



Greetings from Nature's Classroom,

We're excited that you and your students are joining us at Nature's Classroom. We also appreciate the work you do to make this trip possible.

This packet includes information that will help your school prepare for your visit, including general information and tips, and a trip preparation checklist.

There are two additional paperwork documents that we are in the process of digitizing:

- Teacher/Chaperone Packet.
- Family Packet

We will be reaching out again soon with information about how to get that set up for your school. If you have already sent out paper copies of those documents, please let us know!

Please review all materials and let us know if you have any questions. We're happy to provide any additional information and support you need. Feel free to contact the Program Coordinator at your site, or contact our main office, at: (603) 539 8053 or info@natureclassrooms.com.

We look forward to working with you and your students!

Thanks,

Nature's Classroom Staff



Nature's Classroom Locations

Location	Host Site	Address
Freedom, NH	Camp Cody	9 Cody Rd, Freedom, NH 03836
Ocean Park, ME	Ocean Wood Camp	17 Royal St, Ocean Park, ME 04063
Groton, MA	Grotonwood Camp	167 Prescott St, Groton, MA 01450
Yarmouthport, MA	Camp Wingate Kirkland	79 White Rock Rd, Yarmouth Port, MA 02675
Lakeside, CT	Camp Washington	190 Kenyon Rd, Lakeside CT 06758
Andover, CT	Channel 3 Kids Camp	73 Times Farm Rd, Andover, CT 06238
Ivoryton, CT	Incarnation Camp	253 Bushy Hill Rd, Deep River, CT 06417



Overview of the Program

Nature's Classroom is a residential outdoor education program that focuses on science, social and emotional learning, engineering skills, and teambuilding. Our lessons are standards-aligned and each program is customized to support student learning in the classroom. Hands-on lessons focus on building critical thinking skills and exploring the connections between the natural and human-made world.

We work with each school group to personalize and design a program that best fits the needs of the group. Each program is rooted in the following components: Field Group, Class Choice, Large Group Activities, Evening Programs, Meals, and Free Time.

Students at Nature's Classroom are always supervised by adults. Nature's Classroom staff are responsible for leading all day and evening activities. **Overnight cabin supervision and free time supervision are the responsibility of the school's chaperones and teachers** (unless other arrangements have been made). A medical staff member is available on-site 24 hours a day.

Below is an example of a typical day:

7:00 Wake up 7:30 Morning Meds
7:40 Set/ 8:00 Breakfast
9:15 Field Group or Large Group Activity <u>11:30 Free Time</u>
11:40 Set & Lunch Meds 12:00 Lunch
1:15 Class Choice 2:45 Class Assignment/ Snack 3:00 Class Choice <u>4:30 Free Time</u>
5:10 Set & Dinner Meds 5:30 Dinner
6:45 Evening Activity 8:30 Quiet Sing Nighttime Meds 8:45 Back to Cabins



General Information

Teachers and Chaperones

The school must provide chaperones and/or teachers at a ratio of *at least 1 adult:10 students*. *Chaperones and/or teachers at a ratio of 1 adult:8 students are complimentary*. Additional chaperones and/or teachers must pay a fee equal to 70% (percent) of the student cost. One-to-one aides will not be charged. The number of additional adults a school can bring depends on the space available in the cabins.

Chaperones can be high school students, college students, parents, and/or teachers depending on the school's wishes. However, all chaperones **MUST** be 18-years or older and meet any other school district guidelines.

Chaperones and/or teacher's primary responsibilities include overnight cabin supervision and transition/free time supervision. During the day, chaperones and/or teachers are more than welcome to join the Nature's Classroom activities. They can also relax around camp or use the wifi where available.

Nature's Classroom instructors and medical staff will handle most minor situations that arise, however, we may ask for teacher support regarding behavior situations, homesickness, medical issues, and other scenarios as needed.

Some private teacher accommodations are available upon request.

Visitors and Guests

We ask that parents who are not chaperoning do not visit their children. Visiting parents may not only distract their child but make others jealous or homesick as well. Students are not permitted to have cell phones at Nature's Classroom. This is to encourage them to enjoy life "unplugged", live in the moment, and appreciate their surroundings.

Payment and Fees

Two weeks before the trip, the Program Coordinator and the lead teacher will verify the number of students, adults, and services provided. In the event that the student or chaperone numbers increase from the number agreed to on the contract, the lead teacher must contact the Program Coordinator to confirm if additional space is available. Invoices will be sent out from Nature's Classroom New England business office and payment is due in full one week prior to your program start date, unless other arrangements have been made in advance. All student checks should be made payable to a school fund and the school should write a check made payable to "Nature's Classroom New England". We will not accept individual checks from the parents. Please mail all payments to:

Nature's Classroom
9 Cody Road
Freedom, NH 0386

Health Care

First Aid & Medical Staff

All staff are trained in first aid and CPR. Nature's Classroom provides medical staff that is on-site 24/7. Our medical staff is there to support all students. If you have a student who requires 1:1 medical support, please provide a chaperone/teacher who can take on that role.

Food Allergies/Restrictions

Each of our facilities can accommodate a number of food allergies, intolerances, restrictions, and preferences. Parents and chaperones will indicate any dietary needs in the planning packets. Please notify your Program Coordinator of all student, teacher, and chaperone allergies/restrictions at least one week prior to the trip.

**If you are aware of a student or students who have significant food restrictions, please contact your Program Coordinator as soon as possible so they can make necessary arrangements with their host site kitchen staff.*

Emergency Medical Services

Any accident, injury, or illness that is beyond the staff's level of training will be handled by a visit to the Emergency Room or Urgent Care center. A situation that is or might be life-threatening will be handled by calling the Emergency Medical Service (EMS) system 911. A teacher or chaperone must accompany the student to the hospital/doctor.

Medications

School teachers will **collect all student medications prior to departure**. Most teachers choose to collect them from families the morning of the trip, but you may choose to collect them earlier. Children are not permitted to keep medications on their person (unless a specific arrangement has been made between Nature's Classroom medical staff and the student's guardian). This includes prescription and over-the-counter medications (i.e. Tylenol, cough drops, Tums, etc). All medications need to be sent **in the original bottle/packaging with the Doctor's name, dosage, and usage instructions on the bottle/packaging**, if applicable. Parents place the bottle/package in a clear ziplock bag with their child's name and instructions for administration on it. Please check that all medications are turned in properly. All medications will be distributed by a qualified Nature's Classroom medical staff member.

Chaperone Expectations

As the lead teacher, you will also need to make sure that the teacher and parent chaperones attending the trip understand their role and responsibilities. This is especially important for parent/guardian chaperones who are not used to supervising other people's children on this scale.

You will need to make sure that the Chaperone Packet is fully read and completed by all chaperones attending the trip. We also suggest having a chaperone meeting prior to the trip where you can lay out expectations. If you would like, we would be more than happy to come to your school to run this meeting for your chaperones!



Behavior

Below is a copy of Nature's Classroom Behavior Expectations. We require every student and their family to read the expectations and sign an acknowledgment statement.

Nature's Classroom is committed to providing a safe, positive experience for all students. As part of the Nature's Classroom community, students are expected to be familiar with and follow Nature's Classroom behavior expectations. Students who are unable to follow them may be disciplined and sent home at the discretion of the school. Parents/Guardians are then expected to pick up their child. Please discuss these expectations with your child prior to the field trip.

- Students must remain with their group and Nature's Classroom instructor or teacher/chaperone at all times. Students should never be alone in camp or leave the property alone.
- Students must remain in the cabins with chaperones after lights-out.
- Students may not have in their possession any prohibited items (please review the Packing List to view the complete list).
- All medications should be given to the school teacher or Nature's Classroom medical staff.
- Students are asked to take care of the property and report any damages.
- Students should use any equipment for its intended purpose and in a safe manner.
- Physical fighting or altercations are not tolerated at Nature's Classroom and may result in immediate separation or dismissal without refund of tuition.
- Bullying is not tolerated at Nature's Classroom and all suspected bullying instances will be dealt with firmly and may result in immediate separation or dismissal without refund of tuition.
- All school rules will be enforced at Nature's Classroom.

Helpful Planning Tips

- Please try to have at least one chaperone bring a vehicle on the trip (this can be useful in a variety of situations).
- The cost we have quoted you does not include the bus fees. Be sure to include this before you inform families of the final cost.
- Set the deadline for student and chaperone paperwork to be turned in at least one month prior to the trip. You will need to use those documents to collect some information that we need two weeks prior to the trip.
- Thoroughly check that all student and chaperone paperwork is complete - participants cannot be on-site without it. If we find missing information/signatures on arrival day, teachers will need to call families to get the missing information.
- If parents misplace the Packing List or Family Packet, they can access those at naturesclassrooms.com
- **We encourage you to set up both a parent and student information session for the students coming on the trip. A member of Nature's Classroom will present information and answer both parent, student, and teacher questions. It is a good idea to do this several months prior to the trip.**
- If you have parent chaperones coming on the trip as well, we would be happy to give a chaperone presentation. We will go over chaperone duties and responsibilities, and give tips for having a successful trip!



Trip Preparation Checklist

Up to 2-6 months prior to the trip (the first steps):

- Trip dates set and the deposit sent to Nature's Classroom.
- Designate a lead teacher who will be the main point of contact between the school group and Nature's Classroom.
- Arrange transportation (Reserve buses).
- Inform parents, students, and the school nurse of the experience.
- Work with your Program Coordinator to set dates for the Parent and Student information presentations.
- Begin chaperone recruitment, 1:10 ratio. Remember male-to-female ratios depending on student gender ratios.
- Determine the actual cost to the students (account for bus costs, additional chaperone costs, fundraising, etc).
- Email the Chaperone Packet (using our new online program) to all teacher and parent chaperones.
- Email the Family Packet (using our new online program) to all students.
- Set due dates for paperwork and money to be turned in.
- Arrange PCR and rapid tests.**

4-6 weeks prior to the trip:

- Begin working with the Program Coordinator to create the program schedule.
- Collect and organize any student and teacher/chaperone paperwork that was not completed electronically. Please alphabetize forms by last name (have separate sections for students and teacher/chaperones), and check paperwork for missing signatures / incomplete information.
- Work with your school nurse (if you have one), and relay *major* health, behavioral, and/or dietary concerns to the Program Coordinator or the medic at your site.
- Contact the Program Coordinator with an updated student count with gender ratios. They will then confirm the number of field groups and tell you what cabins you will be staying in.
- Assign students to field groups and cabin groups (Your Program Coordinator will send you a document to create these lists, and they may also ask for students to be assigned to separate dining table groups).



- Assign chaperones to cabin groups.
- Work with the bus company to determine arrival and departure times. Confirm these times with the Program Coordinator.

1-2 weeks prior to the trip:

- Submit the completed group lists.
- Any paper copies of health/registration forms must be scanned and emailed to the health center at your Nature's Classroom site. *We need these documents at least 7 days prior to your arrival day.*
- Submit final payment.

The Morning of Arrival Day:

- Collect all student medications (prescription and non-prescription). *If you choose to collect rescue medication (i.e inhalers, epi-pens, etc) at this time, please make sure that those medications are brought to camp in the same vehicle as the student.*
- Bring any chaperones and student paperwork that was submitted late.
- Note any changes to student attendance and let the Program Coordinator know immediately upon arrival.
- Once you are on the road, please contact your Program Coordinator so they have an update on your estimated arrival time!
- Be excited to come to Nature's Classroom!