

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 through our Extension Naturalist.
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.
- 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.
- Finalize the students who want insurance, complete the List Report and Insured Activity Record and bring with you to the OEC.

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

- A completed Health Care Form for each attending student.
- Finalized List Report and Insured Activity Record for those students who will be using our insurance.
- 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...)

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 \$150/student; a three-day program is \$120/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 camp. 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 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 8-13 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.