



Glen Helen

Outdoor Education Center



Teacher Planning Guide
2023

GLEN HELEN OUTDOOR SCHOOL TEACHER PLANNING GUIDE TABLE OF CONTENTS

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Welcome to Glen Helen Outdoor Education Center's Outdoor School!

Since 1956, the Outdoor Education Center has been dedicated to providing experiential learning opportunities for children and adults. We help students develop critical thinking skills, lifelong learning habits, and life skills that will help them become successful and productive members of the community.

Our mission is to offer transformative learning experiences that engage learners in the practices of science; promote self-discovery and growth; cultivate community; and create a connection to the natural world.

Teachers affirm that time at Glen Helen encourages better quality relationships between students themselves and between students and teachers, and that these changes endure long after their Glen Helen experience is complete. Many studies show that learning in nature not only improves student health and wellbeing, but decreases stress; restores attention and concentration; helps students develop self-resilience, creativity, and social connections; and increases engagement both inside and outside of the classroom.

Here at Glen Helen Outdoor School, we are dedicated to supporting the whole student through science and social emotional learning, connecting students to themselves, nature, and each other.

Our outdoor classroom offers students the chance to connect classroom content with real-world experience. Through experiential and instructional methods, students are encouraged to ask questions, gather information, discover knowledge, draw conclusions, and form opinions.

The interpersonal, confidence-building benefits from the Outdoor School experience come from our emphasis on positive youth development. To this end, we focus on building resiliency, independence, social-emotional intelligence, and other developmental assets to assist our students in becoming competent and contributing members of their schools and broader communities.

We want every child and teacher to feel welcome at Glen Helen Outdoor Education Center and are committed to inclusion. This is a place for learning and growing. We strive to make it a safe space in the truest sense of the word. We are committed to creating access for every child. If anyone in your group needs accommodation to be their most successful selves here, let us know and we will do everything we can to make it happen.

We understand that schools and teachers are under a multitude of competing pressures, and that committing to provide your students with an immersive outdoor experience such as Outdoor School is a time-intensive undertaking. We sincerely appreciate your dedication to your students and your support of our mission and programs. We are honored and grateful to be partners in the education of your students, and are here to support you and your students at Outdoor School and beyond!

Welcome!



Sarah Cline

Director, Outdoor Education Center



Kelsey Mazur

Assistant Director, Outdoor Education Center

Outdoor School - Planning Timeline and Checklist

Beginning of School Year – The Basics!

- Update students and their parents about your upcoming trip to Glen Helen!
- Receive the new Outdoor School Planning Guide via e-mail
- Arrange for transportation to and from Glen Helen.
- Arrange for additional chaperones, if necessary.
We require a minimum of 1 chaperone per dorm, but recommend more for larger groups, up to a total of 10.

1-3 Months Prior to Visit – Organize your Group!

- Contact the OEC to request a parent slideshow program if desired, at (937) 767.7648 or kmazur@glenhelenassociation.org.
- Begin collecting fees, health care forms, liability waivers, photo releases, and if necessary, campstore forms and envelopes.
- Copy and distribute Guidelines for Chaperone to teachers and chaperones.
- Copy and distribute camper information including the OEC Health Care Form and Allergy Action Plan.
- Expect a first contact phone call or email from our Assistant Director
- Arrange for an optional pre-trip or post-trip program. We would be happy to come to your school for an exciting introduction or follow-up to Glen Helen Outdoor School!

2-3 Weeks Prior to Visit – Finalize Numbers and Lesson Requests!

- Submit your Program Information Sheet at least 3 weeks prior to your arrival, and go over details with us by phone (937.767.7648). Your Program Information Sheet can be submitted by mail, e-mail, or through our on-line form (<https://forms.gle/VsHq1BKwHyHMGpk8>).
- Finalize dorm assignments and number of trail groups, assign your students to a dorm and prepare trail group lists.
- Collect any outlying: camp fees, health forms, and campstore forms and envelopes.
- Plan indoor and/or outdoor activities, games, stories or journals for dorm time.

Miscellaneous Things – Don't Forget to Bring...

- A completed Health Care Form for each attending student
- 1 alarm clock for each dorm
- 1 large box of garbage bags for those without raincoats (and those who can't seem to fit everything back into their luggage at the end of the week...)
- Night lights, books, down-time activities, hand towels, whatever you need to feel successful and at home in the dorm!

1 Week After Visit – Payment!

- Expect an invoice for the full amount, including student fees, teacher meals, & other fees

Looking Ahead

It's Never Too Early to Plan Ahead!

- Expect to receive registration forms for the upcoming school year in November of the school year prior.
- When requesting dates for next year, please consider in-service dates, holidays, and testing dates.
 - In the spirit of equality and sharing responsibility, in general, we request that schools alternate yearly attendance in warm months (September/October, April/May) and cold months (November/December, January-March). This spreads out the challenges and benefits of the seasons more equally amongst everybody.

December Priority Deadline

- Registration Forms are due in early December for priority registration!
- Weeks do fill quickly, so please submit registration forms as early as possible for a better chance at receiving your first choice!
- Please be as realistic as possible when providing a number of students.

Notification of Dates

- Expect to hear from our Assistant Director about your upcoming year dates in early January or February
- Once confirmed, you will receive a contract that includes your arrival and departure dates, program fees, minimum and maximum number of students, our policy on contractual changes, and our cancellation policy.

Contracts for the upcoming school year at Outdoor School will be due the March prior.

We understand that with COVID-19, some of our best plans need to be flexible. This is an ideal timeline; we will be understanding and flexible as things inevitably have to change or shift to accommodate our pandemic world. Please be extra communicative with us! We're here to support you and your students.

General Outdoor School Policies

GENERAL REGISTRATION POLICIES

Program Information Sheet

In order to prepare for your program, please complete the Program Information Sheet (attached in this Guide) at least 3 weeks before your arrival. You may submit your Program Information Sheet by completing a paper form found in this Guide and emailing or mailing to us or by completing an online form,

Email: KMazur@GlenHelenAssociation.org

Mail: 1075 State Route 343, Yellow Springs, Ohio, 45387

Online: <https://www.glenhelen.org/outdoor-school>, or scan here → → → → →



Minimum and Maximum Number of Students

Minimum Numbers: We ask that schools estimate their attendance on their registration forms, contracts, and six-week prior to trip check in, very carefully and as accurately as possible. This allows us to maximize your experience and our resources. In past years, we had a penalty if schools missed their projected attendance targets. We now think we can best serve the reality and needs of schools by being more flexible. As long as schools are hitting their projected attendance numbers within +- 5%, we should be able to avoid having any kind of penalty or fee associated with slight differences between projected and actual numbers. We know it's complicated to get students to the Glen and we appreciate all you do to make it happen!

Maximum Number: If you wish to bring more than the maximum number of students stated in your contract, please contact us as soon as you know! Because your school may be sharing the Outdoor Education Center with another school, we may not be able to accommodate additional students beyond the stated maximum. We have an absolute maximum of 100 students.

Arrival and Departure Times

Schools are expected to arrive between 10-11am (no sooner than 10am) on the first morning of their week. Schools should plan to leave the Outdoor Education Center between 12-1pm (no later than 1pm) on their last day. Please notify us early of any unavoidable exceptions or delays.

Fees

You can expect to receive an invoice within 1 week of the end of your visit. Please collect camper fees before students arrive at the Outdoor Education Center. Checks are payable to Glen Helen Outdoor Education Center. Payment is due within 30 days after you receive your invoice.

Please note the following:

- Schools are billed for the number of students present at arrival.
- Please be realistic in your projections for student attendance.
- If a student leaves for medical reasons, partial refunds may be made for up to 50% of the registration fee, depending on the time of the student's departure.
- Students sent home for behavioral reasons are not eligible for refunds.
- Schools that help us recruit a new school to the Outdoor School program will receive a discount of \$5% discount on their next visit

A four-day program is \$155/student; a three-day program is \$125/student. There is a \$7/chaperone cost per meal.

Cancellations

If cancellation becomes necessary prior to 8 weeks before arrival, the contracted school will pay 30% of the total fee based on the minimum number of students stated in the contract. If cancellation is necessary 0-8 weeks before arrival, the contracted school will pay 70% of the total fee based on the minimum number stated in the contract.

In the event of a weather-related school district closure on an arrival day, contracted 4-day schools will revert to the 3-day program and contracted 3-day schools will revert to a 1.5-day program and be charged accordingly. If total cancellation is necessary due to weather-related school district closure, we ask that contracted schools make every attempt to reschedule the visit for the full duration. If rescheduling is not possible, the contracted school agrees to pay 30% of the total fee based on the minimum number stated in the contract.

Scholarships

We believe very strongly that every child should have the opportunity to visit the Outdoor Education Center regardless of economic situation. Scholarships are available - please contact us for more information.

Damages

The school will be billed for any damages that are not a result of normal wear and tear.

Medication

Teachers are responsible for keeping track of and administering medications, with the exception of Epipens and inhalers, which may be carried by students if they are deemed responsible by their families and teachers, or carried and administered by their Naturalists if necessary. A physician's explanation and signature are required for both prescription and non-prescription medications if the dosage or schedule to be followed is different from the prescription or manufacturer's dosage or schedule.

Teacher and Chaperone Attendance

A minimum of one teacher or chaperone is required to oversee the activities of each dorm. We ask that each school have at least one teacher or administrator on the premises at all times, and at least one teacher who is present and oversees the entire duration of your school's visit. At any one time, your combined teacher/chaperone attendance should not exceed 10 persons. For overnight accommodations, there are four (two bunk beds) available to teachers in each dorm. Please consider dorm genders when planning chaperone arrangements.

To ensure student safety, all chaperones must be pre-screened by the affiliated school/school district. This is the responsibility of the school/school district and should include items such as background and police checks as appropriate, following school district policy for volunteers as it would for any other school program. A signature of a school/school district representative will be required to certify that this check has been accomplished and that the volunteer has been cleared for participation.

We find parents to be eager and enthusiastic supporters of our program! When selecting chaperones, please keep in mind that chaperones must be comfortable supervising large numbers of children. Please meet with chaperones before arrival at the Outdoor Education Center to communicate student behavior expectations for the dorms. If chaperones are to assist with overnight supervision, they should arrive no later than 8pm and may depart as early as 8am in the morning. Teachers, parents, and other chaperones assisting must be given a copy of the Guidelines for Chaperones prior to their arrival at the Outdoor Education Center.

Teacher and Chaperone Observation

We encourage teachers and chaperones to observe and actively participate in activities! If you would like to do so, please let any of the administrative staff (Lead Naturalists or Directors) know, and we will gladly pair you with a trail group. When possible, we request that the first hike of the week be unobserved to give the Naturalists time to establish rapport with the group.

Camp Store

Please ask students to fill out the Camp Store Order Form at home. Students should bring this form with the exact amount of cash in a sealed envelope to camp when they come. The Camp Store is only open at 3:30pm on the first day of Outdoor School. We strongly urge your students not to bring any other money with them to camp.

Telephone Calls

Students are not permitted to make or receive phone calls, except in cases of emergency. Parents or guardians will be notified immediately of severe behavior problems, injury, or illness. Students are not permitted to have cell phones at the Outdoor Education Center. We also ask that teachers and chaperones silence cell phones and use them sparingly.

Smoking

Smoking is not permitted in Glen Helen.

Head Lice Check

To ensure a positive experience and the safety and health of your students, please be sure to conduct a head lice check at your school prior to departure for Outdoor School.

Electronics

Cell phones, smart phones, radios, music players, video games, and other electronic devices are not permitted to be carried or used at the Outdoor Education Center. We ask that teachers and chaperones set a good example for students by limiting their public use while at the Glen. Teachers are welcome to bring laptops for use during your stay. Wireless internet is available in the main Lodge at the Outdoor Education Center. Please do not allow students to use the laptop for any reason.

Appropriate Footwear

All participants should wear closed-toed shoes with good ankle support at all times unless inside the dorms. Students regularly hike several miles a day over rocky terrains so flip-flops, crocs and other types of open sandals are not appropriate footwear outside the dorms. Please help us to enforce this with your students.

Hike Preparedness

At the conclusion of every meal, a naturalist will announce what should be worn or brought to the following hike lesson. This announcement is to ensure the group's comfort during the lesson. Please help us by ensuring that all students are following these instructions before departing the dorm for their lessons. Please also ensure that all Epipens and inhalers remain with the intended student as they depart.

DORM & TRAIL GROUP ASSIGNMENTS

Dorm Assignments will depend on the number of schools in attendance, the number of boys and girls, and the number of teachers and chaperones. Dorm assignments will be discussed with the Assistant Director before your school's arrival. Often, schools can choose which dorms their students are in, but please do not assign dorms and wings until you have confirmed your sleeping

arrangements with us. Once final arrangements have been made, it is the school's responsibility to assign wings, bunkmates, and chaperones.

Hickory & Sycamore Dorms

Hickory and Sycamore each sleep a total of 32 students and 4 adults. Each dorm has a common room for socializing and two sleeping wings, Blue Jay and Cardinal, for students. Each wing has bunk accommodations for 16 students. There are showers, sinks*, and toilets in each wing. Adjacent to each wing is a small private room with the bunk accommodations for 2 adults.

Cedar Center Dorm

Cedar Center sleeps a total of 36 students and 4 adults. There is a common room for socializing and a separate kitchen area. Cedar Center is split up into two wings, Blue Jay and Cardinal, each with bunk accommodations for 18 students. There are showers, sinks* and toilets in each wing. There is one private room with bunk accommodations for 4 adults.

*Please Note: We do not provide hand towels in the dorms. We encourage you to bring a few designated towels for the students to dry their hands after washing.

Trail Group Assignments

Plan for trail groups of 8-12 students. The number of trail groups will depend upon the number of available Naturalists, the number of schools and students in attendance and other special grouping needs. We will work with you to determine the number of groups assigned based on these needs. Please make every attempt to have the groups assigned and emailed to us no less than 1 week before your visit! If there are changes in your attendance or group members, please bring an updated list with you to turn in upon arrival.

Please do not assign trail groups until the number of groups has been confirmed. Take care when assigning trail groups, and strive for a balance in gender, personality, and behavior. Please let us know ahead of time if you have any special grouping needs.

FOR STUDENTS TO COMPLETE BEFORE ARRIVAL

Health Form

In order for a student to attend the Outdoor School program, we must have a completed copy of the Outdoor Education Center Outdoor School Health Care Form. The school is responsible for ensuring that each Health Care Form is filled out in its entirety including the parent or guardian signature and that all student forms. Please refer to the Medication section for these specifics. Please be sure to use this year's form, as it may have changed. If you have a pre-existing school health information form on file for your students, you may be able to use it in place of the Glen Helen form.

Medical Waiver & Consent for Treatment

Along with the Student Health Form, this signed waiver is necessary for Outdoor School attendance, and authorizes trained Outdoor Education Center staff to provide basic First Aid and comfort measures through standardized camp treatment procedures.

Release, Assumption of Risk, and Liability Waiver

The Release and Liability Waiver is necessary for Outdoor School attendance. By attending our Outdoor School environmental education program, students and their parents/guardians are assuming the reasonable risk of participation.

Photo Release Waiver

During Outdoor School, staff may take photographs or videos for marketing purposes. Students will not be identified by name in any publication without further authorization from a parent/guardian.

Student Dietary Needs

With proper notification, we are able to accommodate a variety of food allergies and special diets. For medical diet restrictions, a parent or guardian may pack special food for a student. A teacher is responsible for ensuring any packed food makes it from the kitchen to the student during mealtimes. There should be no outside food unless we are unable to accommodate dietary restrictions.

Glen Helen Outdoor School Curriculum

Glen Helen Outdoor Education Center's mission is to offer transformative learning experiences that engage learners in the practices of science; promote self-discovery and growth; cultivate community; and create a connection to the natural world.

All of our lesson hikes are aligned with Ohio's Learning Standards for Science, with a strong focus on overarching grade band themes and the Nature of Science goals for science education. Students at Outdoor School not only learn science that can connect to their classroom experiences, but do so through inquiry, exploration, and real-world experiences.

Nature of Science goals include Scientific Inquiry, Practice, and Application; Science is a Way of Knowing; Science is a Human Endeavor; and Scientific Knowledge is Open to Revision in Light of New Evidence. These goals are at the center of our lesson hikes, making science an everyday endeavor, and acknowledging that everyone is a scientist. These goals are central to our lessons and our approach.

Science Standard Grade Band Themes include:

- Grades K-2 - Observations of the Environment - this theme focuses on helping students develop skills for systematic discord to understand the science of the natural world around them in greater depth by using scientific inquiry
- Grades 3-5 - Interconnections within Systems - this themes focuses on helping students explore the components of various systems and then investigate dynamic and sustainable relationships within systems using scientific inquiry
- Grades 6-8 - This theme focuses on helping students use scientific inquiry to discover patterns, trends, structures, and relationships that may be inferred from simple principles. Those principles are related to the properties or interactions within and between systems

Elements of Ohio's Learning Standards for Math, Social Studies, and English Language Arts are integrated throughout the Outdoor School experience, as are 21st century student outcomes, as defined by the Partnership for 21st Century Skills.

We draw heavily from University of California Berkeley Lawrence Hall of Science's BEETLES curriculum (beetlesproject.org), which is emerging as a national leader in environmental education teaching. Our approach is student- and nature-centered, allowing students to engage directly with nature, and to approach science as an everyday endeavor.

Our Outdoor School program has also intentionally integrated Ohio's K-12 Social and Emotional Learning Standards. The Core Competencies of Self-Awareness, Self-Management, Relationship Skills, and Responsible Decision Making are inherent in our work here at the Glen Helen Outdoor Education Center; by living together in the dormitory cabins, eating and learning together in a trail group, and being challenged with self-management, students practice skills simply by participating in Outdoor School programming.

For a four-day program, teachers choose *five* lesson hikes; for a three-day program, teachers choose *three* lesson hikes. Four day programs will also include an All Day Hike experience.

Lesson Hikes Included for Every School

Certain experiences are a part of every visit to Glen Helen Outdoor School. Every school will participate in:

- an introductory "Discovery of the Glen" hike, described below
- a bird talk and visit to our Raptor Center
- a reptile talk
- a visit to the Yellow Spring
- a lesson on nocturnal life with an animal ambassador and a night hike, described below

Discovery of the Glen Lesson Hike

While in the Glen, students are immersed in an entirely new experience and environment with different roles and responsibilities. Discovery activities teach observation skills and are used to get the students in tune with their surroundings and provide enhanced meaning to their Glen Helen and nature experiences. Experience and learning research support dedicating some time for students to get to know each other and their naturalist, to feel safe and comfortable in a new environment, and to understand "the rules of the road" of this new experience. This gives them the greatest possibility for a successful program.

1. Students will adapt to a new schedule of activity during their time in the Glen.
2. Students learn responsibilities for bunk and dining room set-up and clean-up.
3. Students will work together to achieve wasted food goals throughout the week.
4. Students will fill diverse roles within their dorm and trail groups.
5. Students map and explore the physical spaces of the Outdoor Education Center campus.
6. Students use their five senses to make observations about their natural surroundings.
7. Students learn each other's names and their naturalist's name, and vice versa.
8. Students undergo simple cooperative challenges to begin to work together.
9. Students learn the basic rules of the Glen that facilitate health, safety, and a positive experience.
10. Students understand the unique schema of Glen Helen: we're an outdoor school, a place where learning is participatory, scientific, creative, fun, social, and usually out-of-doors. But we are a school, we are here to learn, and sometimes that takes attention, effort, and concentration - but it will be worth it.

Nocturnal World Lesson Hike

Students will meet some of the nocturnal residents of the Raptor Center, explore Glen Helen at night, and learn about the special adaptations of nocturnal animals. Sensory awareness activities during the hike will teach students how to use their senses to navigate in the dark. On clear nights, students will have the opportunity to stargaze and learn constellations.

Learning Outcomes:

- Students become aware, comfortable, and respectful of the nocturnal world and the creatures that are active within.
- Students describe adaptations of various nocturnal animals and how they help each animal to fill its respective niche.
- Students describe the lunar cycle and its various effects on Earth.

Academic Standards:

- Grade 4 Science - 4.LS.1
- Grade 5 Science - 5.LS.1, 5.LS.2; 5.PS.2
- Grade 6 Science - 6.LS.4
- Grade 7 Science - 7.ESS.4

Concepts:

Adaptations, niche, ecosystem, nocturnal, diurnal

Lesson Hikes Options

For a four-day program, teachers choose *five* lesson hikes; for a three-day program, teachers choose *three* lesson hikes. Four day programs will also include an All Day Hike experience.

BIRDS

In this lesson hike, students will learn what makes a bird a bird, about the roles birds play in ecosystems, and various bird adaptations through hands-on activities and experiences. Students will also practice their observation and identification skills at our bird blind, and be able to visit and see birds of prey up close at our Raptor Center.

Learning Outcomes:

- Students describe the place of raptors in local food webs and food chains.
- Students observe bird adaptations and describe their functions in the ecosystem.
- Students use binoculars to observe and identify local songbirds.
- Students collect songbird data at the bird blind

Academic Standards:

- Grade 4 Science - 4.LS.1, 4.LS.2
- Grade 5 Science - 5.LS.1, 5.LS.2
- Grade 6 Science - 6.LS.4
- Grade 4 Math - 4.MD.4
- Grade 5 Math - 5.MD.2

Concepts:

Food webs, Food chains, adaptations, structure & function, energy flow, ecosystem changes

Cooperative Activities and Learning (Co-op)

Students are presented with a series of challenges, which encourage cooperation and teamwork. Challenges develop trust between group members, encourage logical thinking in problem solving and build students' sense of self-confidence.

Learning Objectives:

- Students work together in order to successfully meet challenges.
- Students develop trust between group members.
- Students problem-solve to overcome challenges.
- Students build self-confidence.

Academic Standards: SEL Core Competencies - Ohio Learning Standards

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Skills
- Responsible Decision Making

Concepts:

Food webs, Food chains, adaptations, structure & function, energy flow, ecosystem changes

Critters

This lesson introduces students to the amazing adaptations of animals found in Glen Helen. Students also create food chains and webs to explore relationships between animals within an ecosystem. The highlight of this lesson is the opportunity to hold or touch either an Eastern box turtle or a black rat snake.

Learning Objectives:

- Students name the different animal classes represented in Glen Helen, and learn what characterized each animal class.
- Students describe various adaptations of Glen Helen fauna and relate to habitat requirements.
- Students observe animal adaptations while handling live animals.
- Students use observation skills to identify evidence of animals in the Glen.

Academic Standards:

- Grade 4 Science - 4.LS.1, 4.LS.2 -
- Grade 5 Science - 5.LS.1, 5.LS.2
- Grade 6 Science - 6.LS.4
- Grade 7 Science - 7.LS.2

Concepts:

Classification, adaptations, habitat requirements, biodiversity, abiotic and biotic factors, energy, biomes

Cultural History

During this introduction to the cultural history of the area, students learn about the native peoples that inhabited Glen Helen and about pioneers during westward expansion. Students also visit to the Hopewell burial mound located in Glen Helen and view ancient artifacts.

Learning Outcomes:

- Students explore the native populations of Ohio from pre-history through the early 1800's.
- Students examine what life was like for pioneers and Native Americans in the Northwest Territory.
- Students explore the relationship between Native Americans and pioneers.
- Students explain how Native Americans and pioneers used natural resources.
- Students observe a Native American burial mound and Native American artifacts.

Academic Standards:

- Grade 4 Social Studies – History (Heritage 3)
- Grade 5 Social Studies - History (Early Civilizations 2)
- Grade 5 Social Studies - Geography (Human Systems 8)

Concepts:

Ohio history, Civilizations, Cultures and ways of life, Ancient life, Indigenous peoples, Pioneers, Historical Use of Natural Resources

Environmental Problem Solving (EPS)

Students learn about human impacts, hypothesize solutions, and sharpen critical thinking skills in this lesson. Students also investigate ways in which the earth's resources may be used sustainably.

Learning Outcomes:

- Students explain ways that humans impact the planet.
- Students explore local environmental problems and hypothesize solutions.
- Students differentiate between renewable and non-renewable resources.
- Students cite ways in which they can help reduce their own impact on the planet

Academic Standards:

- Grade 3 Science - 3.ESS.2, 3.ESS.3
- Grade 6 Science - 6.ESS.5
- Grade 4 Social Studies - Geography (Human Systems 12)
- Prepare for Environmental Science - ENV.ER.1 - Energy Resources and ENV.GP. 1-9 - Global Environmental Problems and Issues

Concepts:

Rocks, Minerals, Non-renewable resources, Renewable resources, Energy, Environmental Science, Invasive species, Biodiversity, Land management, Sustainability, Conservation

Forest Ecology

Students explore the Glen Helen forest, and learn about the interrelationships that make it a functioning ecosystem. Students use a dichotomous key to identify trees, learn how trees make their own food, and take a special hike to the Glen Helen Pine Forest.

Learning Outcomes:

- Students observe and differentiate forest communities of the Eastern deciduous forest using a dichotomous key for tree species identification.
- Students explain that living organisms in a community are interconnected and interact with one another in various ways.
- Students differentiate between producers, consumers, and decomposers.
- Students illustrate a food chain and food web of Glen Helen.
- Students explain the process of photosynthesis.

Academic Standards:

- Grade 4 Science - 4.LS.1
- Grade 5 Science - 5.LS.1, 5.LS.2
- Grade 7 Science - 7.LS.1, 7.LS.2

Concepts:

Environmental changes, energy, food web, food chain, biome, biotic and abiotic survival factors, ecosystems

Geology

This lesson explores the geologic features found in Glen Helen, including potholes, rock creep, cascades, limestone caves and glacial valleys. Students will learn how glaciers have shaped the Ohio landscape while witnessing evidence of their presence. A hike to the Yellow Spring is a highlight of this lesson.

Learning Objectives:

- Students observe and differentiate the geological forces that shaped Glen Helen.
- Students observe fossils and can explain that fossils form from preexisting plants and animals, and how they were formed in Glen Helen.
- Students differentiate between physical and chemical weathering.
- Students explain the rock cycle.
- Students differentiate between igneous, sedimentary, and metamorphic rock.

Academic Standards:

- Grade 4 Science - 4.ESS.1, 4.ESS.2, 4.ESS.3; 4.LS.2
- Grade 6 Science - 6.ESS.1, 6.ESS.2, 6.ESS.3
- Grade 7 Science - 7.ESS.1

Concepts:

Geology, hydrologic cycle, erosion, weathering, deposition, Igneous, Metamorphic, Sedimentary, Minerals, Rocks

Meadow, Thicket, Forest

Students visit ecosystems that represent three successional stages: a meadow, a thicket, and a forest. Students learn about succession, explore these diverse habitats, and visit Baldwin Pond.

Learning Outcomes:

- Students explain the concept of succession, observe three successional stages, and record characterizing data.
- Students take soil samples and differentiate characteristics of soil in each phase of succession.
- Students define the terms ecosystem and niche, and explain that each organism has a niche within an ecosystem.

Academic Standards:

- Grade 4 Science - 4.LS.1
- Grade 5 Science - 5.LS.2
- Grade 6 Science - 6.ESS.4
- Grade 7 Science - 7.LS.2

Concepts:

Energy, Soil, Biome, Succession, Habitat, Niche, Biodiversity, Minerals, Rocks

Stream Investigation **Warmer months only, approximately April - October**

Students conduct a scientific experiment to determine the pollution levels of a local stream.

Equipped with nets and buckets, students search the waters for macroinvertebrates, and collect data on physical and chemical properties.

Learning Outcomes:

- Students investigate the relative health of a local stream through experimentation with macroinvertebrates.
- Students gather data on physical and chemical properties of a stream.
- Students describe ways that they can conserve water and mitigate water pollution.

Academic Standards:

- Grade 4 Science - 4.ESS.1
- Grade 4 Math - 4.MD.4
- Prepare for Environmental Science - ENV.ER.3 - Water and Water Pollution

Concepts:

Water quality, Scientific method,
Hydrologic cycle

GUIDELINES FOR TEACHERS & CHAPERONES

Supervision - At least one teacher or chaperone must be on OEC grounds at all times.*

*One exception: if teachers would like to go nearby in Yellow Springs for a meal all together, they may alert the Director to ensure coverage during this time. At all other times, at least one teacher or chaperone must be on the OEC grounds.

Students are to be supervised by an adult at all times in the dorms: before and after all meals, 3:30pm-4:30pm, and from 8:45pm-9am. Please enforce the buddy system - every student should have at least one other student with them at all times. When teachers and chaperones are well prepared for dorm time, a positive outcome can be expected. Many schools bring age-appropriate board games, cards, books, or activities. Sometimes the kids have a hard time settling down for sleep, so stories to read aloud, or quiet songs to sing can be really helpful.

Setting Expectations

We ask that teachers communicate dorm expectations to chaperones before arrival, so that all chaperones are enforcing the same rules. Glen Helen staff will provide a dorm orientation for your students and staff upon arrival.

Dorms

Upon arrival, we ask that you complete a bunk sheet outlining which student is sleeping in which bed. It is your decision whether to assign bunks or allow students to choose, but please be sure that children who are at risk for sleepwalking and wetting the bed are in bottom bunks. Adequate sleep is important to a successful visit. Be sure students are in bed at a reasonable time, no later than 10:30 pm. Please refrain from telling scary stories. Please keep the dorms locked when no one is there. Do not loan keys to students.

Appropriate Footwear

We ask that all participants wear closed-toed shoes with good ankle support (sneakers, hiking boots, etc.) or hiking sandals (back-strapped and secure) at all times unless inside the dorms. Flip-flops and crocs are not examples of appropriate footwear outside the dorms. Please help us enforce this with your students.

Hike Preparedness

At the conclusion of every meal, a Naturalist will announce what should be worn or brought to the following hike lesson. This announcement is to ensure the group's comfort during the lesson (i.e. rain poncho, sweatshirt, full water bottle, have used the bathroom, etc.). The students are then sent to the dorms to prepare for this activity. Please help us by ensuring that all students are following these instructions and are prepared before departing the dorm for their lessons. Please also ensure that all Epi-Pens and inhalers remain with the intended student as they depart.

Hike and Activity Observation

We highly encourage teachers and chaperones to observe and actively participate in activities. If you would like to do so, please let any of the administrative staff know and we will gladly pair you with a trail group. In general, we request that the first hike of the week be unobserved to give the Naturalists time to establish rapport with the group. When teachers and chaperones accompany hikes, we ask that they be supportive and deferential to the naturalists, unless there is a matter of safety.

Illness & Accidents

Please let us know if a student is ill and/or cannot participate in a hike or activity. If a student has a fever over 100 degrees F, is throwing up, or has a communicable disease they will be sent home immediately. Please notify the Directors if a student will be sent home. An incident report must be filled out for any illness or for any accident that requires the opening of a first aid kit. Reports must be turned in to the folder in the mailbox in the Staff Office of the Lodge. If you need assistance filling out this form please ask.

Medication

Teachers are responsible for keeping track of and administering medications according to the Outdoor Education Center guidelines. We keep a locked medicine cabinet in the staff office that teachers can access for over the counter type medicines. Any students treated with our medicine require an accident/illness form to be completed.

Discipline and "Strike" Policies

If your school has a specific "good behavior incentive" policy, it is very helpful to share this with us prior to your trip! If you use any kinds of tangible incentives (e.g., "Pioneer Bux") for good behavior, don't forget to bring them.

We maintain a three-strike policy to aid in discipline on trail. Naturalists are trained in many methods of behavior management and may choose to give warnings before strikes for behavioral issues. Naturalists also have the option of leaving disruptive students with teachers, returning them to the Lodge during a hike or activity, or requesting the attendance of a teacher or chaperone on trail.

Teachers and chaperones may also give strikes. Notify the Admin ON immediately if any student is given a strike. Naturalists will also inform the Admin ON if they give a strike, who will in turn, alert the teachers and chaperones.

Please check the strike chart in the Staff Office and record strikes with the Admin ON as soon as they are given so that everyone has an accurate sense of a student's current level of sanction.

Strike 1: Given when a student misbehaves, this is often used as a warning.

Strike 2: Given if the student continues to misbehave or misbehaves again. At this time the student must call home in the presence of a teacher to explain why each strike was given and to remind the parent or guardian that if a third strike is received, the parent or guardian will be asked to pick the child up immediately.

Strike 3: Students may be given a third strike for continued misbehavior. The parent or guardian will be asked to pick the child up immediately. If the parent or guardian is unable to come, arrangements will be made to take the student back to school or home.

Super Strike - a "Super Strike" can be issued at the discretion of the OEC Director or Assistant Director, for infractions that put the safety of any student or member of the staff at risk. Behaviors eligible for a super strike include physical fighting, intense bullying, inappropriate contact, very threatening language, and sneaking away from a trail group or a dorm. If one of these incidents occurs in the dorm, teachers or chaperones should alert the Admin ON or Director. When a Super Strike is being considered, teachers, staff, the student, and the Director must meet to determine the outcome. If, after consultation among all parties, a Super Strike is issued by the Director, the student must go home immediately. No refunds are given if a student is sent home for disciplinary issues.

Mid-Week Meeting

Four-day groups will have a mid-week check-in meeting at 3:20pm on Wednesday afternoon to talk about how the week is going. Teachers will meet with Naturalists in the Lodge while chaperones or Naturalists supervise students in the Dining Room or Fire Circle.

Camp Store

The store will only be open at 3:30pm on arrival day. We will explain the procedures of Camp Store during the teacher orientation.

Evening Snacks

If you provide an evening snack for your students, please use our cups and dishes rather than disposables. The Admin ON Naturalist will be available to assist you with preparation and clean-up in the kitchen. Please do not keep any food in the dorms unless it is emergency food for a diabetic student. Please enforce this policy with your students to avoid critters showing up in the dorms.

Mealtimes

All meals are served in the dining hall or at the Fire Circle, with the exception of All Day Hike lunch. Each meal follows a simple format with one Naturalist leading the meal. Please remember to model good behavior, and follow all directions of the announcer, including not talking during announcements. Vegetarian and/or vegan options are served at each meal. The Kitchen Manager makes enough so that teachers and chaperones may taste any dish, but we ask that you eat primarily what you signed up for. There may not be enough for non-vegetarians and non-vegans to have a full serving.

The Golden Dustpan Award

Dorm clean-up takes place after breakfast each morning. Dorms are inspected by Glen Helen staff around 10am and the results of which dorm or wing won the Golden Dustpan are announced at dinner.

Smoking is not permitted in Glen Helen.

Electronics

Student televisions, radios, tape/CD players, video games, cell phones, and other electronic devices are not permitted at the Outdoor Education Center unless they are part of an educational or special activity. We ask that teachers and chaperones set a good example for students by leaving these items at home and silencing cell phones, using them privately throughout your visit. Do not allow students to use your cell phones. Teachers and chaperones may bring laptops to use during your stay. Wireless internet is available in some buildings at the Outdoor Education Center. Please do not allow students to use the laptop for any reason.

First Aid

Basic supplies are in your dorm bag. Other supplies are located in the Staff Office in the Lodge. Let the Admin ON know if something is missing or in low supply. Please complete an Accident and Illness Report form if you use any first aid supplies to treat a student.

Maintenance

Promptly report maintenance needs or damages to the Director, Assistant Director, or the Admin ON. We will do our best to address any needs promptly. Any damage caused by students will be billed to the school.

Phones

The phone in the Staff Office is for school and Outdoor Education Center business use only. Student calls are limited to emergencies and notifying parents or guardians of second or third strikes.

Public Visitors

The Raptor Center and hiking trails are open to the public. Public visitors are not allowed in Outdoor Education Center buildings. The restrooms in the Lodge and dorms are for school and staff use only. Public restrooms are located at the Glen Helen Building or at Trailside Museum across the preserve.

Evaluation & Feedback

An exit feedback meeting will be held on the last day during the morning hike. Please move your items out of the dorms promptly following breakfast in order for our maintenance team to prepare the dorms for weekend groups. The meeting can be scheduled immediately following this to provide adequate time for feedback. We appreciate your candid reactions to the program, the leadership, the facility, and the food. We may also ask you to fill out a written evaluation.

FOUR DAY OUTDOOR SCHOOL SCHEDULE						
	Day 1- Arrival Day	Day 2	Day 3	Day 4 - Departure Day		
7:30 AM		Set-Up Group to Lodge	Set-Up Group to Lodge	Set-Up Group to Lodge		
8:00 AM		8-8:45a - BREAKFAST in Lodge 8:45-9a - students back to dorms to prepare for morning hike				
8:30 AM						
9:00 AM	School Arrival! Student Orientation, Teacher Meeting, and Settle in the Dorms	9a - 3:30p - ALL DAY HIKE! (includes Morning Hike, lunch on trail, and an Afternoon Hike)	9-11a - Morning Hike	9:15-11a - Morning Hike		
9:30 AM			11a-12p - Dorm Time	11a-12p -Cookout Lunch (weather permitting)		
10:00 AM			11:30a - Set-Up Group to Lodge			
10:30 AM			12-12:45p - LUNCH 12:45-1:15p - Dorm Time	12-1p - Departure		
11:00 AM			12-12:45p - LUNCH 12:45-1:15p - Dorm Time			
11:30 AM			1:15-3:15p - Afternoon Hike			
12:00 PM	12-12:45p - LUNCH 12:45-1:15p - Dorm Time	3:15-3:30p - Snack at Fire Circle	3:15-3:15p - Afternoon Hike			
12:30 PM			3:15-3:30p - Snack at Fire Circle			
1:00 PM			3:15-3:30p - Snack at Fire Circle			
1:30 PM			3:15-3:30p - Snack at Fire Circle			
2:00 PM			3:15-3:30p - Snack at Fire Circle			
2:30 PM			3:15-3:30p - Snack at Fire Circle			
3:00 PM	3:30-4:30p - Dorm Time & Campstore	3:30-4:30p - Dorm Time & Teacher Meeting	3:30-4:30p - Dorm Time			
3:30 PM			3:30-4:30p - Dorm Time			
4:00 PM			3:30-4:30p - Dorm Time			
4:30 PM	4:30 - Afternoon Activities					
5:00 PM						
5:30 PM	5:30-6p - Dorm Time / Set-up Group to Lodge					
6:00 PM	6-6:45p - DINNER in Lodge					
6:30 PM	6:45-7:15p - Dorm Time / Prep for Evening Program					
7:00 PM	7:15-8:30p - Naturalists' Evening Program	7:15-8:30p - Teachers' Evening Program	Night Hike (time dependent on sunset)			
7:30 PM						
8:00 PM						

THREE DAY OUTDOOR SCHOOL SCHEDULE			
	Day 1- Arrival Day	Day 2	Day 3 - Departure Day
7:30 AM		Set-Up Group to Lodge	Set-Up Group to Lodge
8:00 AM		8-8:45a - BREAKFAST in Lodge 8:45-9a - students back to dorms to prepare for morning hike	
8:30 AM			
9:00 AM	School Arrival! Student Orientation, Teacher Meeting, and Settle in the Dorms		
9:30 AM		9-11a - Morning Hike	9:15-11a - Morning Hike
10:00 AM			
10:30 AM			
11:00 AM		11a-12p - Dorm Time	11a-12p -Cookout Lunch (weather permitting)
11:30 AM		11:30a - Set-Up Group to Lodge	
12:00 PM	12-12:45p - LUNCH 12:45-1:15p - Dorm Time	12-12:45p - LUNCH	
12:30 PM		12:45-1:15p - Dorm Time	12-1p - Departure
1:00 PM	1:15-3:15p - Afternoon Hike 3:15-3:30p - Snack at Fire Circle	1:15-3:15p - Afternoon Hike	
1:30 PM			
2:00 PM			
2:30 PM			
3:00 PM		3:15-3:30p - Snack at Fire Circle	
3:30 PM	3:30-4:30p - Dorm Time & Campstore	3:30-4:30p - Dorm Time	
4:00 PM			
4:30 PM	4:30 - Afternoon Activities		
5:00 PM			
5:30 PM	5:30-6p - Dorm Time / Set-up Group to Lodge		
6:00 PM	6-6:45p - DINNER in Lodge 6:45-7:15p - Dorm Time / Prep for Evening Program		
6:30 PM			
7:00 PM	7:15-8:30p - Naturalists' Evening Program		
7:30 PM			
8:00 PM		Night Hike (time dependent on sunset)	

GLEN HELEN OUTDOOR SCHOOL PROGRAM INFORMATION SHEET

GENERAL INFORMATION

School: _____ County: _____

School Address: _____ School District: _____

Contact Teacher Name: _____

Email: _____ Cell Phone: _____

Arrival Day: _____ Arrival Time: _____

Departure Day: _____ Departure Time: _____

Arrivals between 10 and 10:30 am and departures between 12 and 1pm are preferred.

How will you be arriving? (Please indicate the number of each.)

Car: _____ Bus: _____ Other: _____

Will the luggage be arriving: _____ On the back of the bus? _____ Underneath bus? _____

_____ Underneath bus seats? _____ On separate trucks/vehicles? _____ Other: _____

STUDENTS

Total #: _____ # of Girls: _____

Grade(s): _____ # of Boys: _____

Food allergies, sensitivities, religious exemptions, etc that we need to plan for? Number of children and a summary of their needs:

Significant medical or behavioral issues with children that we need to plan for? Kids working with aides? Limited mobility? Limiting Injuries? Severe disabilities? Severe Autism or spectrum diagnoses? Any accommodations that we need to prepare for? Or anything else we should know?

TEACHERS/CHAPERONES

Please list teachers' names and # of chaperones attending. Combined teacher/chaperone attendance should not exceed ten people unless arrangements are made in advance.

Please sign to certify that your volunteer chaperones have been cleared for participation, following school and/or school district policy for volunteer chaperones.

Print Name: _____ Signature: _____

LODGING

We will make dorm assignments during the week before your arrival. We will honor preferences whenever possible. Please mark which dorm(s) you prefer, including number of students and which gender would be there.

- Hickory (holds 32 students + 4 supervising adults)
- Sycamore (holds 32 students + 4 supervising adults)
- Cedar Center (holds 36 students + 4 supervising adults)

PROGRAM SELECTION

All students will participate in an introductory "Discovery of the Glen" hike, a bird talk, reptile talk, a visit to the Yellow Spring, and a night hike in every visit to Outdoor School.

The lessons you choose will be the core academic learning elements of your student's experience. Please choose your specific lesson selections below. For lesson descriptions, see the curriculum section in this Guide.

For the 4-day program, teachers should choose up to five lessons, and for the 3-day program, teachers should choose up to three lessons from the following: (circle your choices)

- | | | |
|-------------------------|-------------------------------|----------------------|
| Birds | Cultural History | Geology |
| Cooperative Learning | Environmental Problem Solving | Critters |
| Meadow, Thicket, Forest | Forest Ecology | Stream Investigation |

Do you have any specific themes, concepts, or activities you would like our team to focus on?

RECREATION

Each day, we offer a variety of recreational activities for your students to choose from. Are there any favorite activities that you would especially like included in your week?

EVENING PROGRAMS

On the first night of your stay, Naturalists will share a program of songs, stories, and skits that are educational and entertaining. It will also include interactive games or activities for the students to do during a portion of the program. We invite teachers to prepare a skit as a group and participate in other roles (the kids love this!) On your final night, nocturnal guests from the Raptor Center will greet students before they head out into the night for an activity filled Night Hike.

Are there any evening program activities that you would especially like included in your week?

During a *4-day program*, teachers and chaperones are responsible for the evening program on the second night. Schools have been very successful making this special by creating a dance, a town hall meeting, game nights, etc. What are your plans for your evening program? Will you need any special equipment?

SNACKS

The Outdoor Education Center will provide a snack each afternoon. Your school may choose to provide an evening snack. Snacks should be healthy and unrefrigerated. Please help us reinforce our emphasis on environmental awareness by using our reusable cups and plates and by choosing snacks with as little packaging as possible. Do you intend to provide an unrefrigerated evening snack each night?

GUIDELINES AND FORMS FOR PARENTS & GUARDIANS

Thank you for choosing Glen Helen!

History

Our center began in 1956, with two buildings constructed by Antioch College students. It has grown to include a central lodge, three student dorms, indoor classroom space, a raptor center, and staff living space. We are located in the beautiful 1,000-acre Glen Helen Nature Preserve, which has been declared a National Natural Landmark and a National Environmental Study Area by the National Park Service.

What is Outdoor Education?

Outdoor education means using the environment as an integrating context for learning. Educators are increasingly seeing the value of authentic learning that occurs through real-world experience. It is our hope that by developing a relationship with nature, students will gain an appreciation and a desire to be good stewards of our natural resources. Each day your child will have two major field trips in the Glen, which include activities centered on themes such as ecology, geology, or cultural history. They will also do crafts, music, sports, drama, and of course relax a little and enjoy hot meals with their peers!

What is positive youth development?

Your child's personal development is just as important to us as is their awareness and connection to the world around them. At Glen Helen, students have the opportunity to grow in understanding, kindness, independence, and perseverance. We believe in providing a safe space for your child to overcome challenges and learn valuable life lessons. Most students, after a week of working together outdoors, bring home a deeper respect for each other, their teachers, and their parents or guardians.

Photos

Occasionally, our staff may take photos and/or videos of trail groups doing activities for use in marketing. By sending your child to camp you authorize Glen Helen to take and use photos and/or videos for the purposes of marketing in print, electronic, or on the Internet. Students will not be identified by name without further authorization from a parent/guardian. If you do not want your student photographed, contact us directly.

For most students, their time at Glen Helen is an unforgettable experience. Many adults believe that their week at Glen Helen as a child was one of the most meaningful events of their school years! Thank you for sharing your child with us, we promise to take good care of them, and teach lots of important lessons.

Sincerely,


Sarah Cline
Director, Outdoor Education Center


Kelsey Mazur
Assistant Director, Outdoor Education Center

OUTDOOR SCHOOL - FREQUENTLY ASKED QUESTIONS FOR PARENTS AND GUARDIANS

Where is the Outdoor Education Center?

The Outdoor Education Center is located off of State Route 343 on the north side of Yellow Springs. Mail for students should be addressed to them at 1075 State Route 343, Yellow Springs, Ohio, 45387. The emergency telephone number is 937-767-7648.

Can I call my child while they're at Outdoor School?

Students are not able to receive phone calls, except in emergencies. Students are not permitted to call home. However, parents and guardians will be notified immediately of severe behavior problems, accidents, or illnesses.

Who will be supervising my child at Outdoor School?

Your child will be supervised closely by teachers and chaperones from your child's school and by Outdoor Education Center staff at all times. Our qualified staff includes college graduates who come to Glen Helen from all over the country to learn, teach, and serve. They all are trained to work with children, have current First Aid and CPR certification, and have undergone federal background checks.

Where do the students sleep at Glen Helen?

The students are housed in secure, comfortable dorms with electricity, central heat, air conditioning, clean restrooms and showers. Supervision in the dorms is provided by teachers and chaperones coming from your school.

What is the food like at Outdoor School?

Three complete meals are served each day, plus afternoon snacks - your child will not go hungry. Parents may send supplemental food only if their child has medical dietary restrictions (please make note on the Health Form). Food should be sent with teachers and distribution is to be coordinated by teachers throughout the week.

What will happen if my child gets sick or injured at Outdoor School?

In the case of accident or illness, a parent or guardian will be contacted immediately. Each staff member is certified in First Aid and CPR. We have basic first-aid supplies on site and are located just minutes away from Greene Memorial Hospital and Miami Township Fire and Rescue.

Can my child buy Glen Helen merchandise while they're at Outdoor School?

We sell a variety of items at our Camp Store. If your child's school chooses this option, you can find a list of sample items and prices at the end of this packet or you can ask their teacher at school. Students must bring the exact amount of money in cash in a sealed envelope labeled with their name. Please do not send additional cash with your child.

What paperwork does my child need to attend Glen Helen Outdoor School?

There are a handful of forms that need to be completed and returned to your child's school before the start of Outdoor School. These forms are necessary and helpful for us to provide a safe and unforgettable experience for your child.

- Student Health Form
- Medical Waiver
- Release & Liability Waiver
- Photo Release
- Medical Administration Form (if medication is being brought)

GLEN HELEN OUTDOOR SCHOOL SUGGESTED PACKING LIST

Field exploration is central to the Outdoor School experience and we will be outside as much as we can be during your time here! Please pack weather-appropriate clothing items that will serve you well when hiking, playing, and exploring outside.

Remember that you'll be carrying all of your own luggage, so don't bring more than you can carry up a small hill, through gravel, in one trip! We recommend a bedroll, a bag with clothing and toiletries, and a backpack that can be carried on trail.

All luggage should be marked with your name - you will be sharing dorm space with your classmates and it is easy to get unlabeled items mixed up.

Bedding

- Pillow
- Sleeping bag or fitted twin sheet + blanket

Clothing

- Pajamas
- Raincoat or poncho
- Weather-appropriate coat
- Pants or shorts (2-3 pairs)
- Sweatshirt (1-2)
- Shirts (4-6, layers)
- Underwear
- Socks (4-5 pair)

Footwear

- 1 pair sturdy shoes for hiking (closed-toe preferred, ie sneakers, boots, or sandals)
- 1 pair shower shoes (flip-flops)

Toiletries

- 1 reusable water bottle
- 1-2 towels + washcloths
- Soap in a box
- Shampoo + conditioner
- Toothbrush + toothpaste
- Comb/brush
- Lip balm
- Deodorant

Miscellaneous

- Book/Quiet Activities
- Water bottle
- Backpack/Fanny-pack
- Extra bag for dirty clothes
- Cloth napkin for mealtimes (we do not use paper napkins!)

Optional Items

- Camera
- Binoculars
- Tissues
- Slippers
- Chapstick
- Sunscreen
- Insect Repellent
- Bathrobe
- Compass
- Small field Notebook

Strictly Prohibited Items / Do Not Bring:

- X Weapons of any kind (including pocket knives)
- X Money (other than for campstore)
- X Hair dryer/curling irons/straighteners
- X Chewing gum/candy
- X Electronics (including cell phones, games)

Documents & Signed Forms Required for Attendance:

- | | |
|--|---|
| <input type="checkbox"/> Student Health Form | <input type="checkbox"/> Medical Waiver & Consent for Treatment |
| <input type="checkbox"/> OS Release & Liability Waiver | <input type="checkbox"/> Photo Release |
| <input type="checkbox"/> Medical Administration Form (if needed) | |

Cold Weather Considerations

The key to staying warm in the cold is dressing in LAYERS:

- Wicking Layer – closest to the body, wicks away sweat and moisture. Polypropylene, nylon, thermax, wool, silk are all better than cotton on this bottom layer!
- Warmth Layer – fleeces, sweaters, and sweatshirts to insulate you. Can be 1 or a few, depending on how cold it is.
- Weatherproof Layer – something water- and wind-proof to keep the elements out.

In Cold Weather, please add (or substitute) the following to your clothing list:

- 1 warm hat or ear covering (very important!)
- 1 winter coat or fall jacket
- 1 set of long underwear or extra pairs of warm pajamas for layering purposes
- 2 pairs warm mittens or gloves (Very important!)
- 3-5 pairs warm socks (in cold months, warm socks are extra important!)
- 1-2 sweatshirts or sweaters
- 1 pair waterproof boots that can fit with wiggle room over 1-2 pair of socks

Reminder - If you don't have some of the essential items, you can substitute or improvise: Ponchos can be used as raincoats, two sweaters and a windbreaker can serve as a heavy jacket.

GLEN HELEN OUTDOOR SCHOOL HEALTH FORM
To be completed for all students attending Glen Helen Outdoor School

School: _____ Grade Level: _____
 Child's Name _____ Gender: _____
 Date of Birth: _____ Age: _____
 Address: _____
 Parent/Guardian 1: _____ Guardian at the Address Above? Y / N
 Relationship to Child: _____ Phone Number(s): _____
 Parent/Guardian 2: _____ Guardian at the Address Above? Y / N
 Relationship to Child: _____ Phone Number(s): _____
 Emergency Contact Other Than Parent/Guardian: _____
 Relationship to Child: _____ Phone Number(s): _____

Allergies and Dietary Restrictions

Does your child require an EpiPen? Y / N

If yes, please provide details about your child's anaphylaxis, including date & description of last reaction: _____

If your child requires an EpiPen, please provide two non-expired EpiPens: one for your child to carry with them and one to keep in the cabin.

Please list any food, medicine/drug, and/or environmental allergies.(Please include reactions.)

Does your child have any dietary restrictions (please note here if your child is vegetarian or vegan) or food sensitivities? If so, please explain:

Health History

Child's Physician: _____ Phone Number: _____
 Date of Last Visit: _____ Are Immunizations up to date? Y / N

Please Check All Past and Present Health Concerns

- | | | |
|---|---|---|
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Allergies | <input type="checkbox"/> Asthma/Inhaler |
| <input type="checkbox"/> Athlete's Foot | <input type="checkbox"/> Bedwetting | <input type="checkbox"/> Behavioral Issues |
| <input type="checkbox"/> Developmental Delays | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Eating Disorder |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Hearing Problems | <input type="checkbox"/> Heart Disease/Defect |
| <input type="checkbox"/> Hemophilia | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Hypoglycemia |
| <input type="checkbox"/> Insomnia | <input type="checkbox"/> Mental Health Considerations | <input type="checkbox"/> Muscular Disorder |
| <input type="checkbox"/> Nightmares/Terrors | <input type="checkbox"/> Sleepwalking | <input type="checkbox"/> Seizures |
| <input type="checkbox"/> Ulcers | <input type="checkbox"/> Other: _____ | |

Please explain the above health concerns:

Immunizations, Restrictions & Concerns

If your child is up to date on immunizations required for school attendance please list the date (or approximate dates) of your child's most recent vaccination or booster, if any, for the following:

Hep B _____ Tetanus_____

If your child has not been fully immunized, please explain:

Has your child been exposed to any communicable diseases within the last three months? If yes, please explain what disease(s) your child has been exposed to and when exposure occurred:

Does your child have any restrictions on activity? If yes, please explain what activities must be restricted and list any accommodations that should be made:

Are there any other behavioral or medical concerns we should be aware of?

Medications and Treatments

Will your child be taking any prescription medication while at Outdoor School? Y / N

Will your child bring any non-prescription medication while at Outdoor School? Y / N

If you've answered yes to either of the above questions, please complete the Outdoor School Medical Administration Form and send your child's medications in the appropriate manner.

The Outdoor Education Center's first aid cabinet is stocked with first aid supplies, over-the-counter medications, and treatments for minor afflictions. Is there anything Outdoor School staff needs to be aware of when giving any of the approved over-the-counter medications to your child?

May the following over-the-counter medications be given to your child while at Outdoor School (please select Y / N for each)

- | | |
|--|----------------------------|
| Y / N - Acetaminophen (Tylenol) | Y / N - Bug Spray |
| Y / N - Allergy / loratadine | Y / N - Burn Ointment |
| Y / N - Antacids (Alka-Seltzer/Tums) | Y / N - Calamine Lotion |
| Y / N - Anti-Itch or Antifungal Cream | Y / N - Cough Drops |
| Y / N - Antibiotic Cream/ Antibacterial Ointment | Y / N - Cough Relief |
| Y / N - Antihistamines (Benadryl, diphenhydramine) | Y / N - Ibuprofen (Advil) |
| Y / N - ASA (Aspirin) | Y / N - Nasal Decongestant |
| | Y / N - Pepto Bismol |
| | Y / N - Sunscreen |

Insurance Information

Is this child covered by medical insurance? Y / N

Full Name of Policy Holder: _____ Policy Holder Phone: _____

Insurance company / plan name: _____

Insurance Co. Phone: _____ Insurance policy number: _____

Health insurance group name / number: _____

MEDICAL WAIVER AND CONSENT FOR TREATMENT

Signature is required for attendance.

The information contained in this form is correct, to the best of my knowledge, and the child described herein has permission to engage in all Glen Helen Outdoor Education Center activities, except as noted. I hereby give my informed consent to the following:

- Teachers or administrators of my child's school and Glen Helen Outdoor Education Center staff and interns may provide basic First Aid and comfort measures through standardized camp treatment procedures which include the use of over-the-counter medications as I have approved.
- Authorization for consent for treatment may be given by any teacher or administrator of my child's school or school district or by the Outdoor Education Director, any of whom may sign all documents necessary to obtain such treatment; medical personnel selected by any teacher or administrator of my child's school or school district or by the Outdoor Education Director may order x-rays, routine tests, treatments, and necessary transportation for this child.
- In the event I cannot be reached in an emergency, I hereby give permission to the physician selected to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for this child, and I do assume all responsibility for payment for such treatment.

I understand the information on this form will be shared on a "need to know" basis with Glen Helen staff. I give permission to photocopy this form. In addition, attending school staff and the Outdoor Education Director has permission to obtain a copy of this child's health record from providers who treat the child and these providers may talk with the program's staff about the child's health status. Please read and sign that you have read the Medical Waiver and Consent for Treatment above, and that you understand it and agree to be bound by it:

Signature of Parent or Legal Guardian: _____

Printed Name: _____ Date: _____

GLEN HELEN OUTDOOR SCHOOL RELEASE AND LIABILITY WAIVER

Signature is required for attendance.

Glen Helen Association, its Glen Helen Nature Preserve and Glen Helen Outdoor Education Center, and all Outdoor School staff and volunteers ("Releasees") are committed to conducting outdoor programs and activities in a safe manner. As program staff, we attempt to reduce risks and insist that all program participants and visitors follow program safety rules and instructions.

Assumption of Risk

I, in my legal capacity as parent/guardian of the minor named below ("Minor"), acknowledge and agree that any use of Glen Helen Association's facilities, services, equipment and premises ("Facilities") and any participation in Glen Helen Association's programs and activities ("Programs") comes with risks, including ordinary negligence of any Releasee, including but in no way limited to: (1) moderate and severe personal injury, (2) property damage, (3) disability, (4) death, and (5) sickness or disease including, without limitation, COVID-19. I understand that there is risk in participation in any outdoor recreational activity and that not all hazards and dangers can be foreseen. I recognize and acknowledge that it is impossible for Glen Helen Association staff to guarantee absolute safety, and I still desire for my child to participate in Glen Helen Association's Outdoor School program, being fully aware there are such risks. I expressly agree to assume all risks of participation on behalf of myself and my minor child.

Release, Waiver & Covenant Not to Sue

In consideration of Minor's use of Facilities and participation in Programs I, in my legal capacity as parent/guardian of Minor, agree on behalf of myself and Minor that Glen Helen Association, its officers, directors, agents, employees, volunteers, insurers and representatives ("Releasees") will not be liable for any personal injury, property damage, disability, death, sickness or disease incurred by Minor, however occurring including, but not limited to, the negligence of Releasees. I understand that Minor and I will be solely responsible for any loss or damage, including personal injury, property damage, disability, death, sickness or disease sustained from the use of Facilities and participation in Programs.

I further agree, in my legal capacity as the parent/guardian of Minor, on behalf of Minor, myself, and any and all legal successors and proxies, to release and HEREBY DO RELEASE, WAIVE AND COVENANT NOT TO SUE Releasees from any causes of action, claims, suits, liabilities or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which Minor, myself, and any and all legal successors and proxies may have, now or in the future, against Releasees on account of personal injury, property damage, disability, death, sickness, disease or accident of any kind, arising out of or in any way related to the use of Facilities or participation in Programs, whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to, the negligence of Releasees.

By signing below, I understand that the parent/guardian is fully responsible for the child's transportation if they are dismissed for disciplinary, behavior, or medical reasons.

In further consideration of the use of Facilities and participation in Programs and having carefully read this waiver and release, I, in my legal capacity as parent/guardian of Minor, understand by signing below I am assuming all risks of participation and I am giving up the right to bring a legal action or assert a claim for injury or loss of any kind against Glen Helen Association.

Participating Minor's Name: _____

Signature of Parent or Legal Guardian: _____

Printed Name: _____ Date: _____

GLEN HELEN OUTDOOR SCHOOL PHOTO RELEASE FORM

Glen Helen staff and interns may take photos and/or videos of students participating in Outdoor School or camp activities for the purposes of marketing in print, electronically, or on the Internet. Students will not be identified by name without further authorization from a parent/guardian.

Please select one option:

YES - I give Glen Helen Association permission to publish in print, electronic, or video format the likeness or image of my child.

NO - I do not give Glen Helen Association permission to publish in print, electronic, or video format the likeness or image of my child.

I release all claims against Glen Helen Association with respect to copyright ownership and publication including any claim for compensation related to use of the materials.

Participating Minor's Name: _____

Signature of Parent or Legal Guardian: _____

Printed Name: _____ Date: _____

GLEN HELEN OUTDOOR SCHOOL MEDICATION ADMINISTRATION FORM

If your child is coming with any medication, vitamins or supplements, this form must be completed in full.

Child's Name _____

To be filled in by school staff:

Trail Group _____ Dorm _____

Guidelines

- All prescription medications will be given as directed on the original package/container. If there are any dosage or schedule adjustments, differing from the original prescription, you must bring signed documentation from your physician.
- A physician's signature is also required for all non-prescription medications that are to be administered at a *different* dosage or schedule than recommended by the drug manufacturer.
- Medications must be in their original containers with the child's name, dosage and schedule listed.
- Bring medications in a clear zip lock bag clearly labeled with your child's name.

Please list all prescription and non-prescription medications being brought to Glen Helen
(continues on back):

1. Name of medication: _____
Purpose of medication: _____
Dosage and dispensing times: _____

2. Name of medication: _____
Purpose of medication: _____
Dosage and dispensing times: _____

3. Name of medication: _____
Purpose of medication: _____
Dosage and dispensing times: _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____ Phone Number _____

For Prescribing Physician (Complete only if needed)

I have approved the above information regarding prescription medications changes or non prescription medications with dosage variations.

Physician's Signature _____ Date _____

Physician's Printed Name _____ Phone Number _____

4. Name of medication: _____
Purpose of medication: _____
Dosage and dispensing times: _____

5. Name of medication: _____
Purpose of medication: _____
Dosage and dispensing times: _____

6. Name of medication: _____
Purpose of medication: _____
Dosage and dispensing times: _____

7. Name of medication: _____
Purpose of medication: _____
Dosage and dispensing times: _____

8. Name of medication: _____
Purpose of medication: _____
Dosage and dispensing times: _____

9. Name of medication: _____
Purpose of medication: _____
Dosage and dispensing times: _____

10. Name of medication: _____
Purpose of medication: _____
Dosage and dispensing times: _____

**GLEN HELEN OUTDOOR SCHOOL
CAMPSTORE ORDER FORM - SAMPLE**

Student Name: _____

ITEM	Size (Youth S-L, Adult XS-XL)	Quantity	Price	Total Price
Glen Helen Hooded Sweatshirt (green)			\$36.00	
Glen Helen T-shirt (green)			\$15.00	
Glen Helen Baseball Hat (green)	X		\$15.00	
Glen Helen Stainless Steel Water Bottle	X		\$15.00	
Glen Helen Blue Drawstring Backpack	X		\$12.00	
Glen Helen Lanyard	X		\$5.00	
Zoo Book: spiders, nocturnal animals, snakes, birds of prey, butterflies, deer, animal babies, hummingbirds	Book choice:		\$4.00	
Sticker Book: butterflies, birds of prey, wildflowers, snakes, insects, forest animals	Book Choice:		\$4.00	
Hand Lens	X		\$2.00	
Glen Helen Wristband	X		\$2.00	
Glen Helen Postcard (with stamp)	X		\$1.50	
Glen Helen Pencil	X		\$1.00	

TOTAL PURCHASE PRICE: _____

The Glen Helen Campstore is open at 3:30pm on arrival day. Please send your student with this order form and the exact amount of cash (no checks please) in a sealed envelope with your child's name clearly marked on the outside. We will do our best to accommodate size choices.

Thank you!