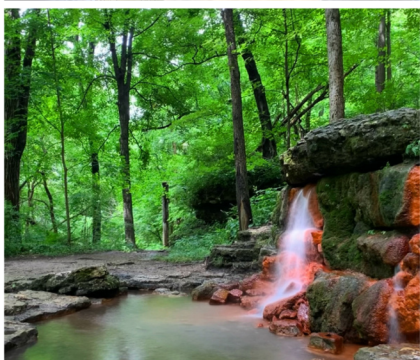


# Outdoor School Day Program Planning Packet



## Welcome to Glen Helen Outdoor Education Center!

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



Outdoor School at the OEC offers immersive, hands-on science learning experiences in our thousand acre nature preserve. Our programs foster student-centered learning, empathy, and lifelong curiosity as well as complement classroom learning.



We are very excited that you'll be joining us for an Outdoor School Day Program! In order to prepare for your program, please consult this packet. We strive to make planning as easy and stress-free as possible; if you have any questions, or additional needs, resources, or support, please reach out!

See you at the Glen!

Kelsey Mazur

Outdoor Education Center Assistant Director

[kmazur@glenhelenassociation.org](mailto:kmazur@glenhelenassociation.org), 937-767-7648 x4111

### In this packet, you will find:

- To Do Check List (page 2)
- Teacher Packing List (page 2)
- Day Program Info Sheet (pages 3-4)
- Trail Group List Template (page 5)
- Student Packing List (page 6)
- Student Forms (page 7-8)
- Map to Glen Helen OEC (page 9)
- Map of OEC Campus (page 9)





# Outdoor School - Day Program Planning To Do & Packing List

## To Do Check List

Before you join us at Outdoor School, there are a few things to prepare. Please review the following list and if you have any questions, contact OEC Assistant Director, Kelsey Mazur, at [kmazur@glenhelenassociation.org](mailto:kmazur@glenhelenassociation.org) or 937-767-7648 x4111.

- Complete Program Info Sheet (pages 3-4)
- Complete trail group assignments (page 5)
- Email completed trail group assignments to [kmazur@glenhelenassociation.org](mailto:kmazur@glenhelenassociation.org) at least 2 days before your program
- Share student forms, packing list with students (pages 6-8)
- Collect completed student forms
- Review teacher packing list (page 2)
- Bring all completed student forms with you to your Day Program!

## Teacher Suggested Packing List

Each trail group is required to have at least one teacher with them during their lesson hike. Please be aware that you will be outside in most weather conditions for the entire day.

- Weather appropriate clothing (layers are helpful!)
- Sturdy shoes - sneakers, sandals with front and back straps
- Backpack with sturdy, reusable water bottle
- Bandana or cloth napkin
- Whatever else you need to be comfortable outside

Please remember:

- All signed student paperwork
- All student emergency medicine
- Trail group lists





# Outdoor School - Day Program Program Information Sheet

Please complete and return this form at least a week before your program date.  
You can also complete this form online using the QR code to the right → → → → →



## GENERAL INFORMATION

School: \_\_\_\_\_ School District: \_\_\_\_\_

Program Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Selected Lesson Hike(s):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Beaver Ecology  | <input type="checkbox"/> Bird Ecology                         | <input type="checkbox"/> Cooperative Learning |
| <input type="checkbox"/> Cultural History                                      | <input type="checkbox"/> Environmental Problem Solving        | <input type="checkbox"/> Geology              |
| <input type="checkbox"/> Forest Ecology  | <input type="checkbox"/> Meadow, Thicket, Forest (Succession) | <input type="checkbox"/> Nocturnal World      |
| <input type="checkbox"/> Stream Ecology & Investigation (April - October Only) |   |   |

## CONTACT INFORMATION

Name of Contact Teacher (must be attending program): \_\_\_\_\_

Email: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Additional Teacher Contacts (must be attending program)

Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

*There is a required ratio of 1 teacher or chaperone to 15 students. Each trail group is required to have at least one teacher or chaperone with them at all times.*

*It is the school's responsibility to certify that all volunteer chaperones have been cleared for participation, following school and/or school district policy for volunteer chaperones.*

## STUDENT INFORMATION

Total Number of Attending Students: \_\_\_\_\_ Student Grade(s): \_\_\_\_\_

Are there any significant student medical or behavioral issues that we need to plan for, such as students with epipens, emergency inhalers, students with aides, mobility issues, limiting injuries, etc.?

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## DIETARY NEEDS

Please share total numbers of teachers, chaperones, and students with food allergies, sensitivities, religious exemptions, etc.

Vegetarian: \_\_\_\_\_ Vegan: \_\_\_\_\_ Lactose Intolerant: \_\_\_\_\_

No Peanuts: \_\_\_\_\_ No Treenuts: \_\_\_\_\_ No Pork: \_\_\_\_\_

Gluten Free: \_\_\_\_\_ Egg Free: \_\_\_\_\_ Dairy Free: \_\_\_\_\_

Multiple Restrictions: \_\_\_\_\_

Other: \_\_\_\_\_

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**WHEN COMPLETE, PLEASE RETURN THIS FORM TO:**

Kelsey Mazur at [kmazur@glenhelenassociation.org](mailto:kmazur@glenhelenassociation.org)

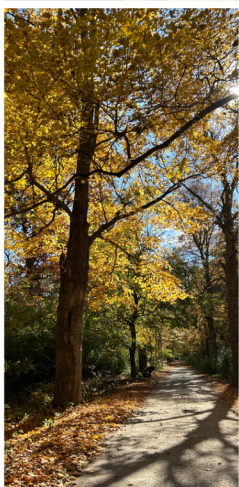
**QUESTIONS?** Please reach out with any questions, concerns, or needs for additional resources or support. We are here and always happy to help!

Kelsey Mazur, OEC Assistant Director

[kmazur@glenhelenassociation.org](mailto:kmazur@glenhelenassociation.org) or 937-767-7648 x4111



# Outdoor School - Day Program Trail Group Template



Optimum learning group size is 10-15 students per Naturalist Educator. Due to the fast-paced nature of a day program, we ask that each trail group has at least 1 teacher or adult chaperone to attend the lesson hike to support students and help keep the trail group together.

Please email your completed trail group list to [kmazur@glenhelenassociation.org](mailto:kmazur@glenhelenassociation.org) at least 2 days before your program. Please copy this page if needed.

**SCHOOL:** \_\_\_\_\_ **Program Dates:** \_\_\_\_\_

## Trail Group 1

Teacher/Chaperone: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

## Trail Group 2

Teacher/Chaperone: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

## Trail Group 3

Teacher/Chaperone: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

## Trail Group 4

Teacher/Chaperone: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

# Outdoor School - Day Program

## Student Packing List

### Student Packing List

Please be aware that you will be outside in most weather conditions for the entire day. Students will also be responsible for carrying their backpack and everything they've brought.

Everything on this list is a suggestion. We recommend wearing shoes you've already broken in (new hiking boots can be painful on day one!).

You don't need anything special to enjoy the outdoors - just your sense of adventure!

- **Weather Appropriate Clothing**

- Clothing layers you are comfortable being outside in
- Sturdy shoes - sneakers, sandals with front and back straps
  - Please leave flip-flops at home

- **In Your Backpack**

- Sturdy, reusable water bottle
- Bandana or cloth napkin
- Extra clothing layers, socks
- Whatever you need to be comfortable outside

- **Optional**

- Disposable Camera
- Binoculars
- Sunscreen, insect repellent, tissues
- Small field Notebook

- **Please do not bring:**

- Electronics, including cell phones, smart watches, and handheld video games
- Food, candy, snacks
- Weapons of any kind (including pocket knives)
- Money
- Flip-flops or crocs

**Questions?** Contact Kelsey Mazur, OEC Assistant Director  
[kmazur@glenhelenassociation.org](mailto:kmazur@glenhelenassociation.org), 937-767-7648 x4111



## 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: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## 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.

By signing below, I 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: \_\_\_\_\_

# Outdoor School - Day Program

## Map to the OEC

### To Get to the Outdoor Education Center

We are located on the western side of the Glen, separate from the public entrance. Our address is:

**1075 State Route 343, Yellow Springs, Ohio 45387**



Once you turn off State Route 343, please follow the road toward the left, following signs for the Outdoor Education Center (OEC) and Raptor Center. Once you go over the little bridge, you'll pass the Raptor Center on your left. Please follow the "y" to the right up the hill to the OEC.

### OEC Campus Directions

