

2022-2023 McDowell Environmental Center Contract

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: _____ (10:00am recommended) **Departure time:** _____ (12:45pm recommended)

_____ *Check if you need to leave earlier than 12:45pm _____ *Check if you want a sacked lunch to go

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

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

TOTAL: # of females: _____ # of males: _____
(beds needed) (beds needed)

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

FIELD GROUPS: _____ # GIRLS CABINS: _____ # BOYS CABINS: _____
(limit to 13 students/group) (12-18 beds/cabin) (12-18 beds/cabin)

Do you need separate lodging for teachers not needed in the cabins? Y/N For how many? _____

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 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; mail health and 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 two pages

McDowell Environmental Center Contact

Class Selection

Step 1: Daytime Class Selection

3-day program: Choose 12 hours of daytime classes & 2 night programs

Designate 1.5 or 3 hour option when applicable

Class descriptions are found in the Teacher Planning Packet

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|--|---|
| <u>Skills-Based Classes</u> ___ Meet a Map 1.5 hr ___ Navigation 1.5 hr ___ Survival Skills 1.5 hr or 3 hr ___ Canoeing (5th & up) 1.5 hr (**Please select 1.5 hour <u>BACKUP</u> to Canoeing IF it cannot run due to safety**) _____ (Backup class choice) <u>Team Building Classes</u> ___ Climbing Wall (5th & up) 1.5 hr ___ Trust Swing (5th & up) 1.5 hr ___ Power Pole (7th & up) 1.5 hr ___ Team Challenge (5th & up) 3 hr ___ Team Adventure 1.5 hr | <u>Science Classes</u> ___ Aquatic Adventures 1.5 hr or 3 hr ___ Down to Earth 3 hr ___ Forest Connections 1.5hr or 3 hr ___ Hop, Slither, Slide 1.5hr ___ Meet a Tree 3 hr ___ Rock Query 3 hr ___ Stream Studies 3 hr ___ Value of a Tree 3 hr <u>Recreation & Humanities Classes</u> ___ Art in Nature 1.5 hr or 3hr ___ Authors & Explorers 3 hr ___ Connections 1.5 hr ___ Mysterious Medley 1.5 hr or 3 hr ___ Native Americans & Earth 3 hr ___ Nature Hike 1.5 hr or 3 hr ___ Trail of Discovery (6th and up) 6 hr |
|--|---|

****To participate in all classes - everyone must have a completed Health & Release Form****

NOTE: *Trail of Discovery requires that all participants bring a backpack and 2 water bottles*

We will provide a packed lunch for the all day hike.

Step 2: Night Program Selection

Please rank your 1st, 2nd and 3rd choice night programs

Occasionally substitutions are necessary due to weather conditions.

| | |
|---|---|
| Big Screen ____ Invention Convention ____ McDowell Woods ____ | Radical Raptors ____ Songs, Sparks & Stories ____ Night Hike* ____ <i>* Not recommended in Sept/May because of sunset time</i> |
|---|---|

McDowell Environmental Center Contract

GROUP PROFILE

The following information will help the staff at MEC have a better understanding of the needs 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)

☐ Private ☐ Public ☐ Religious Affiliation ☐ Open classroom ☐ Montessori

☐ Self-contained classroom ☐ Students move from class to class ☐ Block Schedule

You may also include a description of the dynamics or your group:

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

*It is a good idea to pack vehicles by cabin. Put a sign in the windshield of each car with the name of a cabin.
When you arrive, we will direct the cars to their cabins.*

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

Would you like to incorporate journaling into your classes? _____ YES _____ NO

Please be aware that it is the school's responsibility to provide students with journals and writing utensils.