

McDowell Environmental Center Day Trip Planning Form

EMAIL to pc@campmcdowell.org

Please email this contract 3 months prior to your visit

School: _____ Grade(s): _____ Reserved dates: _____

Address: _____ City: _____ State: _____ Zip: _____

Lead Teacher: _____ Email: _____

School Phone: (____) _____ Cell Phone: (____) _____

Secondary School Contact: _____ Email: _____

Arrival time: _____ (8:30 or 10am recommended) **Departure time:** _____ (2:30 or 4pm recommended)

Are you planning to eat lunch with us? YES / NO

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

STUDENTS: # of girls: _____ # of boys: _____ = TOTAL # of STUDENTS: _____

ADULTS # of women: _____ # of men: _____ = TOTAL # of ADULTS: _____

Please include all teachers in the adult count - TOTAL # of ALL participants: _____

Fields Groups: _____

(~10 - 12 students per group)

RESPONSIBILITIES OF MEC: 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 cabin and field group; communicate with students, parents and chaperones about the trip; collect fees & medicines; email field group and cabin lists one month prior to trip; ensure health/waiver form is filled out for all; participate in the program with chaperones and students; and submit final payment.

DAMAGE: MEC 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. MEC 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, we will give you an invoice for the balance of your payment. Payment is due within 10 days after your trip.

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

Signature of Lead Teacher

Date

Please complete the next page

Day Trip Planning Form - Class Selection

Choose 3-6 hours depending on your schedule. [Click here for class descriptions.](#)
 Choose extra classes for large groups- all students will not be able to take the same classes.

<p><u>Skills-Based Classes</u></p> <p>___ Meet a Map 1.5 hr</p> <p>___ Navigation 1.5 hr</p> <p>___ Survival Skills 1.5 hr or 3 hr</p> <p>___ Canoeing (5th & up) 1.5 hr</p> <p style="text-align: center;">(*Please select 1.5 hour <u>BACKUP</u> to Canoeing <i>IF</i> it cannot run due to safety*)</p> <hr style="width: 20%; margin: 10px auto;"/> <p><u>Team Building Classes</u></p> <p>___ Climbing Wall (5th+) 1.5 hr</p> <p>___ Trust Swing (5th+) 1.5 hr</p> <p>___ Power Pole (7th+) 1.5 hr</p> <p>___ Team Challenge 1.5 hr or 3 hr</p>	<p><u>Science Classes</u></p> <p>___ Animals in Motion 1.5 hr or 3 hr</p> <p>___ Aquatic Adventures 1.5 hr or 3 hr</p> <p>___ Down to Earth 3 hr</p> <p>___ Focus on Fungi 1.5 hr or 3 hr</p> <p>___ Hop, Slither, Slide 1.5 hr or 3 hr</p> <p>___ Rock Query 3 hr</p> <p><u>Recreation & Humanities Classes</u></p> <p>___ Art in Nature 1.5 hr or 3 hr</p> <p>___ Clear Creek Hike 1.5 hr or 3 hr</p> <p>___ People of the Earth 3 hr</p> <p>___ Stewards of the Forest 1.5 hr or 3 hr</p> <p>___ Welcome to the Woods 1.5 hr or 3hr</p>
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The following information will help the staff at MEC have a better understanding of your group

Have any of your teachers and chaperones attended MEC before? _____

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

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

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Private | <input type="checkbox"/> Religious Affiliation | <input type="checkbox"/> Self-contained classroom |
| <input type="checkbox"/> Public | <input type="checkbox"/> Montessori | <input type="checkbox"/> Block Schedule |

What **experiences** have your students had with the outdoors, environmental education or field trips?

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

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:

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