forms before filling them out, or contact the school and we will send home another set of forms.**

****If you are volunteering to stay overnight, or if your total volunteer time will exceed 10 hours, please make sure that you have completed all of the forms required by Clearview Public Schools (Volunteer Registration form, Confidentiality form, Criminal Records check, Child Welfare check)**

Before camp starts, you will receive a list of other parents that are volunteering so you may arrange shared transportation if needed.

Note: Please do not bring younger children with you if you are volunteering. It can be difficult to supervise a group of students during an activity and take care of a young child at the same time. Thank you!

Parent Volunteer Activity Descriptions:

1. Camp Nurse *(1 position, shared in shifts of 4-12 hours for the duration of camp.)*

We have a camp nurse with us during our entire stay at camp. The schedule will be split into shifts that work with each volunteer's own schedule. The nurse will distribute medications that are sent out to camp, and provide first aid as needed (band-aids and sliver removal often top the list.) In the past we have also had grandmothers, aunts, etc. volunteer during years that we have fewer parents with nursing training. **Please contact Mr. Lee directly if you are able to volunteer a few hours as the camp nurse (school office-403-742-2235).**

2. Overnight Cabin Supervisors *(5 or 6 male and 5 or 6 female parents required each evening.)*

Circle Square Ranch requires that there be one adult supervisor in each cabin after 9:30 p.m. Please check off the evening(s) that you would be willing to sleep overnight and supervise approximately 8-14 students. Overnight supervisors can leave at 8:30 a.m. or earlier in the morning if they need to be at work, but they are invited to stay and volunteer for morning activities the following day if they would like to stay. Be advised that you may not be sleeping in the same cabin as your child, although we try our best to arrange the schedule so that you can bunk with your child. *If you are able to volunteer for more than one night, please write #1, #2, etc., next to your check mark to indicate which night is your first choice, etc.*

3. Tie-dye *(8 volunteers per session.)*

The students have a great deal of fun tie-dyeing and are left with a camp memento. Parent volunteers will help students tie up their shirts, and will then help with the process of dipping the shirts into the dye and rinsing them out. Remember to wear older clothes for this activity, and footwear that could possibly get wet!

4. Canoeing Skills *(3 parents per canoeing session)*

Canoeing skills are difficult to learn and can be very frustrating when the wind is pushing the canoes around. If you have canoeing experience we would appreciate your assistance during our canoe sessions. Parents will also need to help lift canoes into the water.

5. Archery/Obstacle Course *(3 parents at each Archery session, and 3 at Obstacle)*

SES teachers and Circle Square staff will instruct the archery sessions. Parent volunteers will be supervising for safety, and do not need any previous archery experience.

Circle Square staff will provide the instruction required for the obstacle course. Parent volunteers will be supervising for safety, and do not need any previous experience (or Olympic gymnastics medals!)

6. Orienteering *(1 parent each session)*

The parent will assist SES staff with tabulating scores as students complete the orienteering course. Think of it as a desk job outside!

7. Funky Frames *(3 parents per night)*

No art expertise required! We need help setting up, handing out paints, cleaning up, etc.

8. Forts and Furs *(6 parents)*

This is a fun, role-playing activity where the students get a chance to experience what life was like during the fur trade! Circle Square staff will lead and actively participate in this activity, and SES staff and parents will help with supervision and organization of students. Remember to bring outdoor footwear and clothing appropriate to the weather (we play this rain or shine!)

**PLEASE
RETURN THIS
FORM TO SES
BY APRIL 28.
THANK YOU!**

Name of parent volunteering: _____

Phone: hm: _____ wk: _____ cell: _____

My child's name is _____ in room _____

	MONDAY June 26	TUESDAY June 27	WEDNESDAY June 28
9:00-10:00am		<input type="checkbox"/> Canoeing 9-11:45 am <input type="checkbox"/> Orienteering 9-11:45am <input type="checkbox"/> Archery 9-11:45 am <input type="checkbox"/> Obstacle 9-11:45 am	<input type="checkbox"/> Forcs&Furs 9-11:45 am
10:00-11:00am			
11:00-12:00pm			
12:00-1:00pm		<input type="checkbox"/> Tie Dye 12-4pm	<input type="checkbox"/> Tie Dye 12-4pm
1:00-2:00pm	<input type="checkbox"/> Archery 1-6pm <input type="checkbox"/> Obstacle Course 1-6pm	<input type="checkbox"/> Canoeing 1-3:30pm	<input type="checkbox"/> Canoeing 1-6pm
2:00-3:00pm			
3:00-4:00pm			
4:00-5:00pm		<input type="checkbox"/> Archery 3:30-6pm <input type="checkbox"/> Obstacle 3:30-6pm	<input type="checkbox"/> Tie Dye 12-4pm <input type="checkbox"/> Orienteering 3:30-6pm
5:00-6:00pm			
6:00-7:00pm			
7:00-8:00pm			
8:00-9:00pm	<input type="checkbox"/> Frames painting 7:45-9:15	<input type="checkbox"/> Frames painting 7:45-9:15	<input type="checkbox"/> Frames painting 7:45-9:15
9:00-10:00pm			
10:00-11:00pm	<input type="checkbox"/> Cabin Supervisor 9:30pm-8:30am	<input type="checkbox"/> Cabin Supervisor 9:30pm-8:30am	<input type="checkbox"/> Cabin Supervisor 9:30pm-8:30am
11:00-12:00pm			

Name: _____ Class: _____

Grade Six Camp Permission Form

I am pleased to give my child _____, permission to go to the Stettler Elementary Grade Six Camp at Circle Square Ranch, June 26-29, 2017.

OR

Thank you, but I would rather that _____, not attend the Stettler Elementary Outdoor Camp at Circle Square Ranch, June 26-29, 2017.

Parent Signature

Once again, a portion of this year's SES Grade 6 Camp will be subsidized by the budget of Stettler Elementary School. The remaining cost for the student's family to pay will be \$125.00. We have tried to keep costs reasonable so it will not prohibit any child from attending camp. Please contact Mr. Lee if you have concerns.

You should be able to access your KEV account for payment. Payment will need to be paid by June 2. Thank you to the many of you that have already looked after payment for camp. Anyone needing assistance is asked to call the Elementary School office.



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GRADE SIX CAMP CABIN MATE REQUEST FORM

April 19, 2017

Dear Grade Six Student,

In preparation for Grade Six camp at the end of this year we have booked cabin spaces at Circle Square Ranch for three nights. Our 39 SES girls will share 5 cabin spaces with 3 girls from Botha. The 42 SES boys will share 5 cabin spaces with 4 Botha boys.

To help in assigning cabins for 81 SES and 7 Botha students please fill in the following form.

I would like to share my cabin space with the following five grade six students from SES:

(Please print clearly)



- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

I appreciate being allowed input into the decision making surrounding my cabin mates, but understand that in planning for such a large group it is likely that I may only have one or two students from my list in my cabin.

(Print Your Name)

(Your Signature)

Name: _____ Class: _____

Circle Square Ranch
Box 3, Halkirk, AB T0C 1M0
Ph 403-884-2444, Fax 403-884-2498, email halkirk@csranch.ca

WAIVER FORM WITH PRIMARY COVERAGE THROUGH GROUP
Name of Group or Organization: Stettler Elementary Grade 6 Camp

Group Leader: Jeff Lee

Date of Event: June 26 - 29, 2017

Conditions of Attendance:

1. The Ranch Director reserves the right to dismiss a guest who, in their opinion, is a hazard to the safety and rights of others, or who appears to have rejected the reasonable controls of the Ranch.
2. If the guest attending Circle Square Ranch is under 18 years, the parents or guardians submitting this form are those who have legal custody of the child.
3. While every precaution shall be taken to ensure the good welfare and protection of the guest, Circle Square Ranch, its Directors, staff members, employees, or facilities outside the Ranch grounds are hereby released from any and all liability in the event of any accident or misfortune that may occur to the guest. **I understand that while in attendance at Circle Square Ranch myself and/or my child (who is under 18 years) will have the opportunity to participate in the following activities: horseback riding, wall climbing, obstacle course, low and high ropes courses, riding mountain bikes in rough terrain, canoeing, swimming, archery, pellet riflery, skateboard park, gymnasium and field games.**
4. In the event that a guest requires special medication, x-ray, or treatment beyond that which is possible at the Ranch, the guest will be responsible for any additional expense for additional care or transportation; if the guest is under 18 years the parents or guardians will be notified immediately.
5. I understand that the insurance carried by the above named group or organization will be listed as the primary insurer for the event at Circle Square Ranch, and that Circle Square Ranch will be listed as secondary for this same event.

I have read and understood this form, and as the parent/guardian of _____, I agree to the conditions of attendance and I give my permission for them to participate in the activities as selected by the Group or Organization.

Printed Name of Parent/Guardian _____ Child _____

Signature _____ Date _____

Name: _____ Class: _____

Grade 6 Camp Activity Information and Permission Form

1. Students will be given opportunities to ride **horses** at camp under the supervision of trained camp personnel and a teacher. Students will take part in a horse/riding orientation class before they begin riding. Although students will be wearing helmets when riding, and to a certain extent the experience of the rider is taken into account when he/she is assigned a horse, there are risks associated with this activity. Please indicate your wishes by checking one of the following:

- I want my child included in this activity.
 I would rather my child did **not** take part.

2. Students will also be given some time to have fun on an **obstacle/ropes course**. The obstacle/ropes course is only used while under the supervision of adults. It is possible that injury may occur when students use the obstacle/ropes course. Please indicate your wishes by checking one of the following:

- I want my child included in the obstacle/ropes course.
 I would rather my child did **not** take part in the obstacle/ropes course.

3. Your child will have an opportunity to take **wall-climbing** lessons. Trained Circle Square Ranch personnel will teach this class on a climbing wall inside their gym. Students will wear protective equipment while climbing but even with these precautions students run a risk of suffering an injury.

- I want my child to be included in the climbing lesson.
 I would rather my child did **not** take part in the climbing lesson.

4. Students are also offered instruction in **canoeing** while at camp. Students wear life jackets while on the pond but this is a deep-water activity and risks are associated with such an activity.

- I want my child to be included in the canoeing lessons.
 I would rather my child did **not** take part in the canoeing lessons.

5. **Archery** has proven to be a popular activity with our students. Although students are supervised during this activity there is a chance that an injury could occur. Please indicate your wishes by checking one of the following:

- I want my child to be included in archery.
 I would rather my child did **not** take part in archery.

6. During our last day at camp students participate in a supervised horse-riding relay event. Students are divided into relay teams of four, and take turns riding horses a short distance from one point in the corral to another (Circle Square Staff supervise, hold horses, help students on, etc.). Students get off their horse and complete a skill such as pounding a nail into a board, and then get back on their horses, return to the starting line, and switch with a teammate. Circle Square staff call this final event their **rodeo**. Please indicate your wishes by checking one of the following.

- I want my child to be included in the rodeo.
 I would rather my child did **not** take part in the rodeo.

Parent signature: _____ **date:** _____

Students are involved in other activities such as hiking, orienteering, crafts, and outdoor games while at camp. Please take time to look at the schedule, which will be sent home in the next few weeks, and call Mr. Lee at the school if you have questions about any of the activities.

Medical Information Form
STETTLER ELEMENTARY SCHOOL
CLEARVIEW SCHOOL DIVISION #71

NOTE: The information requested on this form is considered confidential by the school and will be treated accordingly. It is requested in order to assist the child so that he or she may enjoy the camp experience more fully. It may be returned to the office in a sealed envelope if you wish.

STUDENT NAME: _____ DATE OF BIRTH: _____
 Address: _____ Home Telephone: _____
 Father/Guardian work/cell phone: _____
 Mother/Guardian work/cell phone: _____
 Student Alberta Health Care Number: _____

***If your child requires medication while at camp, please fill out the attached "Request for Assistance to Administer Medication Form". Note that a physician must sign the form. Please return the form to the school by Friday, June 2. *If you completed the medication form earlier in the school year and we have it on file you do not have to fill it out again—please write "On file in SES office" across the top and return the blank form.**

All medication must be turned in to the Elementary Office before Monday, June 26 before 8:45 a.m. with your child's name clearly marked on the bottles. Our camp nurse will supervise and control administration of medication. Students cannot have medication in their bags or cabins.

1. Does your child have, or have they had, any illness such as:
 - a. Diabetes
 - b. Rheumatic Fever
 - c. Asthma
 - d. Allergy
 - e. Epilepsy
 - f. Other (state) _____

2. Has your child been away from home before? _____
3. Has your child been at a camp before? _____
4. Does your child have any problems of which the staff should be aware? (e.g. bed wetting, sleep issues, allergies etc.) _____

5. Camp can be a tiring experience and we will get our fair share of cuts, bruises and headaches. Please indicate below if you give permission for the nurse to administer the following:
I give the camp nurse permission to administer (please circle one or more) if needed:

Ibuprofen (Motrin/Advil)	Tylenol	Antihistamine (Benadryl)
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6. Comments/questions: _____

We the parents/guardians, hereby waive all rights of action on behalf of ourselves and/or our child in case of any cause of action that may arise as result of the Principal/designate proceeding with our request for administering medication/personal care.

SIGNATURE OF PARENT/GUARDIAN: _____ Date: _____