



Christodora-Manice Education Center
Field Trips General Information 2011
For School Staff, Teachers, & Chaperones
(Please read carefully!)



Group Size

- The Christodora-Manice Education Center (MEC) can comfortably accommodate a **maximum of 36** students who must be accompanied by at least two school staff/teacher/chaperones. Additional chaperones may accompany the class, but the total group size (including adults) must not exceed 38 persons. *Please note that our staff can supervise a maximum of 18 girls or boys. **If you wish to bring more than 18 boys or 18 girls, you must request and receive authorization from the Manice Education Center Director at least 10 days prior to the Field Trip.** Your school chaperones **must** directly supervise these additional students in their tents from 9:30 p.m. until 7:30 a.m. or as requested.*
- Prior to arrival at the Manice Education Center, please divide up your class into groups as indicated on the *Activity and Tent Group Selection Form* included in this packet for your convenience. Girls should be evenly divided into a maximum of 3 groups with no more than 6 girls in a group. Boys should also be evenly divided into a maximum of 3 groups with no more than 6 boys in a group. Column A will be Activity Group 1, comprised of 6 girls and 6 boys. This is the standard format. For groups who may need different accommodations, please contact the MEC Director 2 weeks prior to your trip departure date. We understand you may not have a specific idea of who is attending at that time; however we need to know what you are anticipating to adequately prepare for your group. Please feel free to contact us with any questions at manice@christodora.org or (413) 663-8463.

Accommodations

Students:

- All students are lodged in large platform tents that can comfortably accommodate a maximum of six students and are supervised by Manice Education Center staff. We provide each student with a bed, pillow, blankets and a small cubby for personal items. Students should bring their own sheets, pillowcase and hand towel, we do have limited sheets, pillowcases, and hand towels for those in need. Sleeping bags are optional. Please see the Packing List for more details.
- Conveniently located washhouse facilities (heated) for students include flush toilets and sinks. There is *no shower facility available for students* during three-day field trips.

School Staff/Teachers/Chaperones:

- The Manice Education Center provides indoor accommodations for two adults, including beds, blankets and pillows. If additional adults accompany the class, they will be lodged in the platform tents as described above unless prior arrangements are made.
- Indoor bathroom facilities include hot water and showers, etc. NOTE: MEC does not provide towels, sheets or pillowcases for staff/teachers/chaperones.

Transportation

- The Manice Education Center contracts with SuperTrans NY, Inc. of Yonkers to provide transportation between New York City and the Manice Education Center.

NYC departure is at **8 a.m.** Please be sure that your students are ready beforehand to expedite your departure. The bus driver expects to leave promptly. Your timely departure will affect the fluidity of your group's schedule upon arrival at the Manice Center. Please do not request the bus to wait excessively for late arrivals.

Departure from the Manice Education Center at the end of the field trip is at 9 a.m. and the trip takes about 5 hours to Manhattan. Please plan your arrival time accordingly.

- The bus routinely makes one 15-minute rest stop on route at about the halfway point. Please be sure that your students use the school's rest rooms before departure. Setting and stating expectations to your students before these rest stops and before the trip will aid in an effective and expedient rest stop.
- It is recommended that your students bring a bag lunch for the bus trip to the Manice Education Center. **This lunch should be eaten on the bus prior to your arrival.** The students may choose to bring a small amount of money to buy lunch during the quick rest stop. Please do not plan to eat a packed lunch upon arrival. The first meal at the Manice Education Center is dinner the evening of your arrival date. We will provide bag lunches for the return trip. Please be sure that the bus is as clean when your class arrives at the Manice Education Center as it was when you began. Additional time spent cleaning the bus upon arrival will reduce the students' activity time.
- **A Certificate of Insurance from SuperTrans, NY will be provided upon request.**

Packing List

- Groups must be prepared for the possibility of cool, wet weather in both spring and fall. Please remind students to bring rain gear, water resistant footwear (at least two pairs of sneakers/boots/shoes are a must), and warm outer clothing. The Manice Education Center can provide rain ponchos for students who do not have one. A warm jacket, pullover hat and gloves/mittens are recommended for classes coming in early May and late September or October. We request your assistance in ensuring the overall size of the gear brought by each student is appropriate and saves room on the bus—*packing 2 small bags to fit under the seat is better than 1 large bag.* **Please be sure to read the suggested MEC Field Trip Packing List enclosed for you to copy and hand out to your students.**

Meals

- Meals are served at 7:30 a.m., 12:30 p.m., and 6:15 p.m. in the dining hall. Teachers and Manice Education Center staff are asked to sit at tables of five to six students each. We discourage school staff from bringing personal food to ensure consistency of expectations for the students.
- If you are bringing a student with a special diet or dietary restriction, please contact the Manice Education Center in advance (2 weeks prior preferred). We will make every effort to meet his/her needs within our resources. Your timely advanced notice of special dietary needs assists in determining our ability to meet those needs.
- Breakfast is served prior to departure on Day 3. We pack a lunch for students for the journey back to NYC. Please see transportation point above for further detail on meals for arrival and departure day.

Responsibilities of School Staff/Teachers/Chaperones

- The Manice Education Center Staff will be responsible for planning and leading all of the environmental education/wilderness adventure activities. We welcome and encourage school staff/teacher/chaperone participation to provide appropriate role models for the students. Please feel free to use this opportunity with your students at MEC as an opportunity to build a shared experience.
- School Staff/Teachers/Chaperones are **required** to supervise two free recreation periods per day. Free recreation is scheduled immediately before lunch (45 minutes) and supper (1 hour). Please review the Recreation Period Supervision Policy for expectations and suggestions.
- School Teachers/Chaperones are also **required** to supervise a rest period after lunch (“siesta”). During this time, students must remain in their tents, either napping or resting quietly. Teachers are asked to make sure students are staying in their own tents and not being disruptive or damaging Manice Education Center property (sneaking out the back of tents, jumping on beds, pillow fights, graffiti, etc.). Please see the Siesta Period Supervision Policy for expectations and suggestions.
- Each evening we will schedule a 30-45 minute class meeting time that the school staff/teachers/chaperones are **required** to supervise. In the past we have found that journal writing is a highly successful activity. At your request, the Manice Education Center can provide journals and pencils if you would like students to do journal writing during this period. We welcome an alternative activity for this period, but please let us know your plans upon arrival to MEC.
- **Please remember to send the Christodora-Manice Education Center copies of the students' Parent/Guardian Permission Form and Medical Release Form provided. No student may attend or participate at MEC without these signed forms. You will receive a sample Parent/Guardian Permission Form and Medical Release Form.**

Responsibilities of School Staff/Teachers/Chaperones Continued

- The State of Massachusetts requires that each student have a record of current immunizations for the following: Measles, Mumps and Rubella (MMR) Vaccine; a Polio (IVP or OPV) Vaccine; Diphtheria and Tetanus Toxoids and Pertussis (DTaP/DTP/DT) Vaccine; and Hepatitis B Vaccine for all students born after January 1, 1992.
 - Immunization exemption: If a student has a religious objection to immunizations, he or she may submit a written statement of the objection signed by the parent or legal guardian. This statement must include the reasons for religious objection and a statement to the effect the student is of good health. If any of the required immunizations are contraindicated by a physician, the student may submit a certification from his or her physician stating that he or she has examined the student and it is the physician's opinion that the student's health would be endangered by such immunization.
 - Because the school is responsible for submission of this medical information **in addition to the Medical Release Form, you can simply attach the school records indicating the immunization requirements have been satisfied New York City Public School ATS Records indicating a C for Immunization Status can be used if you demonstrate what immunizations are required to obtain a status of "C".**
- Please review each student's health history **prior to your arrival** to identify students who (a) are currently taking medication, (b) have activity restrictions, or (c) have allergies, asthma, etc. Be sure to disclose all instances of students' restrictions regarding or allergies to any over-the-counter medications to ensure safe delivery of any emergency first aid treatment by our trained staff. **Please inform the Manice Education Center staff of each individual case in writing prior to your arrival.** It is the responsibility of the school to ensure the accuracy of this information. MEC is not in a position to ensure the accuracy of this information.
- As previously mentioned, our staff are trained and may administer emergency based first aid if necessary. However, generally students' medications are the sole responsibility of the School Staff/Teachers/Chaperones. Prior to arrival at MEC, the school **must determine its individual policy for medication administration, including who will store and administer any metered dose inhalers and epi-pens. (MEC allows students to carry and administer his/her own metered dose inhalers and/or epi-pens as currently prescribed by a licensed health care profession contingent upon a parent/guardian signed MEC Field Trip Medical Release Form.)**. Teachers must inform the Manice Education Center Director of their school's policy upon arrival.
- **School Staff/Teacher/Chaperones must secure all medication from students, including over the counter medications prior to departure to ensure these medications will be secured at MEC upon your arrival.**
- Schools are required to make available to the Manice Education Center upon arrival:
 - 1) A Certificate of Insurance naming Christodora-Manice Education Center as Additional Insured; or
 - 2) A signed letter from the New York City Department of Education providing a similar insurance declaration.
- Our staff is trained to handle minor disciplinary matters. For more serious matters they are to consult with the Manice Education Center Director or Assistant Director and he/she will in turn work with the educator to solve any disciplinary problems. Feel free to discuss any concerns with the Director or Assistant Director.

****THERE IS A CHECKLIST PROVIDED FOR YOUR CONVENIENCE LISTING FORMS AND SUBMISSION DATES****