



## 2019 Registration Policy

Dear Gould Lake Students, Parents and Guardians,

We hope you will join us this summer for our *2019 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 2019 courses will begin on December 1, 2018.
2. Registrations will be accepted through our online system at [registration.gouldlake.ca](http://registration.gouldlake.ca).
3. Registrations received on or prior to January 7, 2019, will be processed with no regard to date received. Please refer to *Registration Policies* below for further information.
4. Registrations received after January 7, 2019, will be processed based off of the time-stamp applied at the time of application. 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 3) 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, 2019, 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 when registering for OP. Students having completed OP will be given priority when registering for OS. Students with WIC experience will be given priority over students with OS/OP experience for the KIC program. Students with previous experience with our programs may be given preference over those with experience from outside of the Gould Lake Outdoor Centre programs.
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.
6. After applying the policies above, a "lottery" system will be used if applicants of a particular session exceed spaces available.
7. Registrations received after January 7, 2019 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 **all** health and wellness areas (i.e. anxiety, past injury, ADHD etc.) is welcomed and necessary to ensure a safe and positive experience for all. Gould Lake staff want to provide the best possible support to students. In order to achieve that goal, it is very important to 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 online 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, 2019.
2. If a student withdraws prior to April 1, 2019, the 2<sup>nd</sup> and 3<sup>rd</sup> payments will be refunded.
3. If a student withdraws between April 1, 2019 and June 1, 2019, only the 3<sup>rd</sup> payment will be refunded, unless the allocated spot 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, 2019, no refund will be issued, unless the allocated spot fills, in which case the 2<sup>nd</sup> and 3<sup>rd</sup> payments will be refunded.
5. If the student is placed on the waiting list, all cheques will be held until the student has been accepted into a program. Upon acceptance, the refund policies above will apply if the student chooses to withdraw.
6. If a student must withdraw from a program for medical reasons, a full refund will be considered if a doctor's note is provided.
7. In the event of a trip route change due to unforeseen safety concerns (i.e. forest fire, low water levels etc.) a full refund may be offered to those who choose not to participate in any part of the altered program.

### **UNFORESEEN CIRCUMSTANCES AND TRIP ALTERATIONS**

Safety of staff and students will always be our top priority. In the event of a fire ban our trips still run as planned. Cooking is done on portable camping stoves with guidance and supervision from our instructors. In the event of forest fires, or other unpredictable conditions, trips may be rerouted or completely moved to an alternate **safe** location. Changing the route for a trip is never a decision that is made lightly, but ultimately it is a responsibility of Gould Lake administration to ensure that our students and staff are not taking unnecessary risks on trip. We will notify parents and guardians as soon as these situations arise. If you are unhappy with a route change and no longer wish to send your student on trip - a refund may be issued. Please refer to *Cancellation and Refund Policies* for further information.

### **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 guarantee will be made concerning with whom students will be tripping.

### **PHOTOGRAPHS**

Each December we host a video slide show highlighting the previous summer's programs. We also produce brochures and posters to promote our programs within our community and maintain a website and Twitter account. For that reason, we take numerous photographs during the summer, as nothing speaks more clearly than photographs of students enjoying the wilderness. As part of the registration process, we ask for your consent to use photos or video of your child for these purposes.

Thank you,

*Nate Zahn*

Outdoor Education Consultant  
Gould Lake Outdoor Centre

**PROGRAMS / PROGRAM PREREQUISITES / TOTAL COSTS FOR 2019**

<b>Program</b>	<b>Minimum Prerequisites</b>	<b>Total Cost (taxes included)</b>
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> Recommended to have completed OP prior to taking OS	\$ 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.*