



Lead Teacher Information Package

Thank you for your interest in the Brigadoon Village Outdoor Centre. We are excited to provide an amazing experience for your students.

The goal of this package is to provide you with all the information and resources required to allow your trip to be as smooth and impactful as possible.

The Booking Checklist

- ☐ Review all the information in this package
- ☐ Fill in the [Outdoor Centre Booking Questionnaire](#)
- ☐ Confirm the details with the Outdoor Centre Coordinator. Brigadoon will then send you a [Booking Contract](#)
- ☐ Return the signed [Booking Contract](#) along with the deposit and a copy of insurance (non-public schools only) to:

Brigadoon Village – Outdoor Centre
1650 North River Rd
Aylesford, Nova Scotia
B0P 1C0

- ☐ Send home [Parent/Guardian Information Package](#) with the students
- ☐ Send home [Teacher/Chaperone Information Package](#) with Chaperones/Teachers attending. A minimum of 1 chaperone per 12 students is required for all trips
- ☐ Collect signed [Participant Acknowledgement of Risks and Release](#) (last page of each information package) from each student, teacher and chaperone
- ☐ Review information, fill out final numbers, accessibility summary and dietary restrictions and email to programs@brigadoonvillage.org a minimum of 10 business days prior to arrival any further changes should be communicated ASAP
- ☐ A copy of the tentative schedule will be sent to you via email. Review this and communicate any questions/concern.

Day of the trip

- ☐ Arrive 30 minutes prior to the students, enter the dining Hall and meet the Brigadoon Staff coordinating your trip
- ☐ Give the coordinator all the [Participant Acknowledgement of Risks and Release](#) forms to the Brigadoon staff coordinating your trip and inform them immediately in any changes in numbers or dietary information. Every person on site must have signed a release form (Teachers, Chaperones, Students, Visitors etc.)
- ☐ After your trip the [Final Invoice](#) will be sent via email along with a link to our [Feedback Form](#)
- ☐ Follow the instructions on the invoice email for payment methods
- ☐ To Rebook for a future trip, please fill out the [Outdoor Centre Booking Questionnaire](#)

Preparing your Class

The Goals of the Program

Discuss with your students the goals for the trip. Brigadoon Village staff will use the activities as a tool to meet the desired outcomes for the students. Students with a good understanding of the goal of the program often engage more fully in each activity. The students may even come up with their own goals and areas the class can improve upon.

Some suggested outcomes include

- Identifying and celebrating the positive aspects of the school community
- Promoting group challenge and support
- Gaining an appreciation of the outdoors and respect for the environment
- Recognizing individual strengths and how they contribute to a successful team
- Understanding their role in the school as leaders
- Reflecting on the time together over the school year,
- Celebrating success
- Expanding comfort zones and experiencing challenge
- Building empathy and support
- Promoting group interaction and cooperation

Expectations

Our programs empower children and youth to gain independence, build strong relationships, and further their appreciation for the natural world. In order to give your students, the best possible experience, we have a list of expectations and policies. Please share this with them.

1. **Smoking** - Smoking is permitted at the discretion of the school and may only take place in the designated smoking area.
2. **Alcohol and Recreational Drugs** – The use of alcohol or non-prescription drugs is not permitted for students and adults.
3. **Parking** -- Buses and vehicles must be parked in the designated parking areas.
4. **Clean up** -- Students are responsible for cleaning their cabins prior to departure. Please ensure that the cabin is left the way that it was found. Writing on bunks and other damages are unacceptable.
5. **Participation** -- The students will be asked to participate to the best of their abilities and challenge themselves.
6. **Boundaries** -- Students should stay within the boundaries of each activity. The forest and the lake should not be approached without the supervision of a Brigadoon Staff member.
7. **Dress Appropriately** -- Students should be prepared for each activity with everything they may need.
8. **Cell Phones** -- Cell phones should not be used during Brigadoon program times such as boating or archery for safety reasons. Please communicate with the students your expectations for cell phone use.

The Role of the Lead Teacher Throughout the Program

As the lead teacher you are the connection between the students and chaperones and the Brigadoon Coordinator. Please communicate concerns to the coordinator and they will do the same.

Ensure that the students and teachers/chaperones are aware of the expectations and doing their best to meet them. Managing student behavior and ensuring the students are on time and ready to participate is the responsibility of the teachers/chaperones. The Brigadoon Staff will take care of facilitating the program and activities.

Arrival - Advise your bus driver to be cautious on North River Rd. In the winter and early spring, it is especially bumpy.

Please arrive 30 minutes prior to the students to ensure there is enough time to go over any last-minute information. Park in the parking lot and follow the signs to the Dining Hall. The Brigadoon Staff coordinating your program will meet you and give you a copy of the schedule, collect [Participant Acknowledgement of Risks and Release](#) forms, and discuss any changes to numbers, dietary, or participant information. The Brigadoon Staff will also lend you a radio for the duration of your visit.

The bus should stop in the parking lot and wait for a Brigadoon Staff member to guide the bus to the unloading area. The students will unload their luggage in the designated area. The students will then meet at the Flagpole for opening ceremonies.

Departure - On the morning of departure day, wake up the students with enough time to pack their belongings, clean their spaces and get ready for the day before breakfast.

All luggage and belongings should be moved to the Common Room of each cabin. All garbage should be cleaned up and messes should be tidied. Throughout the day, Brigadoon Staff may be entering the cabins to clean the bedrooms for the next group.

When all belongings have been removed from bedrooms and bathrooms and the cabin is tidied to the teacher/chaperone satisfaction the students can come to breakfast. After breakfast, the cabins will only be entered to move luggage from the cabin to the bus.

Prior to departure, each cabin should be checked for forgotten items. Lost and Found will be kept until the end of the season before being donated or disposed of.



Opening Ceremonies – During Opening Ceremonies, the Brigadoon Staff will lead warm-up activities, and explain expectations and important information. Meanwhile, the Teachers/Chaperones will meet with the Coordinator to review expectations and receive their copy of the schedule. This is your last communication with teacher/chaperones before activities begin.

After Opening ceremonies, the students will be divided into Activity Groups of 12-15 students. The Lead Teacher will make any necessary changes to the groups and assign teachers /chaperones to each group. Each activity group must be accompanied by a teacher/chaperone at all times.

From there the Brigadoon Staff will take each activity group to their first activity.

Activities with Activity group – Depending on the size of the trip, you may choose to be assigned to an activity group or you may choose to float between groups to support wherever necessary or take photos. Ensure your teachers/chaperones are meeting expectations and activity groups are where they are supposed to be, when they are supposed to be there, and prepared to fully participate in all the activities.



During Large Group games – Ensure chaperones are participating, reminding participants of instructions and boundaries, promoting fair and safe play.

Meals – It is up to you where the students will sit for meals. If you have a seating plan, make sure the students are aware before entering the Dining Hall.

Free time – Free time is an important part of the Program. Allowing students time to share, rest and take a break is essential to the success of the program. Brigadoon Staff may be prepping or discussing upcoming activities. Before the start of Free time, explain the expectations of the students (where they are permitted to be and what they are permitted to do). If any students need specific time set aside for medical, religious or personal reasons, this is a good time to remove them from the program. Assign Teachers/Chaperones to supervise specific areas. If any resources would like to be used during free time (board games, balls, toys) please ask a Brigadoon staff member.

Nighttime – When activities have finished for the day, please communicate your expectations for the students. Similar to free time, students will need to know where they are allowed to be and what they are allowed to be doing and until what time.

Communication

Cellular service on site and in the cabins is limited. Cell service is best in the Dining Hall and Purple Cabin which are equipped with cell signal boosters. The Dining Hall also has Wi-Fi for your use. Parents/Guardians will be advised to contact the school for any communications regarding individuals on the trip. The school will then contact the Lead Teacher on the trip. Alternatively, Brigadoon can be reached at (902) 681-8100. During the day while the group is on site the best way to reach someone is at the kitchen extension 222. There may be times throughout the day and night that nobody is accessible by phone.

First Aid and Medications

The administration of first aid should be completed by the teachers/chaperones on site. If necessary, Brigadoon staff may assist although this may affect program delivery. All Brigadoon Program Facilitators are certified in a minimum of Emergency First Aid and CPR-B. Brigadoon Village will track all incidents on site for our records. There are first aid kits located throughout the site and AED machines in the Dining Hall and Blue Cabin. Ice can be requested from the kitchen staff.

The Brigadoon Village Medical Centre is closed in the Outdoor Centre season. The Lead Teacher on site is responsible for administering and overseeing all medications of the students on the trip. Medications can be locked up at the request of the Lead Teacher.

A Brigadoon staff member will always be on site while a group is present. Brigadoon Village has a site emergency plan that is posted in each cabin room. Brigadoon Village is located 15 minutes from the Valley Regional Hospital (in Kentville). Please have a personal vehicle available for emergency purposes.