

Camp Manitou

Teacher Planning Guide



Camp Manitou
850 Green Oaks Lane
Headingley, MB
Phone: 204-837-4508
Fax: 204-926-5555
Email: campmanitou@truenorth.mb.ca
www.campmanitou.mb.ca

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Camp Manitou Teacher Planning Guide

Welcome and thank you for choosing Camp Manitou for your next outdoor adventure destination! This planning guide will help you and your class prepare for your visit to Camp Manitou, where memories are made and adventures await!

Confirming your Booking

Make sure that all the necessary paperwork has been sent into the Camp Manitou Office. These items have to be sent in before your rental is confirmed.

1. Rental Agreement
2. Non-Refundable Deposit
3. Certificate of Insurance (due one week before your rental date)
4. Camper Release Forms (due upon arrival)
5. Final Payment (due within one week after your rental)

It is imperative that we have an accurate count of the students confirmed to come to camp. We use this information for food and programming preparations. Please send us as close an estimate as possible and be sure to keep us informed of any changes.

After Receiving Confirmation

1. Inform students that they will be going to Camp Manitou
2. Inform students of dates
3. Consider a fundraising activity to help reduce the cost
4. Reserve transportation
5. Make sure parents/guardians are informed of the trip
6. Reserve any necessary educational equipment

Things to Send Home with Students

1. Permission Forms
2. Waiver Form – provided to you by Camp Manitou
3. Letter to Parents

Things to Prepare & Bring

1. Room & Sleeping Assignment
2. List of Health Concerns & Medical Information
3. Program Schedule
 - a. If you are getting programming from Camp Manitou staff, we will provide this for you.
4. Group Assignments
 - a. Please split your students into groups before arriving at camp. Each group should have approximately 10-12 campers and 1 staff member and be organized based on age.
5. Menu, Kitchen Duties & Cleanup Tasks
 - a. This is helpful if you are providing your own meals and for cleanup at the end of your stay.
6. Activities & Games
 - a. Feel free to plan some of your own activities and games if you wish.



Internet Access

We encourage you to leave all electronics at home and enjoy the stay with your students. However, if you require the internet during your stay, we can provide you with the wifi name and password upon your arrival. Please note that wifi is only available in the Lodge, not the John Bock Friendship Centre.

Responsibilities

Camp Staff

- Provide a facility that is clean and ready for your group to use upon arrival
- Provide activities and programming (if pre-scheduled with Camp Manitou staff)
- Assist in answering questions and making your group's stay as pleasant as possible
- Provide nutritious and great tasting meals (if applicable)
- Provide additional equipment for running activities if needed (Please provide a list to Camp Manitou staff beforehand as to what activity equipment you would like to use)

Please Note: There is no on-site staff person during your rental (unless you are receiving programming). You will be provided with an emergency number to call should the need arise. A Camp Manitou staff member will greet you upon your arrival, check you in, and make sure that you have everything that you need for your rental. Please make sure that you plan accordingly to have enough time to do a final walk through with Camp Manitou staff at the end of your rental.

Visiting Teachers

- Maintain at least 1:10 staff to student ratio while at camp
- Maintain acceptable standards of behavior – you have the final responsibility in disciplining your students.
- Provide activities if not pre-scheduled with Camp Manitou staff
- Responsible for recording and monitoring all medical issues and dispensing student medication
- Supervise students at all times while on camp property

Students

- Treat themselves, others, and the environment with respect
- Fully participate in programs and activities
- Have fun!

Program Planning

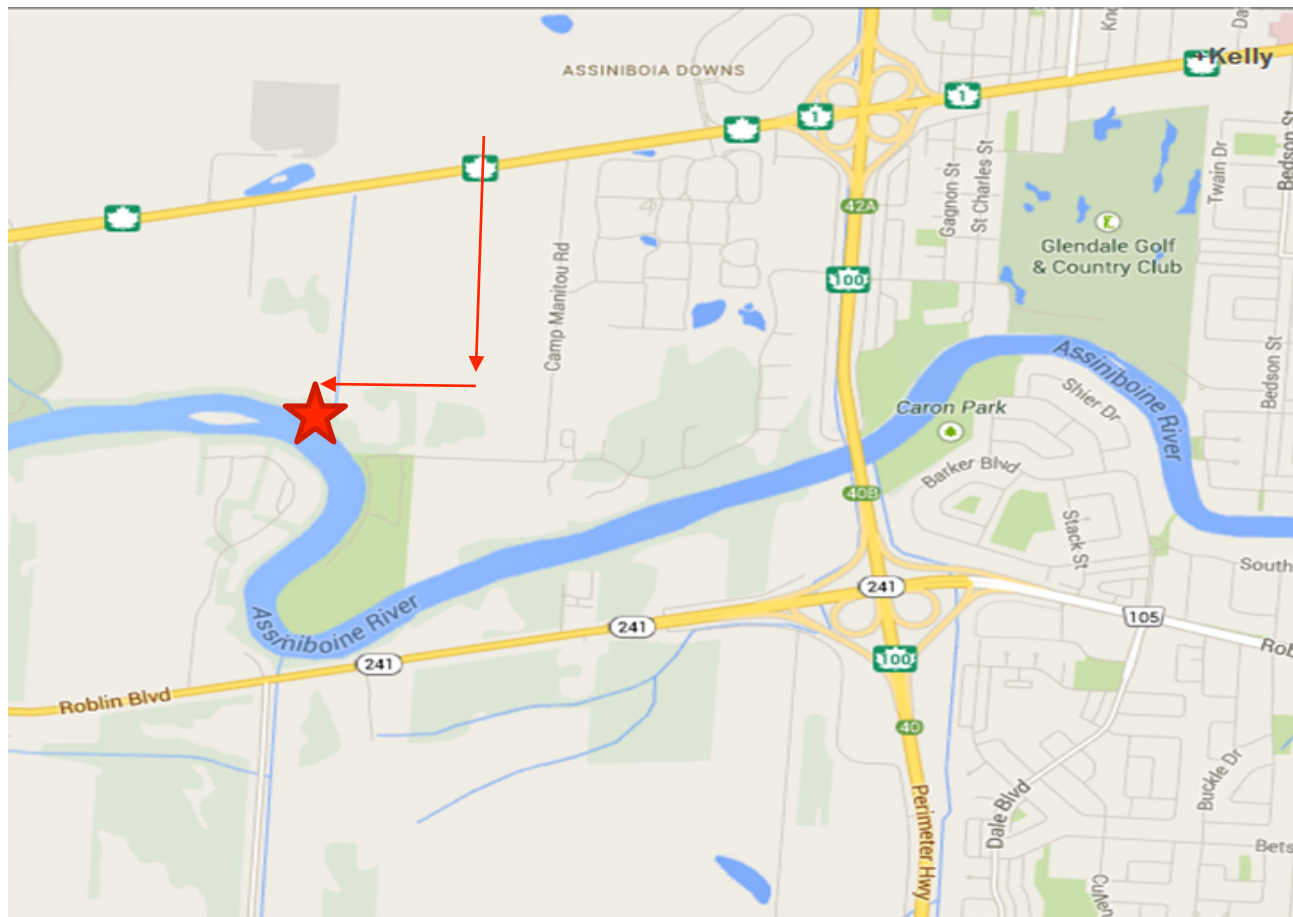
Please contact Camp Manitou to discuss your programming and food needs.

1. Staff-led activities – activities that are led by trained Camp Manitou staff. Additional fees apply.
 - a. Please note, archery, fishing, biking, canoeing, climbing wall, swimming, and Zipline must be led by Camp Manitou staff.
2. Self-led activities – activities can be led by your adult supervisors.
3. Food choices
 - a. Camp Manitou has a variety of healthy food options available for breakfast, lunch, supper and snacks.



APPENDIX A – Directions to Camp Manitou

Coming from Winnipeg: take the #1 Highway West/Portage Ave out of the city, past the Perimeter Highway. At the second set of lights, turn left onto Camp Manitou Road. Drive to the first intersection (about 300 m) and turn right onto Green Oaks Lane. Follow this gravel road until you see the Camp Manitou gates. Enter, keeping right. Once inside the camp, please drive slowly and watch out for deer, children, and other wildlife!



APPENDIX B – Things to Bring

Day Visit

Clothing:

- ☐ Runners
- ☐ Rubber Boots
- ☐ Socks
- ☐ Pants
- ☐ Shorts
- ☐ Hat
- ☐ Extra Underwear
- ☐ Swimsuit
- ☐ Towel
- ☐ Sweatshirt/Jacket
- ☐ Rain Jacket/Pants

- ☐ Bag for wet clothing

Miscellaneous:

- ☐ Waterproof Sunscreen
- ☐ Bug Repellant
- ☐ Feminine Products
- ☐ Personal Medications
- ☐ Backpack
- ☐ Sunglasses
- ☐ Water bottle

Overnight Stay

Bedding:

- ☐ Sleeping bag or sheets and a comforter
- ☐ Pillow

Clothing:

- ☐ Shoes/Boots
- ☐ Jeans/Pants/Belt
- ☐ Shorts
- ☐ T-shirts
- ☐ Socks/Extra Socks
- ☐ Hat
- ☐ Sweatshirt/Jacket
- ☐ Underwear
- ☐ Sleeping attire
- ☐ Rain Gear (Jacket, Pants and Rubber Boots)
- ☐ Laundry Bag
- ☐ Swimsuit and Towel

Other:

- ☐ Towels/Washcloth
- ☐ Soap in plastic case
- ☐ Shampoo/Conditioner
- ☐ Toothbrush/Toothpaste
- ☐ Deodorant
- ☐ Comb/Brush
- ☐ Feminine Products
- ☐ Other Personal Items
- ☐ Personal medications – bring extra
- ☐ Waterproof Sunscreen
- ☐ Bug Repellant
- ☐ Whistle
- ☐ Backpack/Fanny Pack
- ☐ Sunglasses
- ☐ Water Bottle



APPENDIX C – Waiver, release and conditions of enrolment for students

Camp Manitou
Waiver, Release & Conditions of Enrolment

I am the parent/legal guardian of _____ (the “**Camper**”) who wishes to attend Camp Manitou as a camper.

In consideration of the Camper being permitted to attend Camp Manitou, I, for the Camper, myself, and our personal representatives, assigns, heirs and next of kin, provide as follows:

I confirm that all information provided on the Camper’s Registration Form is complete and accurate to the best of my knowledge. I agree to be responsible for the payment of all fees due to the Winnipeg Jets True North Foundation (“**WJT NF**”) in relation to the Camper’s enrolment in, and participation at, Camp Manitou and I further agree that, to the extent there are any conditions of custody in relation to the Camper, that they will be fully communicated to WJT NF in writing prior to the Camper attending Camp Manitou.

I understand the nature of the activities associated with Camp Manitou. I am aware of the Camper’s experience and capabilities and confirm that the Camper is in good health and in proper physical condition to attend Camp Manitou. I fully understand that the Camper’s attendance at Camp Manitou may involve risks and dangers of serious injury, including permanent disability, paralysis and death. These risks and dangers may be caused by the Camper’s own actions or inactions, the actions or inactions of other campers at Camp Manitou, or the negligence of the Releasees named below. There may be other risks and social and economic losses. I fully accept and assume all such risks and responsibility for losses, costs and damages incurred as a result of the Camper’s enrolment in, and attendance at, Camp Manitou.

I acknowledge that the Camper must act in a responsible manner during all activities at Camp Manitou. I further acknowledge that any staff member of WJT NF may dismiss the Camper in the event that he/she, in his/her sole discretion, determines that the Camper has jeopardized, or may jeopardize, the safety and rights of others at Camp Manitou or has rejected the reasonable controls of WJT NF. In the event that any staff member of WJT NF exercises their discretion to dismiss the Camper, all fees provided to WJT NF in relation to the Camper’s enrolment in, and attendance at, Camp Manitou shall not be refunded. I further acknowledge that possession and/or use of tobacco products, non-prescription drugs and alcohol are strictly prohibited and grounds for dismissal from Camp Manitou.

I understand that all prescribed medication accompanying the Camper must be in the original prescription bottle and that the Camper must have a sufficient supply (with more than what is expected to be needed) of any such prescribed medication. All such medication will be administered by a designated health officer of WJT NF. In the event that any such prescribed medication is not in the original bottle or the label is illegible, it will NOT be administered. Only prescribed medication should be sent with the Camper.

I certify that the Camper is in good health and has no known medical condition which would prohibit him/her from attending and participating in activities at Camp Manitou. I agree to notify WJT NF’s Camp Director if the Camper is exposed to any infectious diseases, or if there is any change in the Camper’s health status, within 72 hours of the occurrence. In case of emergency, I understand that every effort will be made to contact me. In the event that neither I nor the emergency contact provided can be reached, I hereby grant permission to WJT NF and/or any physician selected by WJT NF to hospitalize, order injection, anesthesia or surgery, or secure or administer any other type of treatment that the Camper may require, including, but not limited to, CPR, Epipen, non-prescription drugs, or any other treatment deemed necessary, as the case may be. In the event that medication, medical advice, hospitalization, treatment and/or equipment are required, I agree to accept financial responsibility for fees in excess of provincial and/or private insurance. I confirm that the Camper is covered by Provincial Health Care or equivalent medical insurance and I am advised to carry additional medical insurance.



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I, on my own behalf, on behalf of the Camper, and on behalf of our respective heirs, legal personal representatives, successors and assigns (collectively, the “**Releasor**”), hereby irrevocably and unconditionally release and forever discharge WJTNF, Winnipeg Jets True North Foundation Inc., Winnipeg Jets Hockey Club Limited Partnership, Winnipeg Jets Hockey Club Inc., True North Sports & Entertainment Limited and their respective subsidiaries, affiliates, trustees, directors, officers, shareholders, unitholders, employees, servants, volunteers, representatives, agents, other participants, any sponsors, advertisers, and each of their respective successors, administrators, assigns, heirs and legal personal representatives (all such persons and entities hereinafter collectively called the “**Releasees**”) of and from all injuries, liabilities, damages, actions, suits, obligations, duties, acts, omissions, misfeasance, malfeasance, losses, expenses, costs, rights of indemnity and all other claims and rights whatsoever, including without limitation, in whole or in part by the negligence of the Releasees or otherwise, including negligent rescue operations, whether or not known or anticipated, which the Releasor ever had, now has or may in the future have against the Releasees for or by reason of the Camper’s enrolment in, and attendance at, Camp Manitou. I further agree that if, despite this Waiver, Release & Conditions of Enrolment, I, or anyone on my behalf, makes claim against any of the Releasees, I will indemnify, save and hold harmless each of the Releasees from any litigation expense, attorney fees, loss, liability, damage, or cost which any and all of them may incur as the result of such claim.

I authorize WJTNF to photograph, videotape, film or sound record the Camper while attending Camp Manitou and to use the Camper’s name, likeness and sound recording for any and all promotional purposes related to Camp Manitou and/or WJTNF without further compensation or permission.

Any personal information that is collected by WJTNF is collected in compliance with The Freedom of Information and Protection of Privacy Act (FIPPA). By providing personal information you consent to WJTNF’s use of such personal information to provide programs and services surrounding WJTNF and/or Camp Manitou. The personal information provided will be used only for the purpose(s) for which it is collected, unless you consent or WJTNF is authorized to do so by FIPPA.

I HAVE READ THIS DOCUMENT AND FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT SUBSTANTIAL RIGHTS HAVE BEEN GIVEN UP BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THE DOCUMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

I sign below intending for both me and the Camper to be legally bound.

Parent or Guardian’s Name (please print)

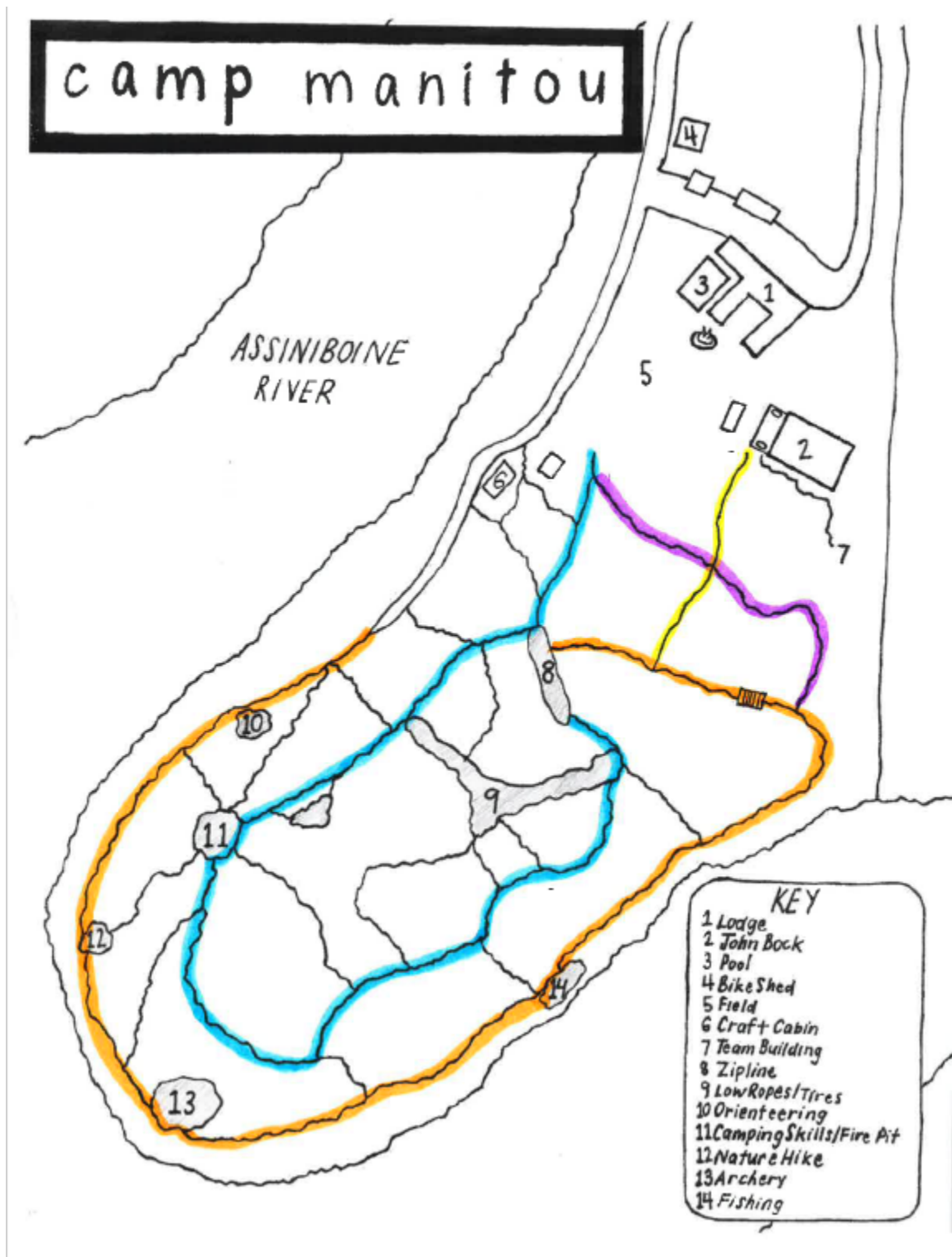
Address (please print)

Signature

Date Signed



APPENDIX D – Map of Camp Manitou



APPENDIX E – Activity Groups & Student Medical Information

Student Activity Groups

Group 1	Group 2	Group 3	Group 4	Group 5
Staff Supervisor:	Staff Supervisor:	Staff Supervisor:	Staff Supervisor:	Staff Supervisor:
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.	4.	4.	4.	4.
5.	5.	5.	5.	5.
6.	6.	6.	6.	6.
7.	7.	7.	7.	7.
8.	8.	8.	8.	8.
9.	9.	9.	9.	9.
10.	10.	10.	10.	10.
11.	11.	11.	11.	11.
12.	12.	12.	12.	12.

Student Medical Information

Student Name	Group #	Allergies	Medications	Dietary Restrictions	Other Medical Concerns
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					



APPENDIX F – Programming Questionnaire



Camp Manitou Schools Rental Programming Questionnaire



Please fill out this form to the best of your abilities. Any additional information will assist Camp Manitou staff in planning your day of adventures, challenges, and fun!

GROUP INFORMATION				
School				
Rental Date				
Teacher(s)				
Main Phone Number		Alternative Phone Number		
Expected Arrival Time		Expected Departure Time		
# of Staff		# of Students		Student Grade(s)
Has your group been to Camp Manitou in the past?		Y	N	If yes, when was your last visit:
FOOD SERVICES REQUESTED				
	Cost per person	Date(s)	#s	Allergies or Dietary Restrictions
Breakfast	\$8.45			
Lunch	\$10.85			
Dinner	\$13.85			
REQUESTED ACTIVITIES				
Would you like Camp Manitou staff to run activities for your group? Yes No Please run some activities				**Additional fees apply.
Please put a checkmark (✓) beside the activities you are interested in. And put an X beside any activities that your group CANNOT participate in (based on safety concerns). Camp Manitou staff will contact you to create a personalized schedule for your group!				
<input type="checkbox"/> Archery	<input type="checkbox"/> Field/Gym Games	<input type="checkbox"/> Snow Games	*Coming Soon **Anyone over the age of 16 has to have a fishing license ***Swimming pool is outdoor and non-heated	
<input type="checkbox"/> Arts & Crafts	<input type="checkbox"/> Fire Building	<input type="checkbox"/> Snow Shoeing		
<input type="checkbox"/> Bannock Making	<input type="checkbox"/> Fishing**	<input type="checkbox"/> Swimming***		
<input type="checkbox"/> Biking	<input type="checkbox"/> Knot Tying	<input type="checkbox"/> Team Building		
<input type="checkbox"/> Bouldering Wall	<input type="checkbox"/> Nature Hike	<input type="checkbox"/> Tobogganing		
<input type="checkbox"/> Broomball	<input type="checkbox"/> Orienteering	<input type="checkbox"/> Water Games		
<input type="checkbox"/> Canoeing in the pool	<input type="checkbox"/> Shelter Set Up	<input type="checkbox"/> X-Country Skiing		
<input type="checkbox"/> Carnival Games	<input type="checkbox"/> Skating*	<input type="checkbox"/> Zipline*		
<input type="checkbox"/> Climbing Wall*				
Please note, Camp Manitou cannot guarantee all selected programs will be provided on your rental day due to unforeseen circumstances, activity availability, staff availability, maintenance schedule, and weather conditions.				
EQUIPMENT REQUESTED				
Please choose which equipment you would like.				
Miscellaneous Equipment		Sports Equipment		
<input type="checkbox"/> Projector	<input type="checkbox"/> Soccer Balls	<input type="checkbox"/> Frisbees		
<input type="checkbox"/> Projector Screen	<input type="checkbox"/> Footballs	<input type="checkbox"/> Skipping Ropes		
<input type="checkbox"/> Indoor Fireplace*	<input type="checkbox"/> Basketballs	<input type="checkbox"/> Broomball Equipment		
<input type="checkbox"/> Outdoor Fire Pit*	<input type="checkbox"/> Baseballs	<input type="checkbox"/> Floor Ball Equipment		
<input type="checkbox"/> Firewood	<input type="checkbox"/> Baseball Gloves			
<input type="checkbox"/> Roasting Sticks for Fire				
*No matches or kindling provided for fires.				
Is there anything else that you require for your rental?				

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APPENDIX G – Camp Manitou Menu

Breakfast Options- \$8.45 per person Served at 8:00AM		
Option one	Egg Frittata, toast and meat	Whole Fruit, Milk or Juice
Option two	Cold cereal, oatmeal, toast and yogurt	Whole Fruit, Milk or Juice
Option three	Pancakes and meat	Whole Fruit, Milk or Juice
Option four	Scrambled eggs, hash browns, toast and meat	Whole Fruit, Milk or Juice
Option five	French Toast and meat	Whole Fruit, Milk or Juice

Lunch Options- \$10.85 per person Served at 12:00PM		
Option one	Assorted wraps, veggies and dip	Whole Fruit, Milk or Juice
Option two	Pasta with assorted sauces, veggies and dip	Whole Fruit, Milk or Juice
Option three	Grilled Chicken burger, veggie and dip	Whole Fruit, Milk or Juice
Option four	Burgers, veggie and dip	Whole Fruit, Milk or Juice
Option five	Pizza, veggie and dip	Whole Fruit, Milk or Juice
Option six	Grilled cheese, soup, veggie and dip	Whole Fruit, Milk or Juice

Dinner Options- \$13.85 per person Served at 5:00PM		
Option one	Sweet and sour meatballs, rice and salad	Whole Fruit, Milk or Juice
Option two	BBQ chicken, roasted potatoes and salad	Whole Fruit, Milk or Juice
Option three	Roast beef, mashed potatoes and salad	Whole Fruit, Milk or Juice
Option four	Mac and cheese chicken and salad	Whole Fruit, Milk or Juice
Option five	Tacos (beef or chicken) and salad	Whole Fruit, Milk or Juice
Option six	All Beef hot dogs and salad	Whole Fruit, Milk or Juice

Lunch Snack Options- Included with Lunch		
Option one	Chocolate chip cookie	Water
Option two	Granola bar	Water
Option three	Rice Krispies square	Water
Option four	Special K Bar	Water
Option five	Jell-O	Water

Dinner Snack Options- Included with Dinner		
Option one	Chocolate chip cookie	Water
Option two	Banana Muffin	Water
Option three	Chocolate Chip Muffin	Water
Option four	Granola bar	Water
Option five	Pudding	Water

*Prices include GST & PST



APPENDIX H – Room & Sleeping Arrangements Chart & Activities Schedule

East Wing (Rooms located on the east side of the main lodge, total capacity of 40 people)

Room 1	Room 2	Room 3	Room 4	Room 5
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.	4.	4.	4.	4.

Room 6	Room 7	Room 8	Room 9	Room 10
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.	4.	4.	4.	4.

West Wing (Rooms located on the west side of the main lodge, total capacity of 28 people)

Room 1	Room 2	
1.	1.	11.
2.	2.	12.
3.	3.	13.
4.	4.	14.
5.	5.	15.
6.	6.	16.
7.	7.	17.
8.	8.	18.
	9.	19.
	10.	20.

Schedule of Activities

Date	9:00AM	10:00AM	11:00AM	12:00PM	1:00PM	2:00PM	3:00PM	4:00PM
Arrive and Set up	All Groups							
Activity 1		Group 1	Group 4		Group 3	Group 2		
Activity 2		Group 2	Group 1		Group 4	Group 3		
Activity 3		Group 3	Group 2		Group 1	Group 4		
Activity 4		Group 4	Group 3		Group 2	Group 1		
Clean Up and Departure							All Groups	
Lunch				All Groups				



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APPENDIX I – Meal Planning & Meal Duty Schedule

	Day 1	Day 2	Day 3
Breakfast			
Lunch			
Snack			
Dinner			
Snack			

Meal Duty Schedule	Day 1	Day 2	Day 3
Breakfast (Set tables)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Adult Supervisor			
Breakfast (Dishes)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Adult Supervisor			
Lunch (Set tables)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Adult Supervisor			
Lunch (Dishes)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Adult Supervisor			
Dinner (Set tables)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Adult Supervisor			
Dinner (Dishes)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Adult Supervisor			

**Note: This page is only necessary if you have not ordered food from Camp Manitou.

