



Manice Education Center
Field Trip Handbook

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General Information about MEC Field Trips

- The Manice Education Center Staff will be responsible for planning and leading all of the environmental education and wilderness adventure activities. We welcome and strongly encourage school staff/chaperone participation to provide appropriate role models for students. Please feel free to use this field trip at MEC as an opportunity to build community and a shared experience.

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.

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 "Field Trip Packing List" for more details.
- Heated washhouse facilities for students are near the tents and include flush toilets and sinks. There is no shower facility available for students during three-day field trips.

School Staff/Chaperones:

- MEC 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 for school staff/chaperones include toilets, sinks, hot water and showers. MEC does not provide towels, sheets or pillowcases for school staff/chaperones.

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. MEC 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. Please be sure to read the suggested "Field Trip Packing List" in the Student Packet.

Meals

- Meals are served at 7:30 a.m., 12:30 p.m., and 6:15 p.m. in the dining hall. School staff/chaperones and MEC staff are asked to sit at tables of five to six students each. We discourage school staff/chaperones from bringing personal food to ensure consistency of expectations for the students.
- Breakfast is served prior to departure to NYC on Day 3. We pack a lunch for students for the journey back to NYC.

Disciplinary Matters

- MEC staff are trained to handle minor disciplinary matters. For more serious matters they will 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.

Transportation

- The Manice Education Center contracts with SuperTrans NY, Inc. of Yonkers to provide transportation between New York City and the Manice Education Center.
- A Certificate of Insurance from SuperTrans, NY can be provided upon request.
- MEC Departure 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.
- It is advised that a minimum of 2 school staff/chaperones from the school are on the bus to chaperone the students in transit. MEC will not have staff on the bus during transit.

What to Do Prior to Arrival

Student Packet

- Each family should receive the forms and information contained in the Student Packet in sufficient time before the trip to be able to complete the required Permission Form and Student Medical Form.

Group Size

- MEC staff can supervise a maximum of 18 girls and boys each (36 total). 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.
- Please divide up your class into groups as indicated on the "Activity and Tent Group Selection Form" included in the Teacher Packet. Students should be separated by gender and each gender evenly divided into a maximum of 3 groups with no more than 6 girls/boys in a group. Column A will be Activity Group 1, comprised of 6 girls and 6 boys and so on. 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.

Meals

- If you are bringing a student with dietary needs or restrictions, 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.

Student Medical Forms & Immunization Requirements

- 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.

Student Medical Forms & Immunization Requirements cont'd

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.
- MEC staff are trained and may administer emergency based first aid if necessary. However, students' medications are the sole responsibility of the School Staff/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 professional). Teachers must inform the Manice Education Center Director of there school's policy upon arrival.

Activity and Lesson Selection Form

- Please thoroughly read the "Field Trip Activity and Lesson Selection Form" and notify the MEC Director of your activity and lesson selections at least 2 full weeks in advance of your departure date to MEC. We strongly encourage you to contact the Manice Education Center directly at 413.663.8463 or manice@christodora.org so that we may help you design a safe, rewarding, and enriching experience for your school group!

Forms and Paperwork

- Please have these prepared prior to the day of your arrival at MEC
 - A Certificate of Insurance (COI) naming Christodora-Manice Education Center as Additional Insured; or a signed letter from the New York City Department of Education providing a similar insurance declaration.
 - Copies of student forms for MEC to retain:
 - Medical Release Forms
 - Permission Forms
 - Immunization Records
 - Final payment

What to Do the Day of Arrival at MEC

Transportation

- NYC departure is at **8 a.m.** Please be sure that your students, luggage and all permission & medical forms are ready promptly to expedite your departure. The bus driver expects a timely departure which will also 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.
- Please call the Manice Center at [413-663-8463](tel:413-663-8463) to confirm your safe departure as soon as all students are on the bus and you've started your journey. We also ask that you let us know of any delays and to call again to let us know when you've arrived to North Adams, MA—which is 15 minutes from the Center. This communication is helpful in making sure we are prepared for your arrival.

Transportation cont'd

- Please be sure to call the Center if the bus driver needs to make any route changes on the way to Manice. We know the best routes, and which roads are safely navigable with a large bus, GPS systems often direct travelers on routes that may not be accessible or safe for a bus.
- The bus routinely makes one 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.
- Please have your students prepared to stay on the bus for a few short minutes upon arrival to receive instructions from the Director before unloading.
- MEC will have recycle and trash containers available at arrival for your waste. If you are going to have students clean the bus before you get to Manice, please consider the environment and separate recyclables into a separate bag. Students will not be able to store or keep food or drink after getting off the bus.

Meals

- 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.

Forms

- Please remember we will need the your school's Insurability Form, full payment student permission forms, student medical forms and immunization records, and activity/tent group forms completed for each student upon arrival to MEC. **Any student who is missing forms will be restricted from participation and the full responsibility of the school chaperones until the signed, completed forms are obtained on-site.**

Student Medication

- School Staff/Teacher/Chaperones must secure all medication from students, including over the counter medications prior to departure to ensure these medications will not be inappropriately used during transit and will be easily secured at MEC upon your arrival.

Electronics

- Please instruct students before arrival at MEC that all electronics and items of value will be put into secure locked storage until the end of their MEC Field Trip. MEC staff will supply the ziplock bags and label them with each student's name upon arrival to the Center. Electronic items will need to be powered off prior to storage.

Responsibilities of School Staff/Chaperones

During the MEC Field Trip

- School Staff/chaperones are responsible to supervise two free recreation periods per day. Please see the "Field Trip Sample Schedule" as well as review the "Recreation Period Policies" for expectations.
- School Staff/chaperones are also responsible to supervise a rest period, siesta, after lunch. Please see the "Field Trip Sample Schedule" as well as review the "Siesta Period Policies" for expectations.
- Each evening there will be a 30-45 minute class meeting time that the school staff/chaperones are responsible 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.

Field Trip Policies

- Students must attend all activities and meals.
- Students enter the dining room from the porch-side entrance after circling as a large group in front of the porch before meal times. Students are to enter/exit the dining room through the porch-side entrance or canopy/picnic table entrance in the rear. Students are not permitted in the kitchen.
- Students are to enter/exit the library through the front entrance (double doors by stairs) only. Please do not use the infirmary door entrance.
- Students are not permitted in any part of the farmhouse without staff supervision. Entry through the rear laundry room door is only for infirmary visits and students must be accompanied by staff. Students may not enter the staff room, bathrooms, shower room, second floor, or kitchen. Please do not escort a student through any of these areas.
- Students are only to use the student bathrooms on the hill and must be under MEC staff or school staff/chaperones supervision. The only exception is a dining room bathroom use pass, when students must follow dining room procedures that will be explained on arrival.
- MEC is a drug/alcohol/tobacco free campus. School staff/chaperones may leave campus to smoke only if you are not assigned or responsible for student supervision. If you take a break, please be sure to inform others of your location. Do not smoke in the presence of students. Please field dress your cigarette "butt" and dispose of your extinguished "butts" in designated disposal cans only, never on the lawn or in the woods.
- No open flames (ex.: candles) are permitted near or in any MEC building or structure. The farmhouse woodstove is to be operated by MEC staff only, unless otherwise directed.
- All food is to be stored where indicated upon arrival and eaten only in the dining room.
- Please do not go behind the main counter in the kitchen. If you need something in the kitchen, please ask the food service staff or other MEC staff in their absence.
- Please respect the privacy of farmhouse residents. Quiet hours are from 10:00 p.m. to 7:00 a.m.
- Unless otherwise directed, long distance calls are to be made from the Staff Office telephone and placed either collect or charged to a telephone credit card and internet use is strictly for MEC staff. Where necessary, phone calls to the school or to a parent/guardian of a participating student are able to be made without charge.

Field Trip Policies cont'd

- Showers may be used only between 7:00 a.m. and 10:00 p.m. Please mop the floor after showering with the sponge mop located outside the rear kitchen exit. Please understand the students do not shower during this short stay, and respectfully keep your personal hygiene practices private from your students.
- School staff/chaperones are expected to be present and on time for all meals to help set the tone and supervise student tables. In addition, school staff/chaperones are required to be present and assertively supervising recreation periods, siesta and evening class meetings per the schedule. Please help us to stay consistent and adhere to the provided rules.



Manice Education Center
Field Trips Recreation Period Policies
For School Staff/Chaperones

General:

Recreation Periods are designed to allow students a space for free self-initiated play within the limits of time, resources and safety. School staff/chaperones are solely responsible for all students during the entire rec period beginning when you meet them on the porch following their last class until they enter the dining hall for the next meal. Please see "Sample Schedule" in Field Trip Handbook for details.

Suggestions for Structuring Rec Periods:

- 1) School Staff/Chaperone-supervised safe games and play in the open fields (either behind the farmhouse or in the upper field) using the Manice Education Center (MEC) sports equipment for flag or touch football, soccer, frisbee, etc. Please return all equipment to the storage bin when finished. Please let us know if you plan to be at the upper field, and plan your time accordingly.
- 2) Students using the library to read quietly, play cards/games, make a puzzle or even talk softly. You are responsible for making sure that before leaving the library the students put away all of the books, games, and other items where they found them.

Rec Period Expectations:

- 1) Students are not permitted anywhere unless with supervision during Recreation Period. School staff/chaperones are responsible for students during these periods.
- 2) Students are not permitted on the dam, in canoes, or in the water without a lifeguard present.
- 3) Any contact sports or rough play, including but not limited to tackle football, are not permitted.
- 4) The following activities are not permitted: Climbing trees, throwing sticks, stones, rocks or people (really), or climbing on the teams course equipment without a trained MEC leader.
- 5) Please do not take your students in the woods or on a hike without prior permission from the MEC Director or Assistant Director. We need you to be able to hear the meal bell!

When you hear the meal bell ring (or a few minutes before, if possible):

- 1) Stop all activities, supervise the students neatly putting away all of the MEC equipment, and lock up the craft building. Don't forget the library, too.
- 2) Continue to supervise all of the students as they wash their hands and use the rest rooms at the washhouse before coming down to the farmhouse porch for the next meal.
- 3) Please be sure that the students have ample time to put away their equipment or restore the library to its organized state, wash their hands, and circle up in front of the farmhouse porch by 6:10 p.m. The meal bell rings at 6 p.m., dinner starts at 6:15 p.m. This may mean starting this process before the meal bell rings.



Manice Education Center
Field Trip Siesta Period Policies
For School Staff/Chaperones

General:

Siesta is designed to enable the students to rest prior to a long afternoon hiking excursion. Helping to ensure their opportunity for rest assists the general energy levels for that afternoon. Manice Education Center staff also use this time appropriately to prepare for the afternoon, ensuring a safe adventure for students and staff alike. Please see "Sample Schedule" in Field Trip Handbook for details.

Siesta Expectations:

- 1) Students must remain in their respective tent. No tent visiting or switching.
- 2) Students must remain relatively quiet, although actually sleeping is not a requirement; a sensible observation of respect for those who want to rest is still expected.
- 3) Students may journal, read, draw, or participate in other self-contained, constructive, and quiet activities, in their tent; in their bed.
- 4) MEC Staff will be sure to give the student's ample prior notice of the end of Siesta to begin changing into appropriate attire for their optional activity that afternoon. This includes using the bathroom if necessary. Please have them return to their tents from the bathrooms and stay in their tent until dismissed by MEC Staff.
- 6) Staff members will call the end of Siesta at approximately 2:00pm. Once all staff members are stationed at their designated optional activity locations, students will be dismissed from Siesta by MEC staff and allowed to go to their optional activity location.

Suggestions for Structuring Siesta Period:

- 1) To supervise all tents:
 - a. School staff/chaperones decide to either choose a group of tents to watch at the same time from outside the tent, occasionally checking inside each tent, or
 - b. Both school staff/chaperones supervise the tents from a central location to the tents, with the ability to see and hear all the tents.
- 2) Set your specific expectations to the students before they leave the dining hall to go to the bathrooms and observe Siesta.



Manice Education Center Field Trip Sample Schedule

School: _____

Dates of Trip: _____ to _____

Day 1	Day 2	Day 3
Grade(s): _____	<u>7:30 a.m.</u> Breakfast	<u>6:30 a.m.</u> Pack and all gear on Porch by 7:20
Depart NYC: 8:00 a.m. Arrive MEC: 1:00 p.m. Intro Game(s): MEC staff Facilitator(s): Field Teachers Hill Talk and Intro Game: MEC staff	<u>9:00 – 10:15 a.m.</u> Academic Field Experience 1) Forest Ecology 2) Woodlands Survival 3) Wetlands Ecology-Beaver Ponds	<u>7:30 a.m.</u> Breakfast <u>8:30 a.m.</u> Departure for NYC
<u>On Arrival:</u> 1) Gear/Trash off bus 2) Turn in electronics/food 3) Students and MEC staff to rest rooms, group talk & game on hill while Director meets with school chaperones 4) Director meets with students in Dining Hall. MEC and school chaperones meet 5) Move gear to tents and tent talks	<u>10:30 – 11:45 a.m.</u> Academic Field Experience OR <u>Large Group Activity (see selections)</u> 1) Woodlands Survival 2) Wetlands Ecology-Beaver Ponds 3) Forest Ecology	Manice Staff Groups Director: Matthew Scholl Assistant Director: Administrative Assistant: Maintenance: Cooks: Field Staff: 1) Pairs TBA 2) Pairs TBA 3) Pairs TBA
	<u>11:45 – 12:30</u> Recreation Period Supervised by school teachers (see Recreation Period Policy)	
<u>2:30 – 3:45 p.m.</u> (Teambuilding/Leadership Experience) 1) Low Challenge Course/Group Building 2) Low Challenge Course/Group Building 3) Low Challenge Course/Group Building	<u>12:30 – 1:30 p.m.</u> Lunch & Vote for Optionals <u>1:30 – 2:00 p.m.</u> Siesta in tents Supervised by school teachers (see Siesta Period Policy)	School Teachers/Chaperones Names: 1) 2)
<u>4:00 – 5:15 p.m.</u> Academic Field Experience 1) Wetlands Ecology– Beavers Ponds 2) Forest Ecology 3) Woodlands Survival	<u>2:00 - 5:00 p.m.</u> Optionals a) Spruce Hill – MEC staff b) Tannery Falls – MEC staff c) Bog Pond - MEC staff	
<u>5:15 - 6:15 p.m.</u> Recreation Period Supervised by school chaperones (see Recreation Period Policy)	<u>5:15 - 6:15 p.m.</u> Recreation Period Supervised by school chaperones (see Recreation Period Policy)	Comments: Group Size: ___ total ___ girls (3 tents x 6 students) ___ boys (3 tents x 6 students) ___ Returning Students ___ New to the program Student Info: Medical Info: Food Allergies:
<u>6:15 - 7:15 p.m.</u> Supper–Dining Hall	<u>6:15 - 7:15 p.m.</u> Supper (Firekeeper students selected)	
<u>7:15 - 7:30 p.m.</u> Rest Room Break – MEC staff	<u>7:15 - 7:30 p.m.</u> Rest Room Break – MEC staff	
<u>7:30 - 8:15 p.m.</u> Class Meeting in Dining Hall <i>(all students with School Teachers)</i>	<u>7:30 - 8:30 p.m.</u> Class Meeting in Dining Hall <i>(all students with School Teachers)</i> <u>8:15 p.m.</u> Firekeepers leave	
<u>8:15 - 9:30 p.m.</u> 1) Night Exploration/Hike – Trail 2) Night Exploration/Hike - Trail 3) Night Exploration/Hike - Trail	<u>8:30 - 9:30 p.m.</u> Camp Fire Program Intro/Closing: MEC staff *School teachers strongly encouraged to attend*	School chaperones MUST supervise: 1. Recreation periods 2. Class meetings 3. Siesta
<u>10:00 p.m.</u> Lights out	<u>10:00 p.m.</u> Lights out	