

# McDowell Environmental Center DAY Contract

EMAIL to pc@campmcdowell.com

*Please email this contract 3 months prior to your visit.*

School: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Reserved date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Lead Teacher: \_\_\_\_\_ Email: \_\_\_\_\_

School Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Secondary School Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Best way to contact (circle one): School Phone / Cell Phone / Email Best Time to Contact: \_\_\_\_\_

**Arrival time:** \_\_\_\_\_ (8:30am recommended) **Departure time:** \_\_\_\_\_ (\*2:30pm is recommended)

Are you bringing a snack for your students? YES / NO If so, what time during the schedule? \_\_\_\_\_

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**STUDENTS:** # of boys : \_\_\_\_\_ # of girls: \_\_\_\_\_ TOTAL # of STUDENTS: \_\_\_\_\_

**\*ADULTS:** # of men: \_\_\_\_\_ # of women: \_\_\_\_\_ TOTAL # of ADULTS: \_\_\_\_\_

*\*Please include all **teachers** in the adult count* TOTAL #: \_\_\_\_\_

# FIELD GROUPS: \_\_\_\_\_ (limit to 12 students/group)

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**RESPONSIBILITIES OF THE CENTER:** Assist with pre-trip planning; provide complete educational programming; inform participants of their responsibilities, camp rules and emergency procedures; prepare meals and evening snacks; clean and maintain facilities and grounds; and provide a safe and wholesome atmosphere.

**RESPONSIBILITIES OF THE LEAD TEACHER:** Make a reservation (new schools- submit deposit) and return contract; arrange transportation; arrange for one physically-able chaperone for each field group; communicate with students, parents and chaperones about the trip; collect fees & medicines; email field group lists one month prior to trip; mail risk acknowledgement forms at least 2 weeks prior to your trip; participate in the program with chaperones and students; and submit final payment.

**DAMAGE:** The Center reserves the right to send home any child who becomes ill, destroys property, behaves aggressively or takes any other action detrimental to other students or the program. The school will be responsible for providing transportation in such cases, and for any damage to the facilities and equipment. No refunds will be made under these conditions. The Center cannot be held responsible for loss or damage to property brought to the Center. Please encourage students to leave valuables and large amounts of cash at home.

**INVOICE:** On your last day at McDowell, we will give you an invoice for the balance of your payment. Payment is due within 30 days after your trip.

**I agree to the terms of this contract and agree that my group will abide by all McDowell policies.**

\_\_\_\_\_  
Signature of Lead Teacher

\_\_\_\_\_  
Date

**Please complete the next page...**

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## DAYTIME CLASS SELECTION

Choose 3-6 hours depending on your schedule.

Choose extra classes for large groups- all students will not be able to take the same classes.

*Class descriptions are on pages 8-15 of Teacher Planning Packet.*

<b><u>Skills-Based Classes</u></b>		<b><u>Science Classes</u></b>	
<input type="checkbox"/> Navigation	1.5 hr <b>or</b> 3 hr	<input type="checkbox"/> Down to Earth	3 hr
<input type="checkbox"/> Meet a Map	1.5 hr	<input type="checkbox"/> Meet a Tree	3 hr
<input type="checkbox"/> Survival Skills	1.5 hr <b>or</b> 3 hr	<input type="checkbox"/> Value of a Tree	3 hr
<b><u>Team Building Classes</u></b>		<input type="checkbox"/> Aquatic Adventures	1.5 hr <b>or</b> 3 hr
<input type="checkbox"/> Trust Swing (5th & up)*	1.5 hr	<input type="checkbox"/> Stream Studies	3 hr
<input type="checkbox"/> Power Pole (7th & up)*	1.5 hr	<input type="checkbox"/> Rock Query	3 hr
<input type="checkbox"/> Climbing Wall (5th & up)*	1.5 hr	<input type="checkbox"/> Forest Connections	1.5hr <b>or</b> 3 hr
<input type="checkbox"/> Team Challenge (5th & up)*	3 hr	<b><u>Recreation &amp; Humanities Classes</u></b>	
<input type="checkbox"/> Team Adventure	1.5 hr	<input type="checkbox"/> Native Americans & Earth	3 hr
		<input type="checkbox"/> Authors & Explorers	3 hr
		<input type="checkbox"/> Nature Hike	1.5 hr <b>or</b> 3 hr
		<input type="checkbox"/> Mysterious Medley	1.5 hr <b>or</b> 3 hr

\*Classes that require Student and Adult Risk Forms

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## GROUP PROFILE

Have any of your teachers and chaperones attended MEC before? \_\_\_\_\_

Have any of your students attended MEC before? \_\_\_\_\_ If so, approximately how many? \_\_\_\_\_

**How will your group be arriving at MEC?** (#'s if known) \_\_\_\_\_ Bus(es) \_\_\_\_\_ Car(s)

Please list any **objectives, themes, goals, vocabulary, teaching philosophies or local environmental issues** that you would like for us to emphasize while you are here:

What specific **student needs** should we be aware of? (i.e. social/emotional/behavioral concerns, severe allergic reactions, physical limitations, learning needs, etc...)

**How would you characterize your school?** (Choose all that apply)

Private     Public     Religious Affiliation     Waldorf     Montessori

Below grade level     Above grade level     At grade level     Urban     Suburban     Rural