



# GOULD LAKE OUTDOOR CENTRE

Limestone District School Board

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## 2018 Registration Policy Letter

Dear Student and Parent /Guardian,

We hope you will join us this summer for our *2018 Summer Programs*. Our website at [www.gouldlake.ca](http://www.gouldlake.ca) is always a great place to see what's new with our programs and to keep you up-to-date on what is happening in outdoor education within the Limestone District School Board. Please feel free to contact our office if you have any questions regarding these policies.

### REGISTRATION INFORMATION

1. Registration for summer 2018 courses will begin on December 1, 2017.
2. Registrations will be accepted through our on-line system at [registration.gouldlake.ca](http://registration.gouldlake.ca).
3. Registrations received on or prior to January 7, 2018, will be processed with no regard to date received. Please refer to *Registration Policies* below for further information.
4. Registrations received after January 7, 2018, will be processed on a first-come-first-served basis for remaining openings. Please refer to *Registration Policies* below for further information.
5. Registrations will be reviewed as they arrive to ensure they are complete and all course requirements are met. Confirmation emails will be sent to those students who are placed in a program and who meet all requirements.
6. Those students not accepted and/or placed on a waiting list will be contacted by phone or email.
7. To be placed on a waiting list, a completed registration must be submitted.
8. Once a student is placed in a program, the non-refundable deposit will be cashed.

### REGISTRATION POLICIES

1. Course prerequisites (listed on page 2) are required to ensure students have a fair opportunity to achieve the curricular objectives of the program, as well as to guarantee they have the skills necessary to ensure their safety and the safety of their tripping group. All registrations that have met the minimum prerequisites will be considered, however, having obtained the minimum prerequisite(s) does not guarantee acceptance into a program.
2. If, on January 7, 2018, numbers of registrations for a particular session of Outdoor Escape, Girls Adventure Program (GAP), Quest or Outreach exceed the available spots, all acceptable registrations from those registrants currently attending schools within the Limestone District School Board will be placed first. Registrations from the Algonquin Lakeshore Catholic District School Board will be considered second, followed by any registrations from outside these two local school boards.
3. All Outdoor Pursuits (OP), Outdoor Skills (OS), Solo, Wilderness Instructor Course (WIC), Long Trail (LT), and Kayak Instructor Course (KIC) registrations will be reviewed and cross-referenced with courses taken at the Gould Lake Outdoor Centre, or other locations which have similar experiences. Due to the skill level of these courses and their remote destinations, proven skill acquisition, leadership, experience, and past behaviour on trips will be determining factors in acceptance.
4. Students having completed OS will be given priority standing when registering for OP. Students having completed OP will be given priority standing when registering for OS. Students with WIC experience will be given priority standing over students with OS/OP experience for the KIC program. Students with past experience with our programs may be given preference over those with experience from outside our program.
5. For courses with more than one session to choose from, to increase the likelihood of being placed in a program, student registration forms should indicate at least two sessions as options. Students who indicate they are willing to be placed in a different session may be considered for their second choice prior to a lottery.
6. After applying the policies above, a lottery system will be used if applicants of a particular session exceed spaces available.
7. Registrations received on or after January 7, 2018 will be reviewed and placed in a course (or placed on a waiting list if necessary), by date and time of arrival. These registrations will be accepted regardless of their home school board.
8. In the event of a health issue arising that puts the student and/or group at risk, participation in the program may be re-considered. Clear communication concerning these risks is welcomed and necessary to ensure a safe experience for all. Please clearly explain all such health issues when completing the online registration.
9. The LDSB Outdoor Education Consultant will oversee the registration process and approve all course lists and waiting lists.
10. If payment and waiver are not received within 3 weeks of the on-line registration submission, the registration will be void.
11. Similarly, in the case of a non-sufficient funds (NSF) cheque, the registration will be void should payment not be received within 3-weeks of NSF notification.

## CANCELLATION AND REFUND POLICIES

1. First payment is a non-refundable deposit dated February 1, 2018.
2. If a student withdraws prior to April 1, 2018, the 2<sup>nd</sup> and 3<sup>rd</sup> payments will be refunded.
3. If a student withdraws between April 1, 2018 and June 1, 2018, only the 3<sup>rd</sup> payment will be refunded, unless the program fills, in which case the 2<sup>nd</sup> and 3<sup>rd</sup> payments will be refunded.
4. If the student withdraws after June 1, 2018, no refund will be issued, unless the program fills, in which case the 2<sup>nd</sup> and 3<sup>rd</sup> payments will be refunded.
5. If you are placed on our waiting list, all cheques will be held until you have been accepted into a program. Upon acceptance, the refund policies above will apply if you choose to withdraw.
6. If a student must withdraw from a program for medical reasons, a partial refund will be considered if a doctor's note is provided.

## BALANCED TRIPPING GROUPS

Creating balanced tripping groups is a responsibility that lies with Gould Lake Outdoor Centre administration. Ultimately, the goal is to create groups that provide each student the opportunity to meet new people and each group the opportunity to develop in an environment that is safe and equitable to all. To ensure these philosophies are upheld, no guarantees will be made concerning with whom students will be tripping.

## PHOTOGRAPHS

Each December we host a video slideshow highlighting the previous summer's programs. We also produce brochures, posters and advertisements to promote our programs within our community as well as maintain a website and LDSB approved social media accounts (YouTube, Twitter, and Instagram). For that reason, we take numerous photographs during the summer. As part of the registration process, we ask for your consent for us to use photos or video of your child for these purposes.

### PROGRAMS / PROGRAM PREREQUISITES / TOTAL COSTS FOR 2018

Program	Minimum Prerequisites	Total Cost (taxes included)
Outdoor Escape (OE)	Grade 6 graduate	\$ 230.00
Girls Adventure Program (GAP)	Grade 7 graduate (females only)	\$ 365.00
Quest (Q)	Grade 7 graduate	\$ 365.00
Outreach (OR)	Grade 8 graduate	\$ 675.00
Outdoor Pursuits (OP)	Grade 9 graduate Completion of Outreach <i>or equivalent</i>	\$ 845.00
Outdoor Skills (OS)	Grade 9 graduate Completion of Outreach <i>or equivalent</i>	\$ 845.00
Solo Moving Water Course (SOLO)	Grade 10 graduate Completion of OS <i>or equivalent</i>	\$ 260.00
Wilderness Instructor Course (WIC)	Grade 10 graduate Completion of OS and OP <i>or equivalent</i> ORCKA Canoe Tripping Level 1 <i>or equivalent</i> ORCKA Moving Water Canoeing Level 1A <i>or equivalent</i>	\$ 1100.00
Long Trail (LT)	Completion of WIC <i>or equivalent</i>	\$ 675.00
Kayak Instructor Course (KIC)	Grade 10 graduate Completion of OS and OP <i>or equivalent</i> ORCKA Canoe Tripping Level 1 <i>or equivalent</i> ORCKA Flatwater Kayaking <i>or equivalent</i>	\$ 1995.00

*Please contact the Gould Lake office for prerequisite equivalencies.*

*Nate Zahn*

Outdoor Education Consultant  
Gould Lake Outdoor Centre  
Limestone District School Board