

Please copy this form onto your school's letterhead.

Every student must have a completed form at MEC in order to participate.
Student must bring this form Completed and Signed by parent or guardian to depart on the field trip!

Christodora-Manice Education Center Field Trip

Medical Release Form

The following information is requested to assist your school and the Christodora-Manice Education Center in providing appropriate care for your child. As a parent/guardian, you need to complete and sign this form. All personal medical information is handled with confidentiality.

Student Name _____ **Birth Date:** _____
Last First Middle

HEALTH HISTORY (circle yes or no)			ALLERGIES (circle yes or no)		
Seizures	yes	no	Food Allergies	yes	no
Convulsions	yes	no	Insect stings	yes	no
Diabetes	yes	no	Medication Allergies	yes	no
Physical Disability	yes	no	Other	yes	no
Chronic Illness	yes	no			
Asthma	yes	no			

If you circled "yes" to any of the above please describe:

Please list any specific activities in which your student should be limited:

Please list any dietary restrictions:

Any other information which teachers should know to provide safe and informed care for your student:

Current medication(s):	#1	#2	<u>Example</u>
Medication name	_____	_____	Albuterol inhaler
Dosage/amount	_____	_____	2 puffs
How often	_____	_____	as needed

Please list any and all over the counter medication your student cannot take:

Insurance Information

Is the participant covered by a work/family/ or individual medical/hospital insurance? (circle) Yes / No

Insurance Carrier/Plan Name _____

Group/Policy # _____ SS# _____ (optional)

EMERGENCY AUTHORIZATION

By signing below, I hereby give permission for the staff of the Manice Education Center ("MEC") to administer standard first aid to my student, including over the counter medications subject to the restrictions I have listed above. I hereby give permission to the staff members of my student's school chaperoning this field trip to administer all prescription medication I have provided to the school staff for my student while on the MEC field trip. Unless otherwise indicated, I hereby authorize my student to carry and administer his/her own metered dose inhalers and/or epi-pens as currently prescribed by a licensed health care professional. I hereby give permission to the medical personnel selected by the MEC Director, Assistant Director, Field Teacher or designate, and/or school teacher chaperones to order X-rays, order routine tests and treatment for my student. In the event I cannot be reached in an emergency, I hereby give my permission the MEC Director, Assistant Director, Field Teacher or designate, and/or school teacher chaperones to select a physician for my student and to authorize necessary and proper treatment including hospitalization, anesthesia and/or surgery for my student as named above.

Signature of parent/guardian _____ **Date** _____

Name _____

Address _____

Telephone- Home () _____ Cell() _____ Work () _____

In the event that I cannot be reached in the case of an emergency please notify:

Name _____ /Relationship to Student _____

Address _____

Telephone- Home () _____ Cell() _____ Work () _____

Please copy this form onto your school's letterhead. **Every student must have a completed form at MEC in order to participate.**

Student must bring this form Completed and Signed by parent or guardian to attend the Field Trip!

Christodora-Manice Education Center Field Trip **Parent/Guardian Permission Form**

Location of Field Trip: Christodora-Manice Education Center, Florida, MA 01247

Date/Time/Departure Location: 8 a.m. prompt at School Location _____

Date/Time/Return Location: _____

Chaperones: School Staff/Teachers/Chaperones: _____
Christodora-Manice Education Center (MEC) Staff at MEC

Cost: FREE to the students and parents

I give permission for my student _____ **(print name of student)** to participate with his/her class in the above mentioned Field Trip for expressed dates and times.

I understand and agree that the following conditions apply:

- a) The Field Trip (the "Field Trip") to the Christodora-Manice Education Center (MEC) may include outdoor activities such as hiking, backpacking, canoeing, and camping. I acknowledge that there are inherent risks in participating in such outdoor activities due to environmental conditions, weather, accident, illness, and other factors, and fully assume these risks.
- b) I understand that the Field Trip includes activities that are physically strenuous and may not be appropriate for all children, such as those with diabetes, obesity, or other conditions. I agree that my child is physically and emotionally capable of participating in the Field Trip, and has no past or current physical or psychological condition that might affect his or her participation in the program, other than as described on the Medical Release Form. The medical information I have provided to Christodora-MEC is accurate and all relevant medical and psychological conditions have been disclosed. I agree to provide Christodora-MEC with any additional medical information that arises before the Field Trip begins.
- c) I agree that my child's safety is primarily dependent upon his/her taking proper care of himself/herself. Despite precautions, accidents and injuries may occur and injury and/or loss or damage to personal property may occur as result of participation in this Field Trip. Therefore, I assume all risks related to the Field Trip.
- d) I hereby release, indemnify, and hold harmless Christodora Inc.-Manice Education Center, its trustees, directors, employees and assigns, from any and all liability, damage, claim of any nature whatsoever arising out of or in any way related to my child's participation and transportation related to and in the Christodora-MEC Field Trip, whether arising from the negligence of a released party or otherwise, to the fullest extent permitted by law.
- e) MEC is not responsible for my child's belongings while at or in transit to or from MEC.
- f) My child is expected to follow all instructions given for the purpose of insuring his/her safety.
- g) I agree not to hold Christodora-MEC, or any of its employees responsible for any damages or expenses incurred as a result of my student's behavior, or injuries that my child may incur while engaged in the Field Trip.
- h) I have read and understand the Rules and Student Responsibilities provided, and have reviewed the Rules and Student Responsibilities with my child. We agree to abide by these Rules and Student Responsibilities.
- i) I understand that my child can not participate in the Field Trip without my express written permission to do so, which I give by signing this agreement.
- j) I give Christodora-MEC my permission to use in promoting MEC or for other organizational purposes digital, photographic, video and audio images or likenesses of my student unless Christodora-MEC is notified in writing otherwise.
- k) In accordance with Massachusetts regulations governing camps, parents may request a copy of our policies for staff background checks, health care, and discipline , as well as procedures for filing grievances.

Print Parent/Guardian Name/ Parent/Guardian's Signature

Date



Manice Education Center Field Trip Packing List

Belongings should be packed in a duffel bag or small suitcase. **Storage space on the bus is limited, so please keep luggage compact.** Luggage should be able to fit under the seats on the bus - limiting to 1 luggage bag and a small carry bag (a purse or fanny pack is small, a backpack is not). **Please note the clothes the student wears on the day of departure should be included in the list below.** For example, wearing one pair of shoes and then packing two pairs of shoes is three pairs of shoes. This is a suggested clothing list. Please do not feel obligated to buy items on this list, simply bring what you have!

CLOTHING: Clothing should be durable for hard use. We recommend you do not bring your best clothes.

- | | |
|---|--|
| <input type="checkbox"/> 2 pairs long pants | <input type="checkbox"/> 1 sweaters or sweatshirts |
| <input type="checkbox"/> 1-2 pairs shorts | <input type="checkbox"/> 1 medium-weight jacket (or extra sweatshirt) |
| <input type="checkbox"/> 1 warm long-sleeved shirts | <input type="checkbox"/> 2 pair sneakers (or 1 pair sneakers and 1 pair boots) |
| <input type="checkbox"/> 2-3 short-sleeved shirts | <i>(old ones - they'll get dirty)</i> |
| <input type="checkbox"/> 3 pairs underwear | <input type="checkbox"/> 1 raincoat & hat or a hooded poncho |
| <input type="checkbox"/> 5 pairs socks | <i>(we will provide a rain poncho if you don't have one)</i> |
| <input type="checkbox"/> 1 pair pajamas or sweatpants | <input type="checkbox"/> baseball-style or brimmed hat |

EARLY MAY AND FALL GROUPS ADD (check the weather forecast):

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> gloves or mittens | <input type="checkbox"/> winter jacket | <input type="checkbox"/> wool socks |
| <input type="checkbox"/> pair long underwear or sweatpants | <input type="checkbox"/> warm winter hat | |

TOILET ARTICLES:

- 1 small hand towel &/or washcloth
- toothbrush and toothpaste
- soap for face
- hairbrush or comb
- deodorant
- feminine hygiene products
- glasses/contacts

EQUIPMENT: (warm blankets/pillows provided)

- flashlight (pack batteries separately)
- 2 sheets *or* a sleeping bag - do not bring both
- 1 pillowcase
- fanny day pack (optional)
- disposable camera (optional)
- sunglasses

PLEASE NOTE: The safety and security of all the students/staff is our greatest concern, these guidelines will help to keep everyone safe.

- ◆ No showers: This can be a difficult subject for students but time and resources are limited. Advise them that it is only one day without a shower – they can shower the morning before they leave and the evening when they return home.
- ◆ Do not bring aerosol cans, matches or lighters. The staff will confiscate any of these items if found in a student's possession.
- ◆ It is illegal to bring alcohol, firecrackers, weapons (this includes all knives), illegal drugs (including marijuana) or tobacco products of any kind. Violators will be restricted from activities.
- ◆ Students must turn all medications in to their school staff before departure to the MEC.
- ◆ Please do not send your student with a large amount of cash: \$5 to \$10 is plenty, as there will be only two rest stops during the bus route. MEC does not have a store and will provide a packed lunch for the students on the way back on the bus.
- ◆ Electronics including radios, tape/CD/MP3 players, electronic games, cell phones, etc. are allowed on the bus ride (check with school policy!) but are not permitted to be used at the MEC. These items will be secured by MEC staff and returned for the bus ride home.
- ◆ If you have any questions, please contact your school.



Manice Education Center Field Trip Student FAQ's

Q Can I telephone home from the Manice Education Center (MEC)?

A No, please do not expect to call home. The phones at MEC are reserved for business and emergency calls only.

Parents please contact your school or the New York Christodora office at (212) 371-5225 after 2:00 p.m. if you wish to find out about the group's safe arrival at MEC. Please call MEC only if there is a family emergency or urgent situation that your student must be made aware of prior to his/her return home. We want to make sure our time is spent providing safe and enriching experiences for the participants.

Q Are there wild animals living around MEC?

A Yes, maybe you'll be lucky enough to see some (squirrels, deer, frogs, or even a bear, etc.!) but they are often afraid of larger animals (like YOU) and may try to stay out of sight.

Q Can I keep any food (candy, gum, soda, etc.) in my tent?

A No, because bugs and other small animals might come inside looking for it!

Q Should I bring sheets or a sleeping bag?

A Yes, either will be fine. Please closely follow the suggested clothing list. We will provide blankets, pillows and beds. (P.S. Don't forget your pillowcase, second pair of shoes and rain gear!) We can provide rain ponchos if you don't have rain gear. Please don't bring both sheets and a sleeping bag, one or the other will be fine. Help us save room on the bus!

Q Do I have to buy items on the clothing list if my student doesn't have them?

A No, this is a suggested list. Please send only what your student has and only what is on the list. Remember we need to save room on the bus. What your student wears on departure should not be separate from what's on the list. For example, don't pack 2 pairs of shoes. Instead, wear one pair and pack the second. Remember, we need to save room on that bus!

Q Can I take a shower while at Manice?

A No showers. Time and resources are limited, so students do not take showers during their time at the Manice Education Center. This is only one day without a shower – students can shower the morning before they leave and the evening when they return home. (Summer programs receive shower use during their longer stays.)



Manice Education Center Field Trip Rules & Student Responsibilities

Parents/Guardians and Students:

It is very important that you read and understand the rules and student responsibilities listed below. We expect all students to be respectful of each other, the staff, and the environment just as they are at home and school. Remember that you represent yourself, your family, your school and your community when you are at the Manice Education Center (MEC).

In order to maintain a positive environment for staff and students, Christodora reserves the right to restrict a student's participation in activities at MEC or dismiss a student for participation in any of the unacceptable behaviors listed below or for other conduct which MEC, in its discretion, determines is detrimental to the best interests to your student or of other students.

Both the parent and student read these rules and responsibilities and the student understands it is his/her responsibility to follow these rules while at MEC.

- Students are expected to follow all instructions given for the purpose of insuring their safety.
- Students are responsible for their own actions and behavior at all times.
- Students who have violated MEC rules and expectations are subject to restrictions from participation and/or dismissal from MEC and/or its programs.
- Below is a list of unacceptable behaviors at MEC:
 - Use of profane language.
 - Use or possession of drugs, tobacco, alcohol, or weapons of any sort (including knives).
 - Physically or verbally abusing others, defacing or destroying property, or disregarding expectations and/or safety policies.
 - Boys visiting girls' tents or girls visiting boys' tents: each bed is that person's personal space and each tent is that tent group's private area, no visiting tent to tent.
 - Fighting, stealing, foul or rude language: these all 'pollute' our environment!
 - Walking into the forest or onto the dam without adult supervision.
 - Rock/stick/stone/food throwing: think about it.
 - Keeping food, medications, radios, walkman, MP3 players, cell phones, or video games, etc. in tents. Why? Food will invite bugs and animals into your tent, other items may get lost or broken. There is no cell phone coverage at MEC.
 - Vandalism, graffiti & littering: it is our shared home.
 - Leaving MEC or assigned areas without supervising adult accompaniment.



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	