

McDowell Environmental Center **CONTRACT** page 1 of 3

EMAIL to pc@campmcdowell.com

Please email this contract 3 months prior to your visit.

School: _____ Grade(s): _____ Reserved date: _____

Address: _____ City: _____ State: _____ Zip: _____

Lead Teacher: _____ Email: _____

Cell Phone: (____) _____ School Phone: (____) _____

Other School Contact: _____ Email: _____

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

Arrival time: _____ (8:30am recommended) **Departure time:** _____ (*2:30pm is recommended)

Are you bringing a snack for your students? YES / NO If so, what time during the schedule? _____

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: _____ (limit to 12 students/group)

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....**

6/2016

DAYTIME CLASS SELECTION

Choose 3-6 hours depending on your schedule.

Choose extra classes for large groups- all students will not be able to take the same classes.

Class descriptions are on pages 9-16.

1.5 Hour Classes

- | | | |
|---|---|--|
| <input type="checkbox"/> Canoeing (5th & up) | <input type="checkbox"/> Meet a Map (3rd-5th) | <input type="checkbox"/> Creepy Crawlies (2rd-5th) |
| <input type="checkbox"/> Mysterious Medley (All) | <input type="checkbox"/> Survival Skills (4th & up) | <input type="checkbox"/> Trust Swing (5th & up)* |
| <input type="checkbox"/> Team Adventure (3rd-5th) | <input type="checkbox"/> Forest Critters (2nd-5th) | <input type="checkbox"/> Climbing Wall (5th & up)* |
| <input type="checkbox"/> Pond (3rd-5th) | <input type="checkbox"/> Compass Skills (4th-7th) | <input type="checkbox"/> Power Pole (7th & up)* |
| <input type="checkbox"/> Nature Hike (All) | | |

3 Hour Classes

- | | |
|--|---|
| <input type="checkbox"/> Native Americans & Earth (3rd- 6th) | <input type="checkbox"/> Stream Studies (6th & up) |
| <input type="checkbox"/> Down to Earth(4th & up) | <input type="checkbox"/> Mysterious Medley (All) |
| <input type="checkbox"/> Meet a Tree (3rd & up) | <input type="checkbox"/> Authors and Explorers (4th & up) |
| <input type="checkbox"/> Value of a Tree (6th & up) | <input type="checkbox"/> Survival Skills (4th & up) |
| <input type="checkbox"/> Rock Query (3rd & up) | <input type="checkbox"/> Orienteering (6th & up) |
| <input type="checkbox"/> Team Challenge (5th & up)* | <input type="checkbox"/> Forest Connections (4th & up) |
| <input type="checkbox"/> Aquatic Adventures (3rd-6th) | |

*Classes that require Student and Adult Risk Forms

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

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

**PLEASE complete the last page.....

6/2016

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

Please include a description of the dynamics or your group:

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

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