# Christodora nature • learning • leadership

# MANICE EDUCATION CENTER

# **Program Permission Form**

## [INSERT SCHOOL NAME, DATES]

I give permission for my child, \_\_\_\_\_\_\_\_, to participate in the abovementioned program for the expressed dates and times at the Manice Education Center ("MEC") of Florida, MA, operated by Christodora, Inc. ("Christodora"), a New York not-for-profit corporation. I understand and agree that the following conditions apply:

- 1. The recreational camp program (the "Program") at MEC generally includes 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 I fully assume these risks.
- 2. I understand that the Program includes activities that are physically strenuous and may not be appropriate for everyone, such as those with diabetes, obesity, or other conditions. I agree that my child is physically and emotionally capable of participating in the Program and has no past or current physical or psychological condition that might affect my child's participation in the program, other than as described on the Health Record Examination and Medical Release Form. The medical information I have provided to MEC is accurate and all relevant medical and psychological conditions have been disclosed. I agree to provide MEC with any additional medical information that arises before the Program begins.
- 3. I agree that my child's safety depends on their ability to take proper care of himself or herself. Despite precautions, accidents and injuries may occur and injury and/or loss or damage to personal property may occur as a result of participation in the Program. Therefore, I assume all risks related to the Program.
- 4. I hereby release, waive and hold harmless MEC and Christodora, and the Christodora trustees, directors, employees, volunteers, insurers, attorneys and their heirs, successors and assigns from any and all liability, damage or claim of any nature whatsoever arising out of or in any way related to my child's participation in and transportation to the Program, regardless of how such liability, damage or claim arises, including the negligence of a released party or otherwise, to the fullest extent permitted by law.
- 5. MEC is not responsible for my child's belongings while at or in transit to or from MEC.
- 6. My child is expected to follow all instructions given for the purpose of insuring my child's safety.
- 7. I agree not to hold MEC, Christodora, or any of its employees responsible for any expenses, including damages, incurred as a result of my child's actions or injuries that my child may incur while engaged in the Program.
- 8. I have read and understand the Community Standards provided, have reviewed them with my child, and we agree to abide by the Values and Community Standards.
- 9. I understand that my child cannot participate in the Program without my express

- written permission to do so, which I give by signing this Program Permission Form.
- 10. Students are housed in platform tent structures with space for several cots. I understand that non-male MEC staff may be assigned to provide overnight tent supervision of male students during MEC programs; if I wish to explicitly request male supervision for my child during overnight MEC programs, I will notify the MEC Director in writing.
- 11. I give MEC and Christodora my permission to use digital, photographic, video and audio images or likenesses of my child, for the purposes of promoting MEC and Christodora programs. Student images would not be sold to any third party or used for any reason unrelated to Christodora programs,
- 12. In accordance with Massachusetts regulations governing recreational camps, parents may request a copy of our policies for staff background checks, health care, and discipline, as well as procedures for filing grievances.

#### ACCEPTED AND AGREED

Legal Guardian Signature	Date	
Legal Guardian Printed Name		



(attach separate sheet if necessary)

# Student Health Record/ Medical Authorization

### **Section I – Contact Information and Health History**

Day Phone

health record with an authorization for emergency medical care in order to attend.

☐ I am attaching a completed NYC DOH/DOE Form CH205 "Child & Adolescent Health Examination Form" including record of immunizations (skip to Section II). ☐ I will complete the following health and immunization history in its entirety. □ Female □ Male □ Other: Child's Last Name First Name Middle Name Gender Date of Birth (Optional – Check ALL that apply)  $\square$  Hispanic or Latina(o)(x)  $\square$  Black or African Child's Address American □ White □ Asian (including South Apt Native American, or Alaskan Native 

Middle Eastern or North African 

Native Hawaiian or ZIP City/Borough State other Pacific Islander 

Another race, ethnicity, or origin: **Medications** □ None □ Yes (*list ALL below*) Child's Legal Caregiver Day Phone Home Phone Cell Phone **Emergency Contact Name** 

Pursuant to Massachusetts 105 CMR 430.150, every student attending a residential camp must have a completed

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Does the child/adolescent have a past or present medical history of the following:  □ Asthma (check severity) □ Intermittent □ Mild Persistent □ Moderate Persistent □ Severe Persistent (If persistent, check all current medications) □ Quick Relief Medication Inhaled Corticosteroid □ Oral Steroid □ Other Controller □ None Asthma Control Status □ Well-controlled □ Poorly Controlled or Not Controlled				
□ Anaphylaxis	□ Seizure disorder	<b>Allergies</b> □ None □ Epi pen		
□ Bedwetting □ Behavioral/mental health concern □ Congenital or acquired heart issue □ Developmental/learning disorder □ Diabetes □ Orthopedic injury/disability	□ Self-harm □ Speech/hearing/visual impairment □ Tuberculosis (latent infection or disease) □ Hospitalization □ Surgery □ Other:	□ Drugs: □ Food:		
Explain ALL checked items here:		□ Other:		

Cell Phone

 $\textbf{Immunizations} \; \square \; I \; am \; attaching \; an \; immunization \; history. \; \square \; I \; will \; complete \; the \; following \; section \; in \; its \; entirety.$ 

Relationship to Child

Vaccines	Date	Date	Date	Date	Date	Ig	G Titers	Date
DTaP*+							epatitis B	
Tdap <sup>o</sup>						_	easles	
Tetanus						M	umps	
Polio*°						_	ubella	
MMR*°							aricella	
Or Measles						Po	olio 1	
Or Mumps						Po	olio 2	
Or Rubella						Po	olio 3	
Hepatitis B*°								
Varicella*°							Refers to child Refers to child	
MenACWY <sup>o</sup>							DT is only acc	
COVID-19*°						let	ter stating me	dical
Other						co	ntraindication	to DTaP
Licensed Medic	cal Provider's	Name		Facility Na	me			
Phone	Email			Address				
LEGAL GUAR			DATE	City/Borou		State	ZIP	
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**LEGAL GUARDIAN SIGNATURE** 

Legal Guardian Printed Name

DATE

Relationship to Child

# Christodora

# MANICE EDUCATION CENTER

# Community Standards Overnight Field Trips

Dear Student and Family,

At Christodora's Manice Education Center (MEC) we celebrate values that create a warm and supportive community. We talk often about three values in particular: Respect, Responsibility, and Risk. At MEC, we respect ourselves; we respect each other; we respect our community wherever that may be; and we respect the natural environment. Second, we take responsibility for ourselves while looking out for others; we take responsibility for our community wherever that may be; and we take responsibility for the natural environment. Finally, we accept that learning new things requires some level of thoughtful and considered risk in order to grow. In order to provide an educational experience that is safe, healthy, and enjoyable for everyone at MEC and beyond, it is very important that you read and understand the Community Standards listed below. MEC expects all students and their families to strive toward, and commit to, the values of Respect, Responsibility, and Risk, as well as commit to the Community Standards listed below before arriving at MEC.

In order to help foster a positive experience for everyone at MEC, Christodora reserves the right to limit a student's participation in activities at MEC, or to send a student home, for not following the Community Standards listed below, as well as for other actions that Christodora, in its discretion, determines are damaging or detrimental to the best interests of you, other students, or the community. By accepting these Community Standards, you are telling MEC that you are ready for an amazing experience that you want to keep as safe, healthy, and fun as possible – for everyone! Students at MEC are expected to follow all instructions given for the purpose of insuring their safety and health, and students must avoid unnecessary or thoughtless risks that might put themselves or others in possible danger. Here are our Community Standards:

- Use positive language; avoid cursing or profanities.
- Drugs, tobacco, alcohol, or weapons of any sort have no place at MEC.
- Knives and fire starters are only to be kept and supervised by program staff.
- Physically or verbally abusing others; defacing or destroying property; or disregarding expectations or safety policies is unacceptable.
- Students are only permitted in their assigned tents; there is no visiting any other tent.
- Solve problems without fighting.
- Ask for what you need without simply taking it.
- Students must stay with their groups and educators; there is no unsupervised walking into the woods or around the pond. Stay with your group!
- Leave personal cell phones, electronics, etc. at home; while they're allowed on the bus ride (if chaperones permit), they are NOT permitted at MEC and will be returned before you leave.
- If you must have personal food at MEC, families must notify MEC, otherwise leave these things at home. Prescription medication administration is the sole responsibility of the school or program chaperones.
- Take care of camp; do not vandalize or destroy property that is not yours.
- Follow the COVID-19 rules for the protection of students, families, and staff.

STUDENT SIGNATURE	Date
Legal Guardian Signature	Date



# Family Statement of Understanding Overnight Field Trip - Spring 2022

I understand that COVID-19 is a dangerous respiratory disease that can cause illness and death. There are risks of contracting COVID-19, which can be reduced, but not eliminated. Mitigation efforts require the understanding and cooperation of families and students for their own protection and the protection of others. I understand that Christodora strongly recommends that families have suitable health insurance coverage in place before attending a Christodora, Inc. ("Christodora") program at the Manice Education Center ("MEC"). I also understand I am not obligated to permit my child, , to attend MEC if I have significant concerns about my child's health.

I acknowledge that I must disclose to Christodora any and all positive cases of COVID-19 within my child's household or if my child has been in close contact with someone who has tested positive for COVID-19 within 14 days before my child leaves to come to MEC. A close contact of your child's is an individual who has tested positive for COVID-19, was within six (6) feet of your child for 15 minutes or greater during a 24-hour period, whether indoors or outdoors, even if masks were worn at the time. I understand that failing to disclose this information to Christodora in a timely manner may result in my child not attending MEC or being sent home early from MEC.

I understand that the Massachusetts Recreational Camps and Programs Health and Safety Standards for Reopening ("MA Standards") may change after I sign this document and agree to follow any such changes upon being informed of them by Christodora. Some vaccines are now available for children as young as five years old. Per NYC Department of Education policies for overnight field trips or trips outside of the tri-state region, immunization against COVID-19 is required to attend MEC. I understand that "fully vaccinated" means my child has received the final dose of a one- or two-dose vaccine series at least 14 days before arriving at MEC. I understand my child must adhere to the following practices to the extent possible when at MEC which are based on the MA Standards and other public health recommendations: Regardless of vaccination status, to

- - submit to COVID-19 testing before arriving at MEC or upon arrival;
  - when using public transportation (including Christodora-owned vans), to wear at least one face covering (mask) that fully covers my child's mouth and nose;
  - utilize hand washing and sanitizing equipment and routines applicable to the programming and environment as developed by MEC;
  - use respiratory etiquette including stepping away from others and coughing and sneezing into the crook of his or her arm or shoulder;
  - not touch his or her face with unwashed hands:
  - not share personal items like water bottles, lip balm, and eating utensils.

I also understand the following practices are a condition of my child's attendance at MEC and failing to following these standards may result in my child not attending MEC or being sent home early from MEC:

Regardless of vaccination status,

• my child must limit close contacts to those in his or her assigned cohort;

- my child must remain in the assigned living space (tent) while at MEC and may not go into any other living space;
- My child must quarantine as instructed if he or she is identified as a close contact of someone who tests positive for COVID-19 and may need to return home early from MEC, if indicated, and will not be permitted to return to MEC;
- My child must isolate and return home if diagnosed with, or tests positive for COVID-19 while at MEC.

I understand there are a number of symptoms associated with COVID-19, some of which include: a fever over 100.5 degree F; cough; shortness of breath; body aches; fatigue; chills; headache, sore throat, loss of sense of smell or taste, and sometimes vomiting and diarrhea. If my child has two or more of these symptoms, my child must tell MEC staff as soon as possible.

I understand that MEC recommends that I also advise my child's medical provider of the symptoms. All such information provided to the MEC Director or his designee will be treated as confidential. I understand, however, that Christodora may be required by law to disclose some or all information to public health organizations.

## **ACCEPTED AND AGREED:**

Legal Guardian Signature	Date	
Legal Guardian Printed Name		

## Rapid Antigen Test and SARS-CoV-2 molecular (PCR) Test Legal Guardian Authorization for Minors

By completing and submitting this form, I confirm that I am the appropriate legal guardian to provide consent, and that I authorize the administration of a COVID-19 rapid antigen test or PCR test on my camper or minor staff member immediately before boarding transportation for camp, upon initial arrival at camp, if camp staff observe symptoms consistent with COVID-19 or isolated symptoms (e.g., isolated runny nose, isolated headache, or isolated abdominal pain without fever), or if the camp is conducting periodic COVID-19 surveillance testing. I understand that such testing is optional, and I can refuse to give this authorization, in which case, my camper/minor staff member will not be tested, but may not be permitted to attend camp.

Student Name:

Date of birth?	
Consent and Data Sharing (please initial):	
Immediately before leaving for camp, upon is staff shows symptoms of COVID-19, or if the camp testing, I authorize camp staff to administer the Abb Camper/Minor staff. I understand that their test resurpersumment of Public Health in accordance with staff.	oott BinaxNOW COVID-19 antigen test on my alts will be shared with the Massachusetts
I authorize the disclosure of my contact inforoganization contracted to compile consent for testic with test results, NAVICA app or Casetivity will shape or Casetivity.	· · · · · · · · · · · · · · · · · ·
Authorized Signatory: I understand that I can change my mind and cancel cancellation is forward-looking only, and will not a released. To cancel this permission for COVID-19 to	ffect information I already permitted to be
Legal Guardian Signature	Date
Legal Guardian Printed Name	



# **Student Packing List** Overnight Field Trips

Belongings should be packed in a duffel bag or small suitcase. Storage space in the bus is limited, so keep luggage compact. Please note the clothes a student wears for departure are not to be extra clothes from what is listed. For example, wearing one sweater and then packing 2 sweaters is bringing 3 sweaters. This is a suggested clothing list. Please do not feel obligated to huy items on this list simply bring what you have!

· · ·	uea to buy tiems on this tist, simply bring what you have:
LABEL EVERYTHING	WITH PERMANENT MARKER
<b>CLOTHING</b> (Clothing should be durable. DON'T	bring your best clothes, because they WILL get dirty.)
☐ 2 pairs long pants, preferably not cotton	□ 1 sweater/sweatshirt, preferably fleece or wool
☐ 1-2 pairs of short, preferably not cotton	instead of cotton
□ 1 warm, long-sleeved shirt	☐ 1 medium-weight jacket (or extra sweater)
☐ 2-3 short-sleeved shirts	☐ 2 pairs shoes -or- 1 pair sneakers and 1 pair
☐ 3 pairs underwear	boots (old ones because they will get dirty)
☐ 5 pairs of socks, preferably not cotton	☐ 1 raincoat with hood (we have extras)
☐ 1 pair of pajamas	□ 1 hat with a brim
For trips in April, early May, and in	the fall (Sept-Nov), add the following:
☐ 1 pair of gloves or mittens	□ 1 winter jacket
☐ 1 pair of long underwear or sweatpants	□ 1 warm winter hat
□ substitute wool socks for cotton socks	
	_
TOILET ITEMS	<b>EQUIPMENT</b> (blankets and pillows are provided)
□ 1 small hand towel or washcloth	□ 1 sleeping bag -or- 2 flat sheets
☐ 1 toothbrush and toothpaste	□ 1 pillowcase
☐ 1 hairbrush or comb	□ 1 flashlight
☐ deodorant, preferably UNSCENTED	☐ 1 small backpack or fanny pack (optional)
☐ glasses and/or contact lens, case, and fluid	□ sunglasses (optional)
☐ menstrual products	
PLEASE NOTE that the safety and health of every	student and staff member is important to us, and these
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guidelines will help to keep everyone as comfortable as possible:

- There are NO showers, and this can be difficult for some students. Time is limited during overnight field trips, and in reality, a student will only go one day without a shower if they shower the morning before they leave and the evening they return home.
- Families must give all student medications to the chaperones before leaving on the bus.
- Do NOT bring aerosol deodorants, matches, lighters, etc.
- It is illegal to bring alcohol, firecrackers, weapons (including knives), drugs (including marijuana), or tobacco products of any kind.
- Please do NOT send your student with any amount of money: We provide a lunch for the return to NYC, the bus does not stop on the way to/from MEC, and MEC does not have a store.
- Electronics including radios, games, cell phones, etc. are allowed on the bus ride (if chaperones allow) but are NOT permitted to be used at MEC. They will be secured at MEC and returned before the bus ride home. There's little to no cell service at MEC and phones will likely get damaged since everyone is outside much of the time.
- If you have any questions, please contact your school or trip chaperones.



# FAQs from Families and Students Overnight Field Trips

## Where is the Manice Education Center (MEC)?

MEC is an approximately four-hour drive north of NYC in northwest Massachusetts about one hour east of Albany, NY. It is in the town of Florida, MA, surrounded by Savoy Mountain State Forest. It is owned and operated by Christodora, Inc., a nonsectarian nonprofit based in NYC that was founded in 1897 on the Lower East Side of Manhattan. MEC has been in Florida since 1981.

#### What does MEC do?

Christodora's mission is to encourage the academic and developmental growth of NYC's youth through stimulating educational and challenging outdoor programs. MEC furthers that mission through field trips for public schools from NYC in spring and fall and through summer programs for NYC youth.

## What will my child be doing at MEC?

Students enjoy fun and challenging activities in nature at MEC. Activities at MEC range from exploring forest and wetland ecology to sampling and testing soils and water to observing pollinating insects and identifying plants and trees. But it's not just about science. MEC also tries to helps students learn how to work better with others in teams through outdoor adventure activities, Maybe that means participating with classmates on the ground-level challenge course, hiking to see a beautiful view or a waterfall, doing morning KAPERS, caring for the flock of chickens, tending the garden, or simply managing to stay dry in a rainstorm.

#### How big is MEC?

Programs at MEC typically bring in 30-40 students at a time, and these groups have plenty of space to explore: MEC covers about 200 acres, surrounded on three sides by state forestlands!

#### Can I call home from MEC?

Unfortunately not; MEC is relatively remote, and the limited phone lines are reserved for business and emergency calls only.

#### Can I call my child while they are at MEC?

Please contact your school or the Christodora office in NYC at 413-663-8463 after 2:00 p.m. if you wish to confirm your child's safe arrival at MEC. *Please call MEC only if there is a family emergency or urgent situation that your child MUST be made aware of before they return home.* 

## Are there wild animals living around MEC?

Yes! And with MEC's Outdoor Educators always nearby, we hope you'll be lucky enough to see some. But make no mistake: The same things that often frighten us about wild animals (like unfamiliar noises, size, or speed) tend to be the *very same things* that frighten the animals. MEC is the first home of familiar animals like squirrels, deer, coyotes, frogs, ducks, geese, and songbirds, but it is also home to some less common animals like black bears, eagles, ruffed grouse, beavers, salamanders, porcupines, Eastern bobcats, and more!

### Can I bring food with me to keep in my tent?

No! The same smells and tastes you love about your favorite bagged, bottled, or boxed foods are the *very same things* that attract bugs and small animals (like chipmunks and squirrels) that might come inside your tent looking for it!

## Should I bring sheets or a sleeping bag?

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!

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

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. Please remember that your students will be outdoors for a good amount of time so we want them to stay warm! Fleece hoodies or jackets work better than cotton if the weather is damp. Also, what your student wears on departure should not be separate from what's on the list. For example, don't pack two pairs of shoes. Instead, wear one pair and pack the second. Remember, we need to save room on that bus!

#### Can I take a shower while at Manice?

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.)

## Why can't my child bring their cellphone or other electronics?

First, there's no reliable cell service at MEC, but more importantly, we challenge every student at MEC to "disconnect to connect," whether that means to the nature all around them, to each other, or perhaps to a new interest science, gardening, outdoors, weather, forests, teamwork... Well, you get the idea. Student may have their phone/electronics on the bus ride (if Chaperones permit it), but these items will be secured at MEC to prevent loss, damage, or theft and then returned to students before leaving for home.

#### What is MEC doing about COVID-19?

Christodora continues to follow the guidance of local, state, and CDC guidance to help slow the spread of COVID-19. Christodora requires camper-facing staff to be fully vaccinated and up-to-date with COVID-19 vaccinations.



# Sample Field Trip Schedule Overnight Field Trips

Day 1	Day 2	Day 3
	7:30 a.m. Breakfast	6:30 a.m. Wake up and packing
	9:00 – 10:15 a.m. Academic Field Experience	<u>7:30 a.m.</u> Breakfast
	-or- Teambuilding & Leadership	8:30 a.m. Departure for NYC
	10:30 – 11:45 a.m. Large-Group Activity	
	11:45 a.m. – 12:30 p.m.  Recreation Period  Supervised by school chaperones	
2:00 – 3:15 p.m. Teambuilding & Leadership	<u>12:30 – 1:00 p.m.</u> Lunch	
(Challenge Course)	1:00 – 1:45 p.m.  Siesta  Supervised by school chaperones	
3:30 – 4:45 p.m. Academic Field Experience -or- Teambuilding & Leadership	1:45 - 4:45 p.m. Excursions in surrounding Savoy Mountain State Forest	
4:45 – 5:30 p.m.  Recreation Period  Supervised by school chaperones	4:45 – 5:30 p.m.  Recreation Period  Supervised by school chaperones	
5:30 - 6:15 p.m. Dinner	5:30 - 6:15 p.m. Dinner	
6:15 - 6:30 p.m. Rest Room Break	6:15 - 6:30 p.m. Rest Room Break	
6:30 – 7:45 p.m. Class Meeting Supervised by school chaperones	6:30 – 7:45 p.m. Class Meeting Supervised by school chaperones	
7:45 - 9:00 p.m. Night Exploration -or- Astronomy	<u>7:45 - 9:00 p.m.</u> Camp Fire Program (Gazebo)	
9:30 p.m. Lights out	9:30 p.m. Lights out	