

# ECOC TRIP PLANNING AND APPROVAL INFORMATION

To help with your trip planning and process for approval, we have prepared a short information document that should assist you in the planning and approval of your ECOC visit.



## **Booking Confirmation Process**

1. Submit the [ECOC Booking Inquiry Form](#) and receive a Booking Confirmation Email in 1 - 3 days with trip package information.
2. Review trip package information (PDF Agreement in Events Dashboard). This Package Agreement requires a signature from a school agent with signing authority for the school (i.e. Principal or Head of School).
  - a. Upload the signed Package Agreement to the *Forms* tab in the Events Dashboard, along with the program deposit, before May 1st.
3. Prepare Board required approval forms. The information listed below will help in the preparation of this form. If there are any questions please contact ECOC.
  - a. Please seek approval for the listed camp activities based on grade; however, trip itineraries may not reflect the entire list of approved camp activities.
  - b. Please feel free to download a copy of our School Trip Preparedness Document (STP). [Click here.](#)
  - c. Arrange transportation to and from ECOC based on the dates listed in the Package Agreement.
4. In May, a sample itinerary will be provided for review. Changes and alterations can be made as required at this time.
5. Submit the Participant Health Summary Form (under the *Forms* tab of the Events Dashboard) to be submitted 2 weeks before the ECOC visit.

## **Emergency Action Plan Information**

**Health Centre** - Centrally located in camp, and stocked to provide care for minor to major injuries and illnesses. There is an on-site nursing student and other First Aid qualified staff at all times. We also have Emergency First Aid Equipment, an AED, and O2 in the unlikely event of a serious medical issue.

### **On-site Sr. First Aid Persons:**

- 1) Kristina Graham - Standard First Aid + AED, Basic Life Support, First Responders, Mental Health First Aid, ASIST: Applied Suicide Intervention Skills Training
- 2) Heidi Hayes - First Responder, Basic Life Support, Mental Health First Aid, National Lifeguard, ORCA Instructor (Canoeing and Kayaking)

NOTE: While most ECOC employees are trained in First Aid & CPR and can assist in medical situations, all health and medical decisions, health care and emergency first aid are the responsibility of the Client (school). The client is responsible for the distribution of medication to participants (if required).

**First Aid Kits** - Located at all required activity sites and other common/central locations around the property. Kits are inspected weekly.

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**Epi-Pens** - Students with known severe allergies are required to carry their EpiPen with them at all times. These students will be flagged with an orange bracelet during their stay at ECOC. ECOC also has Epi-pens (adult and youth models) onsite in the Health Centre, Kitchen, and other common areas.

**Emergency Medical Services** - ECOC is serviced through the Parry Sound EMS out of the South River Station which is 10 minutes from camp (911).

**Hospitals** - ECOC is exactly halfway between Huntsville and North Bay Hospitals. Approximately 45 minutes in either direction.

- For Huntsville Hospital (100 Frank Miller Drive): turn left out of ECOC; turn left onto Boundary Rd; take the on-ramp south on Hwy 11; continue to Huntsville; take exit for Hwy 60; turn left onto Muskoka District Rd 3; turn left onto Frank Miller Drive. [Google Map Information](#)
- For North Bay Hospital (50 College Drive): turn left out of ECOC; turn left onto Boundary Rd; take the on-ramp north on Hwy 11; continue to North Bay; Continue onto Trans Canada Hwy 17 until you reach the destination. [Google Map Information](#)

**On-site Transportation** - ECOC can provide a car and driver if, for any reason, a student or teacher needs a non-emergency ride to a hospital. Schools should consider one supervisor bringing a vehicle during their stay as an additional precaution.

**Emergency Procedures** - Every on-site visitor will be informed of ECOC emergency procedures upon arrival. This includes our procedures for serious injury, inclement weather, and missing participants.

**Communication** - ECOC Staff working with each group will carry a radio for emergency communication. Cell service is strong at camp and can be relied upon in an emergency. The camp landline contact number is 705-386-7702. Overnight Groups will also be provided with a radio in the evenings in the event of an emergency while ECOC staff are away.

## **Staff and Facility Information**

**ECOC Staff Qualifications** - All ECOC Staff have a minimum of Emergency First Aid with a valid Vulnerable Sector Check. Activity-specific training for each staff member is also provided, which meets the OPHEA or OCA required certification and experience standards.

**Waterfront** - The Waterfront is under the direction of a Certified Lifeguard (NL), and all waterfront and swimming areas meet safety requirements set out by the Health Unit. Specific water activity instruction will be provided by a minimum of a Bronze Cross-certified instructor. For recreational swims, ECOC Lifeguards have an NL certification and follow appropriate ratios for supervision.

**Swim Screening/Assessment** - To ensure a safe and enjoyable experience for all participants, students will be assessed through a two-part swim test upon arrival. Based on the results, the following guidelines will apply:

- Students who successfully pass the full swim test can complete water activities with a PFD and free swims without a PFD.

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- Students who do not pass the swim test or complete it successfully with a PFD must wear a PFD at all times while participating in any water-based activity. These students will be given a yellow wristband for easy identification by staff.
- Students who do not attempt the swim test will be unable to participate in any water-based activities. These students will receive a yellow wristband labelled “No Water”

Life jackets (PFDs) are required to be worn by all students participating in all on-water activities (Kayaking, Canoeing, Paddle Boarding).

**Weather / Environmental Considerations** - ECOC staff actively monitor current and forecasted weather conditions throughout each program day. Activity schedules may be adjusted as needed to ensure participant safety.

- Severe Weather: No programs will operate during thunderstorms or other severe weather events.
- Light Rain: Programs continue during light rain; however, activities may be modified for safety.

ECOC is a designated **Sun Safe Camp** and follows established sun protection procedures. Participants should bring:

- Loose, breathable clothing
- A hat and sunglasses
- Sunscreen (SPF 30 or higher)

We also strongly encourage participants and supervisors to bring insect repellent and/or bug jackets, particularly in May and June when insects are most active. Wildlife commonly seen at ECOC includes chipmunks, squirrels, deer, foxes, and other small animals.

**Facility Condition / Equipment** - ECOC is located at the south end of Eagle Lake. The main camp area sits on elevated terrain and is connected to the waterfront through maintained gravel roads and mulch pathways. Participants may encounter:

- Uneven surfaces
- Natural obstacles such as rocks, roots, and trees
- Beginner-level biking and hiking trails
- Forested areas with natural ground cover, rocks, and deadfall

All program equipment undergoes:

- Daily inspections prior to use
- Regular maintenance throughout the season
- Annual Safety Inspections by qualified external agencies (ACCT, MOH, MOE, SRFD)

**Accessibility** - ECOC aims to be as inclusive as possible within the limits of an outdoor environment.

- Main camp buildings and select washrooms are accessible.
- Accessible cabins can be assigned during the booking process if required.

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- All activity areas are physically accessible; however, not all activities can be fully modified depending on individual needs (e.g., a participant may access the area around the Climbing Wall but may not be able to climb).

Our staff will make every reasonable effort to **adapt programs or schedules** to support participant needs.

**Activities to Submit for Approval** - Below is a complete list of activities offered based on each grade.

Grades 1-3	Grades 4-6	Grades 7-8	Grades 9-12
-Swimming* -Trail Biking* -Archery -Climbing Wall & Related Activities -Bouldering / Traverse Climbing Wall* -Challenge Course - Low Elements -Volleyball- Beach -Table Tennis -Soccer/Soccer Baseball -Spikeball -Ball Hockey -Basketball -Relay & Tag Games -Cooperative Games	-Canoeing -Swimming* -Trail Biking* -Archery -Climbing Wall & Related Activities -Bouldering / Traverse Climbing Wall* -Challenge Course - Low Elements -Challenge Course - High Elements -Volleyball- Beach -Table Tennis -Soccer/Soccer Baseball -Spikeball -Ball Hockey -Basketball -Relay & Tag Games -Cooperative Games	-Flat Water Kayaking -Canoeing -Swimming* -Trail Biking* -Archery -Climbing Wall & Related Activities -Bouldering / Traverse Climbing Wall* -Challenge Course - Low Elements -Challenge Course - High Elements -Volleyball- Beach -Table Tennis -Soccer/Soccer Baseball -Spikeball -Ball Hockey -Basketball -Relay & Tag Games -Cooperative Games	-Flat Water Kayaking -Canoeing -Paddle Boarding -Swimming* -Trail Biking* -Archery -Climbing Wall & Related Activities -Bouldering / Traverse Climbing Wall* -Challenge Course - Low Elements -Challenge Course - High Elements -Volleyball- Beach -Table Tennis -Soccer/Soccer Baseball -Spikeball -Ball Hockey -Basketball -Relay & Tag Games -Cooperative Games

\*Trail Biking- specific supervision ratios required (ratio increases for younger grades)

\*Bouldering/Traverse Climbing Wall- climbing heights vary for different ages

\*Swimming - swim screen **must be** completed on-site at ECOC

## **Payment**

ECOC will accept Cheques and Direct Deposits. Schools using board-approved funding will not be required to submit a program deposit but proof of funding will be required. ECOC will provide the supervising teacher with an invoice after arrival at ECOC to best reflect attendance numbers and final billing rates.

We're always happy to help. Reach out to ECOC for more information or guidance with your approval process.

## **Contact Information**

Program Director: Kristina Graham

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Phone: 705-386-7702