



MANICE EDUCATION CENTER

Lead Chaperone Cover Sheet Overnight Field Trip

[INSERT SCHOOL NAME, DATES]
Confidential

Please fill in the following information and submit to MEC prior to your Field Trip. The bus will arrive at your school's address at 8:00 a.m. and must depart NO LATER than 8:30 a.m.

SCHOOL ADDRESS: _____

Please list the Chaperone names, titles, and email addresses for those attending the program.

Name:	Title:	Email:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list any student *and* chaperone medical alerts: A=Allergy; M=Medication; HX=Medical History/Condition; D=Dietary Restriction; and O=Other. If a student has a medication, answer Y=Yes or N=No if the student will be carrying it with them during the program. Use multiple lines for the same student if needed.

Name:	Medical/Dietary Alert	Description	Carrying?
_____	<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> HX <input type="checkbox"/> D <input type="checkbox"/> O	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> HX <input type="checkbox"/> D <input type="checkbox"/> O	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> HX <input type="checkbox"/> D <input type="checkbox"/> O	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> HX <input type="checkbox"/> D <input type="checkbox"/> O	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> HX <input type="checkbox"/> D <input type="checkbox"/> O	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> HX <input type="checkbox"/> D <input type="checkbox"/> O	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
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_____	<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> HX <input type="checkbox"/> D <input type="checkbox"/> O	_____	<input type="checkbox"/> Y <input type="checkbox"/> N

You may attach additional pages or use your own template to compile this information.



MANICE EDUCATION CENTER

Group Assignments

SCHOOL, DATES

Have this form completed and submitted to MEC prior to or immediately upon arrival. Please assign students to Tent Groups and Activity Groups below by printing their full names. *Tent groups* live together and should be the same gender. *Activity Groups* stay together during the day and participate together in challenge course, field-based academics, and other lessons. Make sure that the groups are nearly equal in size. Please make sure to separate students whose behaviors may be disruptive together (not all in the same group), and evenly distribute students who work well together to help ensure more evenly distributed group dynamics.

ACTIVITY GROUP A *(Female) Tent Group A*

1. _____ gr: _____
2. _____ gr: _____
3. _____ gr: _____
4. _____ gr: _____
5. _____ gr: _____
6. _____ gr: _____

(Male) Tent Group A

1. _____ gr: _____
2. _____ gr: _____
3. _____ gr: _____
4. _____ gr: _____
5. _____ gr: _____
6. _____ gr: _____

ACTIVITY GROUP B *(Female) Tent Group B*

1. _____ gr: _____
2. _____ gr: _____
3. _____ gr: _____
4. _____ gr: _____
5. _____ gr: _____
6. _____ gr: _____

(Male) Tent Group B

1. _____ gr: _____
2. _____ gr: _____
3. _____ gr: _____
4. _____ gr: _____
5. _____ gr: _____
6. _____ gr: _____

ACTIVITY GROUP C *(Female) Tent Group C*

1. _____ gr: _____
2. _____ gr: _____
3. _____ gr: _____
4. _____ gr: _____
5. _____ gr: _____
6. _____ gr: _____

(Male) Tent Group C

1. _____ gr: _____
2. _____ gr: _____
3. _____ gr: _____
4. _____ gr: _____
5. _____ gr: _____
6. _____ gr: _____



MANICE EDUCATION CENTER

Discovery Activity Selection Form

Overnight Field Trip

Schools are encouraged to choose from the enclosed list of standard activities when preparing for their field trip to the Manice Education Center (MEC). Teachers can also reach out to MEC directly to design an experience that uniquely meets the needs of their classrooms and curriculum. Submit these selections or contact the MEC office at 413-663-8463 or email manice@christodora.org *at least two weeks before the start of the field trip* to ensure MEC staff has enough time to prepare. Later submissions than this might not be accommodated.

The academic portion of all overnight field trips at MEC includes at least: 1) one community building and leadership activity; 2) one field-based discovery lesson; 3) one large-group ecology or community-building activity; and 4) a night hike or astronomy lesson. From there, schools can decide whether to focus more on community building, field-based academics, or create a balance between the two.

Depending on resources, new lessons can be designed for a school group based on their curricular requirements or to complement lessons that were presented during Christodora's Winter Ecology Program (WEP). Activities are subject to change, depending on MEC staff and environmental conditions, and MEC will notify schools of any necessary changes. We strongly encourage schools to call the MEC office directly at 413-663-8463 or email manice@christodora.org so staff can help design as safe, rewarding, and enriching an experience as possible for students. We look forward to seeing you at MEC!

A	B	C	D
<u>Community Building</u> <i>Low Challenge Course</i> <input type="checkbox"/> Collaboration <input type="checkbox"/> Compromise <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Communication <input type="checkbox"/> Self-Awareness <input type="checkbox"/> Social Awareness <input type="checkbox"/> Decision Making <input type="checkbox"/> Flexibility	<u>Field-Based Academics</u> <i>Environmental Science</i> <input type="checkbox"/> Forest Ecology <input type="checkbox"/> Tree ID <input type="checkbox"/> Edible Plants <input type="checkbox"/> Wildlife Exploration <input type="checkbox"/> Geology <input type="checkbox"/> Soils <input type="checkbox"/> River Ramble <input type="checkbox"/> Wetlands <input type="checkbox"/> Sensory Awareness <input type="checkbox"/> General Gardening <input type="checkbox"/> Weather Measurement* <i>Outdoor Adventure</i> <input type="checkbox"/> Woodland Survival <input type="checkbox"/> Wilderness Skills <input type="checkbox"/> Compass Skills <input type="checkbox"/> Map Skills <input type="checkbox"/> Fire Building	<u>Large-Group Activities</u> <i>Ecology</i> <input type="checkbox"/> Web of Life <input type="checkbox"/> Predator-Prey <input type="checkbox"/> Pollinators* <input type="checkbox"/> Energy Cycle* <i>Community Building</i> <input type="checkbox"/> Choose another one Column A <u>Field-Based Academic Focus</u> Choose one from Column A, C, and D Choose two from Column B <u>Community Building/Leadership Focus</u> Choose two or three from Column A (Choose remaining one from Column B) Choose one from Column C and D	<u>Evening Activities</u> <input type="checkbox"/> Night Hike <input type="checkbox"/> Astronomy



MANICE EDUCATION CENTER Discovery Activity Descriptions

Community Building and Leadership (choose between one and three)

Community-building activities in and beyond MEC's ground-level challenge course are student-centered, problem-based, experiential, and challenging. The following skills are only some examples of how groups can practice toward an enhanced sense of community while individuals take on and practice leadership skills. If you have ideas of other skills you'd like your group to work on, let MEC know, and we can work with you to design something unique.

- Collaboration – Engaging the team to work toward a win-win solution
- Compromise – Explore concepts of give-and-take in working toward a solution
- Critical Thinking – Examining all options closely when solving a problem
- Communication – What does efficient communication look like? And what can it lead to?
- Self Awareness – Working together starts with understanding our own impact on others...
- Social Awareness – ...and understanding their needs as we try to solve problems together.
- Decision-Making – Exploration of the many ways groups have in choosing an executing a plan when solving problems together
- Flexibility – Plans don't always go our way; how will the team adapt?

Field-Based Academics (choose up to two)

These activities are hands-on and outside...no matter the weather! Using place-based exploration and phenomena-based discovery, MEC starts with what a student understands about a topic to dive deeper into science encountered at school, at home, or in the nature all around us!

Environmental Science

- Forest Ecology – Intro to forest components and processes
- Tree Identification – Methods of identifying woodland vascular and non-vascular plants
- Edible Plants – Intro to edible woodland plants of Northern Forests
- Wildlife Exploration – Search for tracks and traces of woodland animals small and large
- Geology – Journey to the past by exploring clues in the present
- Soils – Discovery of how weathering, erosion, and decomposition leads to soil formation
- River Ramble – Measurement of watershed health through sampling and surveying
- Wetlands – Macroinvertebrate sampling and comparison between aquatic habitats
- Sensory Awareness – Using *all* of our senses to explore nature in a very different way
- Gardening – Participation in the systems, seasonality, and skill that make a garden grow
- Weather Measurement – Basic field-based measurements of wind, relative humidity, etc.

Outdoor Adventure

- Woodland Survival – Some animals have nests, dens, or burrows, but humans need shelter: Fast-paced intro to animal adaption through survival shelters
- Outdoor Skills – Intro to conscious impact living and going beyond Leave No Trace when exploring nature in the woods or in the city
- Compass Skills – Parts and basic use of a navigational compass

- Map Skills – Translating three-dimensional understanding from a two-dimensional map
- Fire Building – Building and managing a campfire

Large-Group Activities (choose one)

While most activities at MEC are for smaller groups, these activities bring the whole group together with either an ecological or a community-building focus. Each group chooses one activity from the following:

Ecology

- Web of Life – Exploration of ecological dependencies within a forest ecosystem
- Predator-Prey – Active dive into the adaptations animals use to survive
- Pollinators – Exploration of the habits and ecological importance of pollinators
- Energy Cycle – Fast-paced introduction to the movement of energy between organisms

Community Building and Leadership

- Choose another activity from Column A, and instead of a small group focus, the whole group will participate in building community and leadership skills

Evening Activities (choose one)

Dusk and nighttime are a unique chance to explore nature in ways we might not usually get the chance to. Each group chooses one of the following:

- Night Hike – A good choice in spring or fall, a series of dusk/nighttime sensory awareness activities to acquaint students with the hidden world of the woods at night
- Astronomy – Better for field trips in autumn with its increased darkness, an introduction to the stars, constellations, and moon



MANICE EDUCATION CENTER

Chaperone Statement of Understanding Overnight Field Trip – Fall 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 chaperones for their own protection and the protection of others. I understand that Christodora strongly recommends that chaperones have suitable health insurance coverage in place before attending a Christodora, Inc. (“Christodora”) program at the Manice Education Center (“MEC”).

I acknowledge that I must disclose to Christodora any and all positive cases of COVID-19 within my household or if I have been in close contact with someone who has tested positive for COVID-19 within 14 days before I leave to come to MEC. A close contact is an individual who has tested positive for COVID-19, was within six (6) feet of you 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 not attending 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. 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 I have received the final dose of a one- or two-dose vaccine series at least 14 days before arriving at MEC. I understand I 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 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 my arm or shoulder;
- not touch my 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 attendance at MEC and failing to following these standards may result in not attending MEC:

Regardless of vaccination status,

- I must limit close contacts to those in my assigned cohort;
- I must quarantine as instructed if I am identified as a close contact of someone who tests positive for COVID-19, and I may need to return home early from MEC, if indicated, and will not be permitted to return to MEC;
- I must isolate and return home if diagnosed with, or test 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 I have two or more of these symptoms, I must tell MEC staff as soon as possible.

I understand that MEC recommends that I also advise my 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:

Signature

Date

Printed Name

**Rapid Antigen Test or SARS-CoV-2 molecular (PCR) for
Arrival Testing, Testing of Symptomatic Individuals or Surveillance Testing
Authorization for Staff**

By completing and submitting this form, I authorize the administration of a COVID-19 antigen test or PCR test on me for arrival testing, surveillance testing, if I develop symptoms consistent with COVID-19 or minimal symptoms (e.g., isolated runny nose or, headache, or abdominal pain without fever). I understand that such testing is optional, and I can refuse to give this authorization, in which case, I will not be tested but I may not be permitted to attend camp.

Consent and Data Sharing (please initial):

_____ I authorize camp staff to administer the Abbott BinaxNOW COVID-19 antigen test or PCR test on me. I understand that the results will be shared with the Massachusetts Department of Public Health in accordance with state law.

_____ I authorize the disclosure of contact information for (me/my camper or minor staff) to NAVICA app or Casetivity (a third party organization contracted to compile consent for testing and to share test results). I understand that along with test results, NAVICA app or Casetivity will share contact information with DPH.

I understand that I can change my mind and cancel this permission at any time, but that such cancellation is forward-looking only, and will not affect information I already permitted to be released. To cancel this permission for COVID-19 testing, I need to contact Camp staff directly.

Signature

Date

Printed Name



MANICE EDUCATION CENTER

Sample Field Trip Schedule

Day 1	Day 2	Day 3
Grade(s): _____	7:30 a.m. Breakfast	6:30 a.m. Wake up and packing
Depart NYC: 8:00 a.m. Arrive MEC: 1:30 p.m.	9:00 – 10:15 a.m. Academic Field Experience	7:30 a.m. Breakfast
On Arrival: Gear/Trash off bus Turn in electronics/food Students and MEC staff to rest rooms, group talk & game on hill while Director meets with school chaperones Director meets with students in Dining Hall. MEC and school chaperones meet Move gear to tents and tent talks		8:30 a.m. Departure for NYC
2:00 – 3:15 p.m. Teambuilding & Leadership (Challenge Course)	10:30 – 11:45 a.m. Large Group Activity	Manice Staff Groups Director: Asst Director: Office Mngr: Proper Mngr: Head Cook: Outdoor Educators:
	11:45 a.m. – 12:30 p.m. Recreation Period <i>Supervised by school chaperones</i>	
3:30 – 4:45 p.m. Academic Field Experience	12:30 – 1:00 p.m. Lunch	School Teachers/Chaperones Names: 1) 2)
	1:00 – 1:45 p.m. Siesta <i>Supervised by school chaperones</i>	
4:45 – 5:30 p.m. Recreation Period <i>Supervised by school chaperones</i>	1:45 – 4:45 p.m. Excursions	Comments: Group Size: total girls (3 tents x 5 students) boys (3 tents x 5 students) Returning Students New to the program
	4:45 – 5:30 p.m. Recreation Period <i>Supervised by school chaperones</i>	
5:30 – 6:15 p.m. Dinner	5:30 – 6:15 p.m. Dinner	Student Info: Medical Info: Food Allergies:
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 <i>Supervised by school chaperones</i>	6:30 – 7:45 p.m. Class Meeting <i>Supervised by school chaperones</i>	
7:45 – 9:00 p.m. Night Exploration or Astronomy	7:45 – 9:00 p.m. Camp Fire Program (Gazebo)	School chaperones MUST supervise: Recreation periods Class meetings Siesta
9:30 p.m. Lights out	9:30 p.m. Lights out	