

# McDowell Environmental Center Contract

EMAIL to pc@campmcdowell.com

Please email this contract 3 months prior to your visit.

School: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Reserved dates: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Lead Teacher: \_\_\_\_\_ Email: \_\_\_\_\_

School Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Secondary School Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Best way to contact (circle one): School Phone/Cell Phone/Email Best Time to Contact: \_\_\_\_\_

Arrival time: \_\_\_\_\_ (10:00am recommended) Departure time: \_\_\_\_\_ (\*12:45pm recommended)

\_\_\_\_\_ \*Check if you need to leave earlier than 12:45pm and want a sacked lunch to go

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**STUDENTS:** # of boys : \_\_\_\_\_ # of girls: \_\_\_\_\_ TOTAL # of STUDENTS: \_\_\_\_\_

**\*ADULTS:** # of men: \_\_\_\_\_ # of women: \_\_\_\_\_ TOTAL # of ADULTS: \_\_\_\_\_

\*Please include all **teachers** in the adult count **TOTAL #:** \_\_\_\_\_

# FIELD GROUPS: \_\_\_\_\_ # BOYS CABINS: \_\_\_\_\_ # GIRLS CABINS: \_\_\_\_\_  
(limit to 12 students/group) (12-18 beds/cabin) (12-18 beds/cabin)

Do you need separate lodging for teachers not needed in the cabins? Y/N For how many? \_\_\_\_\_

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**RESPONSIBILITIES OF THE CENTER:** Assist with pre-trip planning; provide complete educational programming; inform participants of their responsibilities, camp rules and emergency procedures; prepare meals and evening snacks; clean and maintain facilities and grounds; and provide a safe and wholesome atmosphere.

**RESPONSIBILITIES OF THE LEAD TEACHER:** Make a reservation (new schools- submit deposit) and return contract; arrange transportation; arrange for one physically-able chaperone for each cabin and field group; communicate with students, parents and chaperones about the trip; collect fees & medicines; email field group and cabin lists one month prior to trip; mail health and risk acknowledgement forms at least 2 weeks prior to your trip; participate in the program with chaperones and students; and submit final payment.

**DAMAGE:** The Center reserves the right to send home any child who becomes ill, destroys property, behaves aggressively or takes any other action detrimental to other students or the program. The school will be responsible for providing transportation in such cases, and for any damage to the facilities and equipment. No refunds will be made under these conditions. The Center cannot be held responsible for loss or damage to property brought to the Center. Please encourage students to leave valuables and large amounts of cash at home.

**INVOICE:** On your last day at McDowell, we will give you an invoice for the balance of your payment. Payment is due within 30 days after your trip.

**I agree to the terms of this contract and agree that my group will abide by all McDowell policies.**

\_\_\_\_\_  
Signature of Lead Teacher

\_\_\_\_\_  
Date

**\*\*Please complete the next two pages....**

# McDowell Environmental Center Contact

## Class Selection:

### Step 1: Please choose a theme for your classes:

<input type="checkbox"/> Energy	<input type="checkbox"/> The Earth Provides
<input type="checkbox"/> Community	<input type="checkbox"/> McDowell Stewards
<input type="checkbox"/> Adaptations	<input type="checkbox"/> Connections, Cycles, and Systems

### Step 2: Daytime Class Selection

**3-day program:** Choose 12 hours of daytime classes & 2 night programs

Designate 1.5 or 3 hour option when applicable.

*Class descriptions are on pages 8-19 of Teacher Planning Packet.*

<p><b><u>Skills-Based Classes</u></b></p> <p><input type="checkbox"/> Canoeing (5th &amp; up) 1.5 hr</p> <p><input type="checkbox"/> Navigation 1.5 hr <b>or</b> 3 hr</p> <p><input type="checkbox"/> Meet a Map 1.5 hr</p> <p><input type="checkbox"/> Survival Skills 1.5 hr <b>or</b> 3 hr</p> <p><b><u>Team Building Classes</u></b></p> <p><input type="checkbox"/> Trust Swing (5th &amp; up)* 1.5 hr</p> <p><input type="checkbox"/> Power Pole (7th &amp; up)* 1.5 hr</p> <p><input type="checkbox"/> Climbing Wall (5th &amp; up)* 1.5 hr</p> <p><input type="checkbox"/> Team Challenge (5th &amp; up)* 3 hr</p> <p><input type="checkbox"/> Team Adventure 1.5 hr</p>	<p><b><u>Science Classes</u></b></p> <p><input type="checkbox"/> Down to Earth 3 hr</p> <p><input type="checkbox"/> Meet a Tree 3 hr</p> <p><input type="checkbox"/> Value of a Tree 3 hr</p> <p><input type="checkbox"/> Aquatic Adventures 1.5 hr <b>or</b> 3 hr</p> <p><input type="checkbox"/> Stream Studies 3 hr</p> <p><input type="checkbox"/> Rock Query 3 hr</p> <p><input type="checkbox"/> Forest Connections 1.5hr <b>or</b> 3 hr</p> <p><b><u>Recreation &amp; Humanities Classes</u></b></p> <p><input type="checkbox"/> Native Americans &amp; Earth 3 hr</p> <p><input type="checkbox"/> Authors &amp; Explorers 3 hr</p> <p><input type="checkbox"/> Connections 1.5 hr</p> <p><input type="checkbox"/> Nature Hike 1.5 hr <b>or</b> 3 hr</p> <p><input type="checkbox"/> Mysterious Medley 1.5 hr <b>or</b> 3 hr</p> <p><input type="checkbox"/> Trail of Discovery ** (6th and up) 6 hr</p>
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\*Classes that require Student and Adult Risk Forms

\*\*Trail of Discovery requires that all participants bring a backpack and 2 water bottles. We will provide a packed lunch for the all day hike.

### Step 3: Night Program Selection

Please rank your 1st, 2nd and 3rd choice night programs, since occasionally substitutions are necessary due to weather conditions.

Songs, Sparks & Stories _____	Hop, Slither & Slide _____
Big Screen _____	McDowell Woods _____
Invention Convention _____	*Night Hike _____
Radical Raptors _____	* not recommended in May because of sunset time

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## GROUP PROFILE

*The following information will help the staff at MEC have a better understanding of the needs of your group.*

Have any of your teachers and chaperones attended MEC before? \_\_\_\_\_

Have any of your students attended MEC before? \_\_\_\_ If so, approximately how many? \_\_\_\_\_

**How would you characterize your school?** (Choose all that apply)

Private     Public     Religious Affiliation     Open classroom     Montessori

Self-contained classroom     Students move from class to class     Block Schedule

Below grade level     Above grade level     At grade level     Urban     Suburban     Rural

You may also include a description of the dynamics or your group:

**How will your group be arriving at MEC?** (#'s if known)     Bus(es)     Car(s)

*It is a good idea to pack vehicles by cabin. Put a sign in the windshield of each car with the name of a cabin, then let students find their cabin car. When you arrive, the cars can go to the cabins.*

What **experiences** have your students had with the outdoors, environmental education or field trips?

What specific **student needs** should we be aware of? (i.e. social/emotional/behavioral concerns, severe allergic reactions, physical limitations, learning needs, etc...)

Please list any **objectives, goals, vocabulary, teaching philosophies or local environmental issues** that you would like for us to emphasize while you are here:

Would you like to incorporate journaling into your classes? \_\_\_\_\_ YES \_\_\_\_\_ NO

*Please be aware that it is the school's responsibility to provide students with journals.*