

2011-2012 Planning Manual for Group Coordinators

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School Year 2011-2012



Dear Teachers and Trip Organizers:

Welcome to the Headlands Institute! This manual will help you prepare for your program. The answers to many of your questions can be found inside. From our website, you can download the entire manual or just the sections you need. Please familiarize yourself with all the contents, even if you are a veteran teacher or chaperone! New information and revised forms have been added. Additional resources, including curriculum information, California standards and a slideshow are available on our website.

Please call us with any questions or concerns you have about your program. We are happy to address your curriculum, billing, food service or accommodation requests.

We look forward to seeing many familiar faces and meeting new folks this year. We appreciate the extraordinary amount of time that you invest to help us create a quality environmental education program for your students. We couldn't do it without you!

Sincerely,

Field Science Operations Manager
hifsom@naturebridge.org

New in 2011-12

- New Field Science Operations Manager
- Lighthouse trail closed until April
- Campus store returns

TIMELINE with CHECKLIST

As Soon As Possible

- ___ Sign and return your Headlands Institute Contract via mail or fax to NatureBridge, 28 Geary St, San Francisco CA 94108, 415-992-4711 fax.
- ___ Pay 25% deposit to guarantee program dates. Refer to your contract for exact due dates.
- ___ If attending Headlands Institute for the first time, schedule a tour.
- ___ Start fundraising! Submit a Grant Application to Headlands Institute, 1033 Fort Cronkhite Sausalito CA 94965 via mail or fax 415-332-5784 by 9/24/10.
- ___ Arrange a parent and/or student orientation meeting at your school. Consider showing the Headlands Institute DVD, available on request.
- ___ Identify participating adults. Note: You must have a least one and **no more than two adults** per hiking group (i.e. one adult for every 16 students). You must also have at least one male/one female adult for every 20 youth of that same gender (overnight groups only).
- ___ Arrange transportation. Your arrival and departure times are listed on your invoice. Contact our office if you need to schedule different times.
- ___ Send Student/Parent Information Packet home to parents. Packet includes *Registration Form*. Include a personal letter summarizing the value of the program.
- ___ Send Participating Adult Information Packet to all participating adults. Packet includes *Registration Form*.

Three Months Prior to Your Trip

- ___ Call Headlands Institute to schedule an optional pre-trip classroom visit (if school is within 50 miles of Headlands)
- ___ Call Headlands Institute to confirm your final number of student and adult participants. Changes to the number of participants after this date will result in a penalty fee!
- ___ Begin engaging students in pre-trip activities. For ideas, visit the Educational Resources link at www.HeadlandsInstitute.org.

One Month Prior to Your Trip

- ___ Confirm your final numbers of participating girls, boys, men and women. Remember: **no more than two adults per hiking group should attend!**
- ___ Send final payment to NatureBridge, 28 Geary St, San Francisco CA 94108,.
- ___ Submit completed *Pre-Trip Questionnaire* so Field Science Educators can prepare your customized program
- ___ If you prefer a specific meal time or have dormitory requests, contact the Field Science Operations Manager with your request.
- ___ Collect *Registration Forms* for all students and participating adults. **Check for required signatures.**
- ___ Conduct an orientation meeting for all participating adults. Discuss hiking group assignments, activity time periods, evening programs and dining hall and dorm supervision.

TIMELINE with CHECKLIST (continued)

Two Weeks Prior to Your Trip

- ___ Submit completed and signed *Hiking Group Lists*.. You need to include any Medical/ Dietary Alerts noted in the *Registration Forms*. We will make arrangements for students with limited mobility or other special needs if you inform us at least two weeks prior to your arrival. Otherwise, accommodations cannot be guaranteed.
- ___ Mail all student and adult *Registration Forms* and *Student Responsibility Sheets*. **Check for signatures** on *Student Responsibility Sheets* and in release and liability sections of *Registration Forms*.
- ___ Check in with the Field Science Operations Manager to finalize details.

Upon Arrival

- ___ Inform Headlands Institute Campus Coordinator of any changes to the *Hiking Group Lists*.

NOTE:

If we do not have signed registration forms on site for ALL PARTICIPANTS, the individuals whose forms are missing signatures will not be able to participate in our programs. We're sorry, but we cannot make exceptions to this policy.

TIPS from a VETERAN TEACHER
By Kim Robinson,
Lead Teacher from Merryhill Middle School and member
of Headlands Institute Teacher Advisory Group

Tip #1 PREPARING THE PARENTS

As soon as your dates for your Headlands Institute trip are confirmed, get parents involved. I begin with an informational evening for parents, where I:

- Come dressed for a hike in the Marin Headlands
- Have a student who's already participated in the program available to answer questions
- Bring examples of post-trip journals
- Hand out the necessary Headlands Institute paperwork
- Bring borrowed samples of the required equipment to discuss
- Show the Headlands Institute DVD—call Headlands to request a copy

Tip #2 PICKING CHAPERONES

The parent information night is an excellent time to recruit chaperones. Chaperones should:

- Have outdoors and hiking experience and experience leading groups of children
- Be willing to take time off work
- Take an active role prior to and after the trip
- Be willing to discipline

Tip #3 ENGAGING YOUR STUDENTS

Once you've confirmed the dates of your trip, plan a day to begin engaging your students. As in the parents' informational meeting, come to class dressed for a hike with samples of equipment. Emphasize that kids should get their equipment as soon as possible, especially comfortable shoes with good traction, which will need to be broken in. Also emphasize the importance of rain gear. Review the Headlands Institute materials with your students. Pay special attention to medical forms, equipment lists and student responsibilities.



Additionally, I recommend:

- Planning mini-hikes with the kids during lunch on specific days to help break their shoes in.
- Encouraging students to borrow gear if they have difficulty purchasing all of it.
- Publishing a newsletter about the trip and asking for equipment donations.
- Approaching local businesses or corporations for sponsorships.
- Hosting a hiking fashion show and outdoor lunch for the kids about two weeks prior to the trip. This is a fun way to check gear and make sure it's appropriate. Have the lunch even if the weather is bad, because at the Headlands Institute you eat outside no matter the weather.

**Tips from a
Veteran Teacher**

(continued)

MISCELLANEOUS TIPS

- Network with another teacher in your area who's been to Headlands Institute.
- Familiarize yourself with the Headlands Institute maps at www.HeadlandsInstitute.org. Additional maps are available through the National Park Service [here](#):

<http://www.nps.gov/goga/planyourvisit/loader.cfm?csModule=security/getfile&PageID=433495>

The Marin Headlands Visitor Center also has hard copies of these maps. The phone number is 415-331-1540.

- Take a tour prior to your program.
- Students will be given journals upon their arrival. Have students bring pencils and a plastic Ziploc bag, to help protect their journal from the weather.

I hope these tips will help you prepare for your Headlands Institute trip. Have a wonderful time!

Kim Gesicki-Robinson

SELECTION and PREPARATION of PARTICIPATING ADULTS



Ask:

- *What do you expect from this experience?*
Parents who **primarily** want to spend time with their child do not typically focus on group supervision and participation.
- *How do you feel about hiking with students all day, then helping with meals, evening programs and getting students to bed?*
Adults who are physically fit, need little down time and love being with children generally make the most reliable chaperones.
- *Have you ever been in charge of a group of children, perhaps participating in workshops, scouting activities or sports teams?*
Experience is always helpful!
- *Will you be able to stay the entire time?*
Adults who need to go home at night or can only stay a day or two may leave you short-handed at some point. More importantly, consistency among participating adults means less stress for teachers and better over-all student supervision and control.

Prepare:

- Forms and information packets for each participating adult, including Registration Form, Required Clothing & Equipment List, Headlands Institute Participating Adult Information, Directions to Headlands Institute and Campus Map.
- An orientation and logistics meeting for all participating adults. Discuss your expectations and the expectations of each adult. Inform them of your program emphasis or emphases. Review all forms and *Tips from a Veteran Teacher, On-Campus Adult Supervision Chart* and *Headlands Institute Participating Adult Information*.

PARTICIPATING ADULT INFORMATION



We ask you to follow and help our staff enforce Headlands Institute's Campus Rules:

1. Except for lunch on the first day or in the case of pre-arranged special dietary needs, food, candy or drinks are not allowed to be brought to the Headlands Institute campus. If allergies or other conditions require special arrangements, please call our office for information.
2. Electronic equipment (video games, CD players, etc.), with the exception of alarm clocks for adults only, is not allowed on our campus at anytime. Cameras are permitted.
3. Participating adults are responsible for student supervision at all times. We require at least one adult of the same gender per 20 students in the dorms with students overnight and whenever students are present. **There are no exceptions to this rule.**
4. Absolutely no one without Headlands Institute consent is allowed on-campus.
5. Lights Out and Quiet Time begin at 9:15 pm and end at 6:45 am the next morning. Please respect the needs of others during this time.
6. Swimming, wading, playing wave tag or otherwise purposely getting wet in the pond, lagoon or ocean is not allowed.
7. Students cannot leave campus without an adult from their school or from the Headlands Institute. An *Early Departure* form must be filled out if a student does need to leave the program prematurely.
8. Students cannot use the phone on campus without an adult present or without adult consent. It is up to each school or group to determine if their students are allowed to use the phone.
9. Taking any natural objects out of the National Park is prohibited.
10. Cell phones are not allowed to be used from 9:00 am until 4:00 pm.
11. Weapons of any kind are not permitted on campus.
12. Smoking is not permitted on campus.
13. Controlled substances are not permitted on campus.
14. Alcohol in any form is not permitted on campus.
15. Students and adults must abide by all National Park Service rules and regulations.

* Please refer to and be aware of additional campus rules included on the *Student Responsibilities* sheet.

PARTICIPATING ADULT INFORMATION (continued)



ACTIVITY TIME SUPERVISION

Outside the 9:00am - 4:00pm time period, student supervision is the responsibility of participating adults. When the students are not involved in meals, evening programs, hiking day preparation, bedtime preparation or sleeping, we call it “Activity Time.” This Activity Time is generally any unstructured time in which Headlands Institute is not providing programming.

Like any other time, Activity Time supervisory responsibilities include keeping track of your students, watching out for their safety and keeping them well behaved in all campus and park areas.

If indoor space is needed, please ask the Campus Coordinator to reserve one of our campus meeting rooms. Plan to have an adult responsible for orchestrating the clean up of these rooms. Space may be limited.

We highly recommend planning for Activity Time periods **before** you arrive at the Headlands Institute. Your Lead Teacher/Trip Organizer may have already planned activities, so check-in beforehand to confirm your role as a supervisor. Otherwise, we offer the following popular activities for you to consider.

Participate in ECO-ATHLETICS

Eco-Athletics are fun interactive tag games that teach ecological concepts and are led by local and diverse high school interns in our Teen Environmental Education Mentorship (TEEM) program. A great cascading leadership opportunity for your students, participation in Eco Athletics also helps train the generation of environmental leaders. You must sign up in advance via the pre-trip questionnaire to participate with Eco-Athletics, and it is expected that you will provide one chaperone per 16 students to assist.

Go to the BEACH

Play BASKETBALL or VOLLEYBALL or other SPORTS

Write in JOURNALS

Plan an ART ACTIVITY

Play ORGANIZED GAMES

Stay in the DORMITORIES and have some DOWNTIME

PARTICIPATING ADULT INFORMATION (continued)



ADDITIONAL DORMITORY INFORMATION

- Remember that both students **and adults** will likely be sharing the dormitories/bathrooms, dining hall and outdoor activity areas with other schools.
- We ask that all participating adults assist the Campus Coordinator in getting students to bed and imposing the Lights Out and Quiet Time policies by 9:15pm.
- Please note that our facilities staff cleans the dormitories each day while participants are in the field, generally between 9:15am and 4:00pm. If you need to enter the dormitories during that time period, please be aware that you may encounter one of our staff and that they may be **male or female** regardless of which dorm you enter. To avoid embarrassment, please announce your presence before entering. Our staff will be sure to do the same.
- We require at least one adult per 20 students is **required** in the dorms **with students** overnight and whenever students are present. **There are absolutely no exceptions to this rule.**

ADDITIONAL DINING HALL INFORMATION

Our Campus Coordinator will meet each group outside our dining hall entrance before the start of each meal. Special announcements, description of seating arrangements and the dining experience are given at that time. Meals will start either at 7:10 am or 7:55 am for breakfast, and 5:10 pm or 6:05 pm for dinner. Groups need to be in a straight line, orderly and well behaved before they are allowed to enter the dining hall. During meals, at least one adult from each hiking group must be in the dining hall to help supervise their students.

Our Campus Coordinator will dismiss students when the students have completely cleaned up their area of the dining hall, and when at least one adult is available to supervise after dismissal.

SAMPLE DAILY SCHEDULE

6:45am	Wake-up
7:10 or 7:55 a.m.	Breakfast and clean up or prepare for hiking day
9:00am	Morning Meeting
9:15 to 9:30 a.m.	Begin hiking day
Noontime	Lunch in the field (time varies)
4:00pm	Hiking day ends and Activity Time begins
5:10 or 6:05 p.m.	Dinner
7:10pm	Evening Meeting
7:30pm	Evening Program
8:45	Students prepare for bed
9:15pm	Lights out and quiet time!

Lost and Found Policy

After your visit, we hope that you return safely home with all your belongings, but if you find that you are missing something, please call our Operations Manager at 415-332-5771 x24. If we find your missing item(s), we will mail it/them to you at your cost. **If items remain unclaimed after two weeks, they will be donated to a charitable organization.**



Classroom Connections Program

Field Science Educators from Headlands Institute are available for pre- and post-trip lessons for classrooms located within 50 miles of campus. These visits are designed to help better prepare students for their trip, deliver relevant, standards-based science content, and create meaningful connections between students' experiences at Headlands Institute and their home communities.

PRE-TRIP LESSONS

A pre-trip classroom lesson has the following goals.

Students know what to expect and how to prepare.

To this end, Headlands Institute educators usually:

- Introduce Marin Headlands geography and the campus
- Introduce basic ideas and vocabulary related to their program
- Demonstrate activities students might experience
- Lead an activity that demonstrates what to pack
- Answer students' questions about the trip to Headlands Institute

Students learn about Headlands Institute's academic curriculum.

To maximize the standards-based content delivered to students, pre-trip visits include activities that prepare the students for the material they will learn at Headlands Institute. Depending on the academic emphasis chosen by the teachers, our educators teach lessons that introduce scientific concepts and vocabulary in a fun, hands-on way.

Students make connections between their environment and that of the Marin Headlands.

Pre-trip visits include activities that place the science content that students learn in the context of their own communities. For example, watershed activities are put into the context of local creeks and other bodies of water. Also, students are shown how their communities are connected to the Marin Headlands, whether by bodies of water, geologic processes, or by the presence of the same plants and animals.

Classroom Connections Program (cont.)



PRE-TRIP LESSONS (cont.)

Students understand the value of teamwork.

Pre-trip visits often include a team building initiative. These activities encourage students to work together to achieve a common goal. The teamwork built during these activities helps to prepare students for their Headlands Institute trip, as cooperation is a key component to successful programs.

POST-TRIP LESSONS

Our visit to your classroom after your Headlands Institute experience has the following goals:

Content taught at Headlands Institute is reinforced.

Post-trip activities review and reflect upon the academic lessons that students learned at Headlands Institute, increasing students' retention of new knowledge.

Students apply the lessons they learned at Headlands Institute to their home communities.

The science content that students learned at Headlands Institute is transferred and applied to the students' schools, neighborhoods, and cities. This context makes the lessons more concrete and tangible and enables students to take an active command of their new knowledge.

Students practice taking care of the environment.

Post-trip lessons may include stewardship activities that give students hands-on experiences taking care of their communities. These activities empower students to practice action strategies and show them the value of working together.

Classroom visit size: 15 to 60 students. (1 or 2 classrooms at a time)

Classroom visit duration: 1-1.5 hours

To schedule a classroom visit or for further information about Headlands Institute's Classroom Connections Program, please contact our School Programs Coordinator at (415) 332-5771 x32 or at classroomconnections@naturebridge.org.



Online Resources

Go to www.HeadlandsInstitute.org and check out the Tools and Information tab. You'll find a diverse selection of materials and activity suggestions to enhance your students' Headlands Institute experience and environmental learning throughout the year.

The site includes

- Pre- and post-trip activities
- Maps
- Marin Headlands natural history
- Community service projects
- Recommended reading lists
- Our new interactive Field Guide

Notes for One-Day Programs

- Please be familiar with the entire planning guide, especially the timeline.
- All forms are required.
- Information about free time and overnight stays is not relevant to your program.
- Pack a lunch and extra trail snacks.
- Keep programmatic requests narrow and focused, so that they can be thoroughly covered during your visit.

OFF-CAMPUS OPTIONS FOR 5-DAY PROGRAMS

With a five-day program at the Headlands Institute, you can take an optional off-campus trip. Your school is responsible for the bus cost of these trips, currently \$615 for up to 48 people (pricing subject to change). Contact our Field Science Operations Manager at hifsom@naturebridge.org if you are interested in this option!



Call of the Sea — Bay Explorations

We offer a marine science off-campus field trip with our non-profit partner Call of the Sea. The Call of the Sea Program includes three hours of boat-based education aboard a traditional sailing vessel. Aligned with California and federal education standards, this program integrates the following topics:

- Bay and California coastal history
- Navigation and seamanship
- San Francisco Bay ecology

Note: this program is limited to 15-33 people total per sail. Larger groups may be able to schedule two sails in one day or over a few days. **Only available in the fall season and from Apr to June!**

For this program, your school will pay a \$30 charge per student and chaperone, charged via an invoice from Call of the Sea. Checks must be made payable to “Call of the Sea.” Classroom teacher is free, and prices are subject to change. For more information, please visit www.callofthesea.org.

OFF-CAMPUS OPTIONS FOR 5-DAY PROGRAMS (continued)

**2**

Muir Woods

Muir Woods is a favorite with many schools and educators. Your group will be transported to a trailhead on Mt. Tamalpais and spend the day hiking down mountain canyons through the grassland, chaparral, riparian, and Coast Redwood / Douglas Fir forest communities. You will finish the day in the beautiful Muir Woods National Monument, where you are picked up and brought back to our campus.

3

San Francisco & Golden Gate Bridge

San Francisco off-campus days include a walk across the Golden Gate Bridge and an exploration of Chinatown. There is also the option of riding the famed cable cars for an additional \$5 per person. In Chinatown, each hiking group typically divides into 2-3 smaller groups, each accompanied by an adult. The focus of the day is the cultural richness and diversity of San Francisco. Students often like to purchase interesting food or a souvenir. Groups meet in Washington Square and are transported back to campus.

Food Allergies & Dietary Restrictions



Over 10,000 students participate in Headlands Institute education programs every year. Many of these students have food allergies, dietary restrictions, and food aversions. We do our best to accommodate individual diets but are not always able to, especially in severe allergy cases. If you are concerned about your child's contact with an allergen, it is safest to send them with food that you have prepared and labeled for each day.

Below is a summary of our meal services and abilities to accommodate common allergies. Our Operations Manager can fax sample menus to teachers or parents and will inform the dining hall of student allergies so they can expect questions about ingredients.

General Meal Information

Breakfast is comprised of a hot entrée, as well as a fresh fruit and cereal buffet. Lunches are served in the field during Field Science Education programs and are typically comprised of a vegetarian and non-vegetarian protein option, bread, carrots, fruit, and a cookie. All dinners include a hot entrée, a hot vegetarian option, a starch or bread dish, as well as a fresh salad bar and fruit. Students select their portions for all meals and can eat as much as they like.

Vegetarian

With advance notice, we have vegetarian and vegan options available.

Dairy

With advance notice, we can prepare dairy-free entrees. We always have soy milk available.

Peanuts and tree nuts

We have eliminated peanuts, peanut products, and tree nuts from our menu, and do not serve foods that are processed on machinery that also processes peanuts or nuts.

Gluten/wheat allergy

With advance notice we can provide gluten-free meals. If your child has a gluten allergy, please contact the Field Science Operations Manager.

Care Packages

Parents with specific concerns about their child's allergies are encouraged to pack alternates that they know their child can and will eat. A package of snacks, cookies, and bread products is recommended. If you are sending dinner and breakfast items, make sure they are ready to eat and only require heating in a microwave or toaster oven. We have refrigerators and storage space available for this food. Parents should also select an attending chaperone to act as a liaison and assist their child with reading labels, heating, and storing their food. Chaperones will need to be briefed on the child's supplemental food so they can monitor the alternatives and restrictions.

HEADLANDS INSTITUTE EDUCATIONAL FRAMEWORK



Headlands Institute is a campus of NatureBridge, a private, nonprofit organization dedicated to teaching science and environmental education in nature's classroom to inspire a personal connection to the natural world and responsible actions to sustain it.

Our programs are crafted according to the philosophies of NatureBridge's Core Educational Framework (CEF). The CEF details our necessary inputs, program design (including methods and content), and desired outputs. Our CEF is routinely assessed at the program and board levels and is an ever-evolving document.

STARTING WITH THE LEARNER

Acknowledging the uniqueness of learners and distinctness of each school and community is a key component of our CEF. Headlands Institute Field Science Educators are trained to take into consideration students' prior knowledge or developmental levels in a given content area or around certain process skills, as well as the ethnic, cultural, or linguistic experiences that influence their understanding of the environment. Our educators rely on the Pre-Trip Questionnaires that are completed by the head classroom teachers; they research community demographics and local issues before students arrive; and they also engage students in describing their schools and home communities.

CORE THEMES

The field science program is created around the curricular requests of the visiting school, the distinct highlights of the Marin Headlands' seasons, and our core themes of sense of place, interconnections, and stewardship. In addition, Headlands Institute programs traditionally address themes of community-building and self-esteem. Program duration and students' prior knowledge/experiences will affect how field science educators incorporate these themes.

CORE THEMES

Sense of Place: observing, mapping, questioning, building relationships with others and with a place

Interconnections: identifying and classifying, noting interrelationships based on ecological principles, investigating with the circle of scientific logic

Stewardship: promoting awareness and appreciation for shared environments, thinking critically and evaluating diverse action strategies



**Educational
Framework**

(continued)

CONTENT

Our programs balance the need for process skills, such as observation, questioning, and communication, with science or ecology-based content areas. Lead classroom teachers should choose 1 area of study, and may request that any program be either loosely or tightly structured around state standards. Headlands Institute's areas of study include Marine Ecology, Terrestrial Plants & Animals, Watersheds, Climate Change, and Earth & Physical Sciences. We teach for conceptual understanding rather than for the memorization of facts.

STANDARDS

Headlands Institute programs address many of the state science content standards. The specific standards covered in a program are determined by the area of study the lead classroom teacher selects. Teachers may request that any program be loosely or tightly structured around the state science standards. For specific information, see the chart on the following page or contact our office.

Educational Framework (continued)

Headlands Institute's Science Standards Correlations by Grade Level and Area of Study

Grade	Marine Science	Terrestrial Plants & Animals	Water-sheds	Earth & Physical Sciences	Investigation & Experimentation
2	2. a, b, c, d, e	2. a, b, c, d, e, f	2. b, c, d	3. a, b, c, d, e	4. a, b, c, d, e, f, g
3	1. a, b, c, d, e 3. a, b, c, d, e	1. a, b, c 3. a, b, c, d, e	1. e, f 3. a, b, c, d, e	4. a, b, c, d, e	5. a, b, c, d, e
4	2. a, b, c 3. a, b, c, d 5. c	2. a, b, c 3. a, b, c, d	3. a, b 5. a, b, c	4. a, b 5. a, b, c	6. a, b, c, d, e, f
5	2. f, g 3. a, c 4. b	2. a, e, f, g	3. a, b, c, d, e 4. b	4. a, b, c, d, e 5. a, b, c	6. a, b, c, d, e, f, g, h, i
6	2. b, c 3. a 4. d 5. a, b, c, d, e	5. a, b, c, d, e	2. a, b, c	1. a, b, c, d, e, f, g 2. a, b, c, d 4. a, b, c, d, e 6. a, b, c	7. a, b, c, d, e, f, g
7	3. a, b, c, e	3. a, b, c, e 5. c, f		3. c 4. a, c, d, e	7. a, c, d, e
8	8. a, c, d		3. d, e	3. d, e 4. d, e	9. a, b

TEACHING METHODOLOGIES

Our teaching methodologies, as described in our Core Educational Framework (CEF), include thematic teaching, multiple intelligence theory, inquiry-based learning, and an emphasis on developing critical thinkers.

TEACHING METHODOLOGIES (cont.)

Thematic Teaching: Thematic teaching correlates with research that shows that brains function at a higher level when activities link and build on each other. At Headlands Institute, a key tool for this is the mindmap that shows how the day's activities build on a central theme. Team-building initiatives or teachable moments are incorporated.

Teaching to Multiple Intelligences: Headlands Institute programs are designed to be interdisciplinary, incorporating the intellectual access points of every learner. Learning occurs collectively, in pairs, or alone and challenges students visually, kinesthetically, linguistically, spatially, and musically.

Inquiry-Based Learning: Our programs also incorporate elements of inquiry-based learning. From developing observation skills to encouraging students to devise methodologies, Headlands Institute uses the natural curiosity of learners to develop concrete science process skills.

Developing Critical Thinkers: Headlands Institute helps young people develop the skills to be independent thinkers and active and responsible participants in society. Educators engage students through analyses of controversial issues, examinations of personal beliefs and values, role-playing characters with viewpoints distinct from theirs, and assessment of the appropriateness of action strategies.



**Educational
Framework
(continued)**



Risk Management



At the Headlands Institute, risk management is one of our highest priorities. We take safety very seriously and are proactive about the prevention and reduction of incidents. Since 1977, we have been a leader in the field of environmental education in risk management.

All Headlands Institute Field Science Educators are CPR and Wilderness First responder certified. Field Science Educators carry first aid kits in the field, and participants can access first aid kits and an AED on campus. Staff are trained in our emergency action plan for natural disasters and campus-wide emergencies.

Emergency Response: Headlands Institute staff is always available to respond to emergencies, either in our office or via pager.

Emergency Support: The National Park Service is also available for emergency assistance through a 24-hour emergency dispatch line, plus 911 connects us to the Southern Marin Emergency Services.

Hospitals: Marin General Hospital in Greenbrae is 12 miles away from campus. Kaiser Hospital in Terra Linda, 16 miles away, is also available for Kaiser patients.

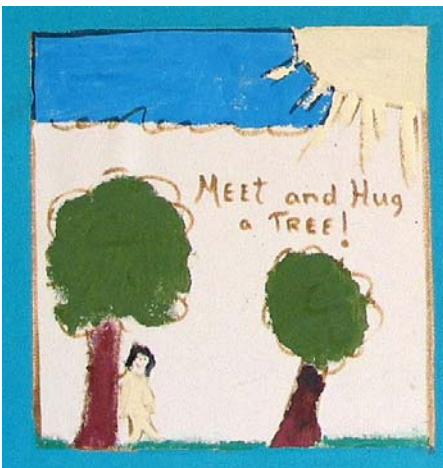
Medications: Schools are responsible for oversight and distribution of students' prescribed medications. We can store medicine that requires refrigeration.

Program Orientations: All students and adults receive program and safety orientations on their arrival days that outline trail and campus safety requirements.

Student Supervision: Adults supervise the students at all times.

Campus Security: All of our buildings are locked at night, including the dormitories.

For more information on our risk management practices, contact us at (415) 332-5771 or hi@naturebridge.org.



NatureBridge-Golden Gate Pre-Trip Questionnaire

Thank you for choosing NatureBridge-Golden Gate for your environmental education experience! Please help our staff prepare the highest quality program for your group by thoughtfully completing this form and returning it at least ***one month*** prior to your arrival. We strongly recommend that you complete this form electronically (it will make less work for you in future years!). When you are finished filling out the form, please ***save it to your computer***, and email it to our Operations Manager at hifsom@naturebridge.org. If you have any questions, please call (415) 332-5771 x24.

SECTION 1: BASIC INFORMATION ABOUT YOUR SCHOOL/GROUP

CONTACT INFORMATION

School/Group Name:				
City/State:	District:	County:		
Head Teacher:	Email:	Attending Trip?	yes	no
Trip Organizer:	Email:	Attending Trip?	yes	no

ARRIVAL/DEPARTURE

Arrival date:	Arrival time:	(no earlier than 9 am; Wednesday must be 12:30 arrival)
Departure date:	Departure time:	(no later than 4 pm; Wednesday must be 11:30 departure)

TRANSPORTATION

We will get to NatureBridge-Golden Gate by:	Bus	Car/Van	Other (specify)
We will have a vehicle on campus throughout our stay:	yes (<i>highly recommended!</i>)	no	

PARTICIPANT NUMBERS

Total Number of <i>Students</i> Attending:	Total Female:	Total Male:	Age Range:	Grade:
Total Number of <i>Adults</i> Attending:	Total Female:	Total Male:		
Total Teachers:	Total Parents:	Total Non-Parent Volunteers/Other:		
Names of All Other Teachers Attending:				
<i>** Remember: A maximum of two adults is allowed per hiking group.</i>				

SCHOOL INFORMATION

This is our school /group's _____ year attending NatureBridge-Golden Gate (note: does not refer to teachers).				
Please check all that apply to your group:				
Public School	Private School	Charter School	Home School	Year-Round School
Elem. School	Middle School	High School	Other (specify)	
Rural	Suburban	Urban		
Trip Funding Sources				
Source	Percentage	Source	Percentage	
Parents/Families	%	School Funds	%	
Scholarship	%	Grants	%	
PTA	%	Other (specify)	%	
Student Demographics				
Race/Ethnicity				Percentage
African American				%
American Indian				%
Asian				%
Caucasian				%
Hispanic/Latino				%
Multiracial				%
Pacific Islander				%
Percentage of students at your school who:				
Participate in the Free/Reduced Lunch Program				%
Receive financial aid/tuition scholarship (private schools)				%
Are English Language Learners (ELL)				%

NatureBridge-Golden Gate Pre-Trip Questionnaire

SECTION 2: BACKGROUND INFORMATION AND PRE-TRIP PREPARATION

CAMPUS RESOURCES AND ADULT LOGISTICS

Will you hold a pre-trip meeting with the attending adult chaperones prior to your trip?		yes	no
Tip: need a short, thorough video to show parents about the NatureBridge-Golden Gate experience? Please visit: http://www.naturebridge.org/headlands/video/introduction-headlands-institute-parents-and-guardians			
Preferred meal time (check one):			
No Preference	Early (7:15 am breakfast, 5:15 pm dinner)	Late (8:00 am breakfast, 6:00 pm dinner)	
Do you have a dormitory request?	No	Yes	

HIKING GROUP ASSIGNMENTS AND SPECIAL NEEDS

How did you determine/assign your hiking groups? (check all that apply)			
No Method	Diverse Academic Levels	Similar Academic Levels	Gender
Diverse Energy Levels	Similar Energy Levels	Behavior Issues	Grade/Age
Other (describe)			
Are there any students or adults with special needs (physical limitations, emotional needs, learning disabilities, unique medical conditions, severe allergies, and/or diet restrictions, etc.) that our staff should be aware of? (Use additional sheets if needed.)			

STUDENT PREPARATION

For the majority of my students, this trip will be their first time away from home/family:	yes	no
On a scale of 1-4 (1=not at all comfortable, 4=extremely comfortable), rank your students' level of comfort being outdoors:		
How are you preparing your students for this trip? What's been going on in your classroom with regard to:		
Science (include information on field trips or service projects):		
Social Studies/Literature:		
Social Interactions (describe group dynamics, teamwork, etc.):		
Please note any <u>specific topics</u> your students will study in preparation for their NatureBridge –Golden Gate experience.		
Let us help you! Are you interested in receiving a <i>FREE pre-trip lesson</i> , taught by a NatureBridge-Golden Gate educator <i>in your classroom</i> (available to schools within 50 miles of our campus)?		
yes	no	need more info

ADDITIONAL INFORMATION

What else should we know about your school or group? This is a great place to share your standard attention-getters, phrases, themes, or systems for handling conflict.

NatureBridge-Golden Gate Pre-Trip Questionnaire

SECTION 3: HELP US CREATE YOUR PROGRAM

Our programs are interdisciplinary, with a balance between hands-on science, cooperative learning, hiking, and reflection. All programs incorporate the key elements of our Core Educational Framework: Sense of Place, Interconnections, and Stewardship. To learn about our Core Educational Framework, please visit: <http://www.naturebridge.org/headlands/core-educational-framework>

Note: We cannot guarantee that all students/groups will experience any one activity/location. Visits to many places depend upon schedules, tides, and minimizing human impacts. *Please help us by communicating this to your fellow teachers/chaperons!*

DESIRED LEARNING OUTCOMES

Guided by our Core Educational Framework, our programs focus on promoting student outcomes in four key areas: personal growth, interpersonal skills, academic impact, and responsible environmental behavior. While **we strive to accomplish all of these outcomes in every program**, we find that most teachers have specific learning outcomes in mind for their students.

Which of these outcomes is the highest priority to achieve during your students' NatureBridge –Golden Gate experience? Please rank the following four outcomes in order of priority (1=highest priority, 4=lowest priority).

Personal Growth

Interpersonal Skills (Teambuilding)

Academic Impact

Responsible Environmental Behavior (Stewardship)

AREA OF STUDY

The Area of Study provides the overarching content, themes, and structure for your trip. Please **select ONE** area of study for your program. A singular focus allows our educators to delve deeper into content and curriculum while also incorporating your desired learning outcomes and additional program elements, such as cultural history (see next page). For more detailed information about each area of study, please visit: <http://www.naturebridge.org/headlands/areas-study>

Please **select ONE** Area of Study for your program.

Marine Ecology

Terrestrial Plants & Animals

Watersheds

Earth & Physical Sciences

Climate Change

Marine Ecology

Possible topics include:

- Coastal and intertidal habitats
- Flora and fauna (mammals, fish/sharks, birds)
- Intertidal organism inquiry
- Plankton study
- Waves, tides, currents
- Adaptations and food webs
- Human connections and impacts

Terrestrial Plants & Animals

Possible topics include:

- Adaptations/migrations
- Habitat and biodiversity
- Biomonitoring/phenology (pond, hawks, plants)
- Natives and invasives
- Predator/prey relationships
- Signs and sightings (observation)
- Anatomy, physiology, structure

Watersheds

Possible topics include:

- Water cycle
- Dynamics – mountains to oceans
- Human connections and impacts
- Pond and creek habitats
- Water chemistry / water quality
- Water conservation / action strategies
- Pond biomonitoring

Earth & Physical Sciences

Possible topics include:

- Plate tectonics
- Formation of rock types
- Weather science
- Map reading / topography
- Rock identification
- Human impacts (erosion, air pollution)

Climate Change (5th grade and up)

Possible topics include:

- Carbon cycle and greenhouse effect
- Ocean acidification
- Phenology
- Defining and understanding climate change
- Impacts on habitats and communities
- Action strategies

Do you have any specific requests for the above selection?

NatureBridge-Golden Gate Pre-Trip Questionnaire

ADDITIONAL PROGRAM ELEMENTS/PRIORITIES

We attempt to incorporate all of the following elements into each program to some extent. Please select ***no more than two*** to prioritize during your program. For detailed descriptions, please visit <http://www.naturebridge.org/headlands/program-elements>

Scientific Method

Long Challenge Hike (4-6 miles)

Art & Music

Cultural History

Focus on Standards

Do you have any specific requests for the above selections (specific standards, etc.)?

COMMUNITY CONNECTIONS

We strive to make students' experiences rich and lasting by helping them understand how the lessons they learn at NatureBridge-Golden Gate are connected to their home communities. Your answers to the following questions will help us keep our curriculum relevant and transferable to your students' lives.

Please name/describe any natural/open spaces that are located in or near your community (parks, school yard, gardens, creeks/rivers, empty lots, bay):

Are there any social or environmental issues being addressed in your community that you would like us to tie into our teaching?

What are you planning to do in your classroom as a follow-up to your NatureBridge-Golden Gate experience?

ECO-ATHLETICS

Led by our Teen Environmental Education Mentorship (TEEM) interns from diverse Bay Area high schools, Eco-Athletics are fun, physical activities designed to complement the Field Science day. Eco-Athletics are offered on **Tuesday and Thursday** afternoons, **September through Mid-May only**. Program time is from 5:00-5:40 or 6:10-6:50, based on your meal assignment.

Would you like to sign your school up for Eco-Athletics (please check one)?

Yes (Tuesday)

Yes (Thursday)

Yes (Tuesday and Thursday)

No Thanks

EVENING PROGRAMS

Evening programs - led by our educators - are provided each night. The first night's program is usually a night hike; the last night's program is usually a campfire (schedules permitting). *Please note: we combine school groups for campfire programs, and we do NOT allow groups to roast marshmallows or make s'mores.* For descriptions of evening programs, please visit: <http://www.naturebridge.org/headlands/evening-programs>

If you are staying on campus for **1 night**, please indicate your preferred evening program: night hike campfire

If you are staying on campus for **2-4 nights**, you will participate in both a night hike and a campfire.

If you are staying on campus for **3 nights**, please select **one** additional evening program; for **4 nights**, please select **two**:

Educator's Choice

Marine Mammal Myths/Legends

Alcans & Bumbas (great prep for Chinatown)

Grey Whale Migration

Marincello Debate (5th grade and up)

Climate Change (5th grade and up)

Bird Beak Buffet

Muir Woods (great prep for off-campus trip)

Thank you for taking the time to make your students' NatureBridge-Golden Gate experience memorable and productive!

Headlands Institute HIKING GROUP LIST

School/Group: _____ Program Date(s): _____

Instructions: Verify the number of hiking groups before you start. Divide the total number of students by 16 and round up. The result is the number of hiking groups you should create (and the number of copies of this form you should make). Each group should have about the same number of students. **Remember** that each group must have at least one adult, but **no more than two adults**. **Medical/Diet Alerts:** Next to **each** participant's name, please summarize all **current** medical conditions (e.g., syndrome, allergy, etc.) and diet restrictions (e.g., vegetarian, peanut allergy, etc.). Medical/Diet Alert summaries are taken from each participant's completed *Registration Form*. Please be sure to **SIGN** the health-related acknowledgement at the bottom of each hiking group. Once your hiking group lists are completed, please send us **copies** (along with *Registration Forms*) **two weeks** prior to your trip. Please also **distribute** copies to all participating adults and bring them with you to the Headlands Institute. Inform us immediately of any changes to your hiking group lists that occur after this form has been sent out. Please use **only** this form for listing hiking groups.

HIKING GROUP NAME _____			
<u>Name</u>		<u>Medical Condition*</u>	<u>Diet Restriction</u>
First	Last		
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			
16)			

Adults (Please Note: If parents are attending, we recommend that they not be assigned to their child's hiking group to allow the student to have his/her own experience and to help parents focus on safety and participation needs of their entire hiking group.)

*Continue Meds/Diets here if needed (indicate line #):

I have reviewed the *Registration Form* completed for each participant in the hiking group by his/her parent or guardian, and have noted and/or otherwise summarized here all listed **current** medical conditions and dietary restrictions provided by such parent or guardian. **Print Name:** _____ **Sign:** _____

Grant Application for Tuition



All information on this form will be kept strictly confidential.

School/Group Name _____ Phone _____

Address _____

Contact Person _____ Email _____

What dates will your group attend Headlands Institute? _____

Has your group received a tuition grant in past years? (Circle one.) YES NO

How many students are expected to attend? _____

Of this number, how many need scholarship assistance? _____

On a separate sheet, please describe:

1. How your classroom objectives will be met by participating in the program
2. Your group's need for scholarship support
3. On what basis students will be chosen to attend

Please describe the cultural diversity of your school.

_____% African American _____% Native American _____% Asian American _____% multi-racial
_____% Hispanic/Latino _____% Caucasian _____% Other _____% biracial

What percentage of students qualify for Free and Reduced Lunch at your school?

For private schools, enter an equivalent percentage (e.g., full or partial scholarship)

_____% Free/Reduced Lunches

Please detail your fundraising plan and indicate the amount of scholarship requested.

Total tuition expense of the trip \$ _____

Other expenses (i.e. transportation) \$ _____

TOTAL COST \$ _____

Family/student contributions \$ _____

Student fundraising activities \$ _____

Outside funding sources (i.e. federal, state, grants) \$ _____

School funds \$ _____

Requested funds from Headlands Institute \$ _____

Per our new scholarship policy, recipient teachers **must** provide data to Headlands Institute so that we can report back to our funders. We also appreciate receiving additional information about your trip (pictures, journals, assignments, curriculum used in the classroom).

I verify the above information is true and correct.

Signature _____

Date _____

Please mail or fax completed form by Sept 23, 2011 for prioritized funding, or send this at least 30 days prior to your program to: Scholarship Committee, Headlands Institute, 1033 Fort Cronkhite, Sausalito, CA 94965

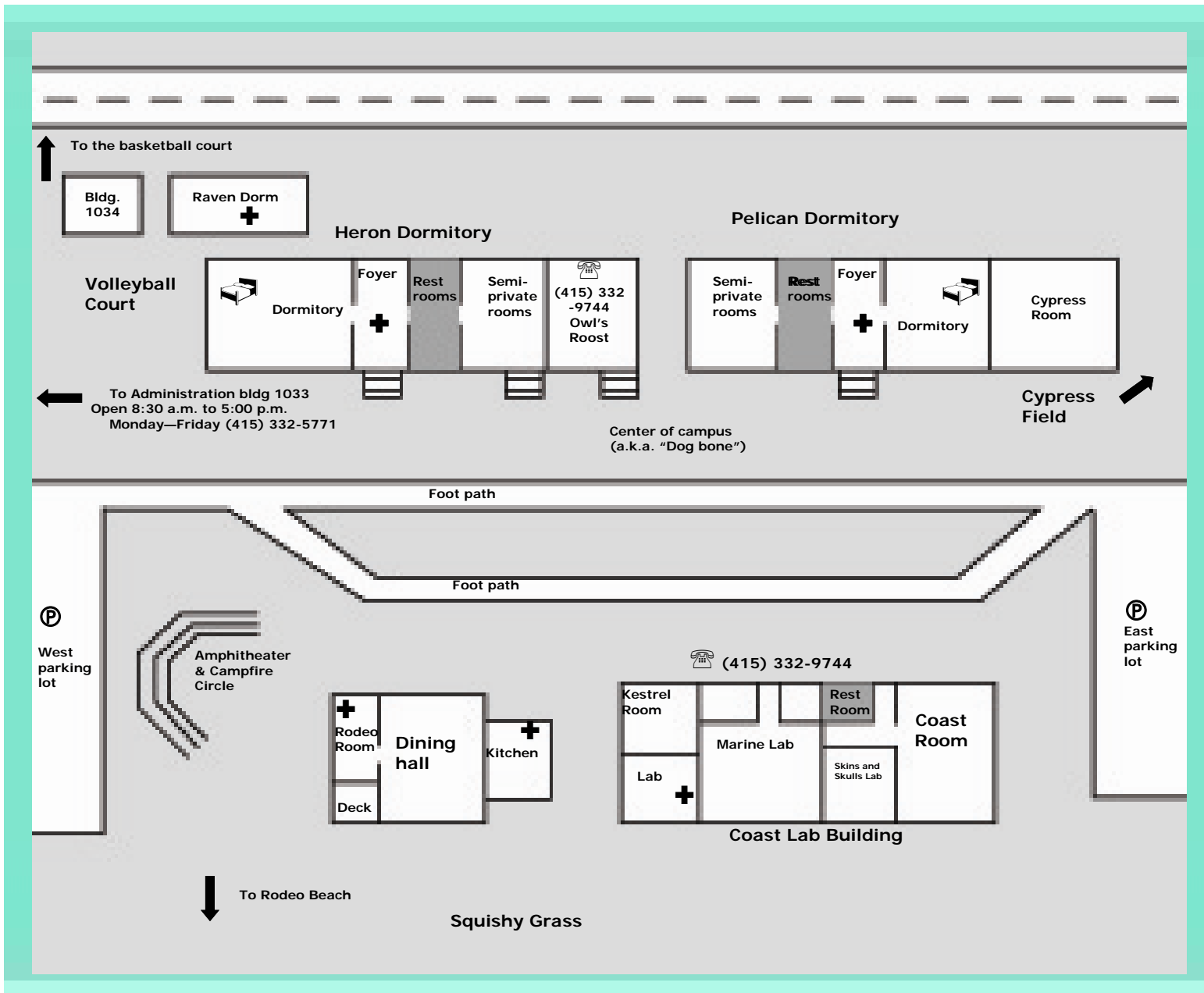
Fax: (415)332-5784

Or save it and email it to the Field Science Operations Manager: hifsom@naturebridge.org

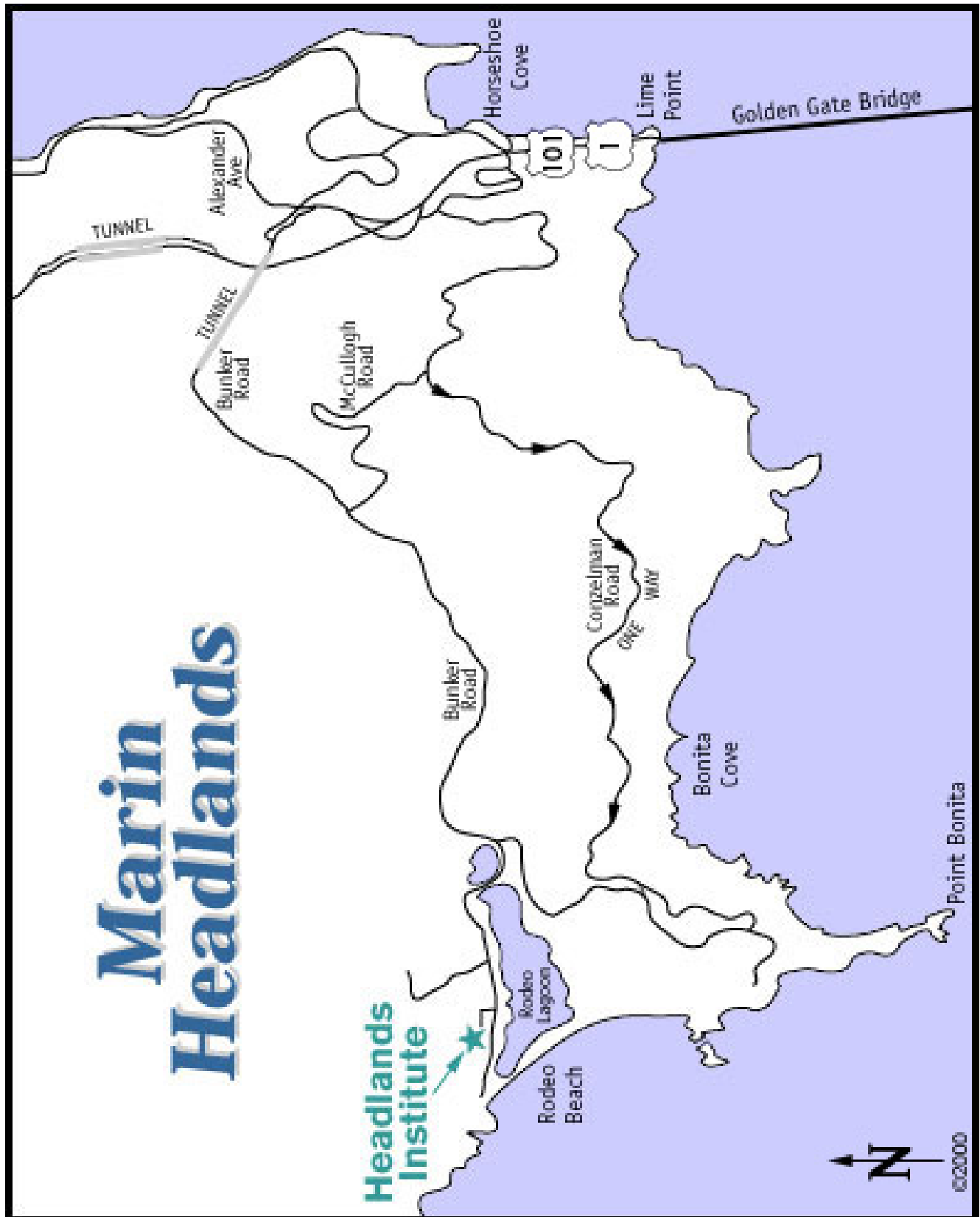
On-Campus Adult Supervision Chart

Activity	Early Meal ¹	Late Meal ²	Assign participating adults to specific locations and times. Write their names in appropriate boxes					
			Dorms	Dog Bone	B'ball	Room³	Beach	Other
Wake up/ showers/ adult-led activities/ prepare for hiking	6:45- 7:10 AM	6:45- 7:55 AM	Men: _____ _____ Women: _____ _____	_____ _____ _____		_____ _____ _____	_____ _____ _____	_____ _____ _____
Breakfast	7:10 AM	7:55 AM						
Showers/ adult-led activities/ prepare for hiking	7:45- 9:00 AM		M: _____ _____ W: _____ _____	_____ _____ _____		_____ _____ _____	_____ _____ _____	_____ _____ _____
Morning meeting in Cypress Room	9:00 AM	9:00 AM						
Showers/ downtime/ adult-led activities/Eco -Athletics	4:00- 5:10 PM	4:00- 6:05 PM	M: _____ _____ W: _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Dinner	5:10 PM	6:05 PM						
Showers/ downtime/ adult-led activities/Eco -Athletics	5:55- 7:00 or 5:55 -7:30 PM	None ⁴ or 6:55- 7:30 PM	M: _____ _____ W: _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Evening programs	7:00 or 7:30 PM	7:00 or 7:30 PM						
Showers/ downtime/ adult-led activities	None ⁴ or 8:00- 8:45 PM	None ⁴ or 8:00- 8:45 PM	M: _____ _____ W: _____ _____	_____ _____ _____		_____ _____ _____		_____ _____ _____
Prepare for bed/lights out /quite time	8:45 or 9:00 PM	8:45 or 9:00 PM	M: _____ _____ W: _____ _____	¹ Breakfast at 7:10 am, dinner at 5:10 pm ² Breakfast at 7:55 am, dinner at 6:05 pm ³ Arrange with campus coordinator ⁴ There may not be time				

CAMPUS MAP



MAP AND DRIVING DIRECTIONS



MAP AND DRIVING DIRECTIONS (continued)



Heading North on Hwy. 101 from San Francisco:

1. Cross the Golden Gate Bridge and take the Alexander Avenue exit (the second exit). Merge right onto Alexander Avenue (do not go left under the freeway).
2. Take the first left (in approx. 1/10 of a mile) at the left hand turn lane.
3. Go straight to the tunnel entrance.

Follow the directions on bottom half of page.

Heading South on Hwy. 101 from Marin County:

1. Take the second Sausalito exit - the last exit before the Golden Gate Bridge. Turn right and follow the road beneath Highway 101.
 2. Go straight after the stop sign.
 3. Take the first left at the left-hand turn lane.
- Go straight to the tunnel entrance.

-
4. Wait for the green light before proceeding through the tunnel on Bunker Road.
 5. Continue slowly through housing area (watch for speed bumps), and straight at McCullough Road. Pass the horse stables on your left.
 6. Veer slightly right at Field Road. On the left you will see a chapel (now the park's visitor center), then you will cross Rodeo Lagoon.
 7. At the next fork, keep left on Mitchell Road; continue towards the beach.
 8. Soon (approx. 1/10 of a mile) you will see a Headlands Institute sign on your right. Turn right here. Take the first right into our West Parking Lot. Our administrative building, Building 1033, is west of the parking lot (towards the beach); our campus is to the east. See the Campus Map for locations of individual buildings and dorms.

For more assistance please call (415) 332-5771.

****REQUIRED FOR ALL PARTICIPANTS****

Registration Form for Headlands, Olympic Park, Santa Monica and Yosemite Institutes, campuses of NatureBridge
www.naturebridge.org

Please complete BOTH sides of this form legibly and in ink. Be sure to sign where indicated.

NatureBridge leads award-winning Field Science Education programs in beautiful National Park settings. Founded in 1971, NatureBridge teaches environmental education to more than 40,000 students annually. NatureBridge has three campuses: Headlands Institute in the Golden Gate National Recreation Area, Olympic Park Institute in Olympic National Park and Yosemite Institute in Yosemite National Park.

At each campus, NatureBridge offers programs that incorporate three core education themes – Sense of Place, Interconnections and Stewardship – through fun, hands-on activities. These programs are customized to augment classroom lessons and support state education standards. Nature Bridge’s highly-skilled instructors provide these educational adventures while adhering to the highest safety standards. All of our educators hold a wilderness first responder certification and have completed park specific trainings.

To help ensure that your child has the best NatureBridge experience, please take a few moments to complete **both** sides of this form.

Participant Name _____	Date of Birth _____	Teacher _____	Parent/Chaperone _____	Student _____
(first) (last)				
Grade ____ Female or Male Ethnicity: White Asian Amer. African Amer. Hispanic Amer. Native American Other				
Address _____ City/State/Zip _____				
Email Address _____ Program Dates _____				
Name of parent(s) or legal guardian _____ / _____				
(first) (last)	(first) (last)			
Address (if not same as above) _____ City/State/Zip _____				
Head Teacher or Group Contact _____ Group Name _____				

EMERGENCY CONTACTS – parent or legal guardian must be provided as first emergency contact

#1. Name _____	Relation _____	Email _____
Day Phone _____	Evening Phone _____	Cell Phone/Pager _____
#2. Name _____	Relation _____	Email _____
Day Phone _____	Evening Phone _____	Cell Phone/Pager _____

NatureBridge and its campuses respect the privacy of the information provided by our clients and customers. NatureBridge will never sell or make available this information to other organizations. NatureBridge reserves the right to use this information for internal marketing and development purposes. Participants and in your can opt out of receiving this information at any time.

HEALTH INFORMATION: PLEASE FILL OUT COMPLETELY *DOCTOR SIGNATURE NOT REQUIRED*

Do you have, or have you had, any of the following conditions or symptoms?

Current Medical Conditions			Diseases					
1. Bleeding/Clotting Disorders	Yes	No	13. Chicken Pox	Yes	No	If Participant Has Allergies:		
2. Asthma	Yes	No	14. Measles	Yes	No			
3. Diabetes	Yes	No	15. Mumps	Yes	No	23. Do you carry own		
4. Ear Infections	Yes	No	16. Other Diseases	Yes	No	Epi-pen?	Yes	No
5. Heart Defects/Hypertension	Yes	No	Allergies					
6. Psychiatric Treatment	Yes	No	17. Hay Fever	Yes	No	24. Do you carry own		
7. Seizure Disorder	Yes	No	18. Iodine	Yes	No	Inhaler?	Yes	No
8. Immuno-Compromised	Yes	No	19. Poison Oak	Yes	No	Date of last Tetanus shot: _____		
9. Sleep Walking	Yes	No	20. Penicillin	Yes	No			
10. Bedwetting	Yes	No	21. Bees/Wasps/Insects	Yes	No			
11. Other	Yes	No	22. Other	Yes	No			
12. Hospitalized in the last 5 yrs?	Yes	No						

If you have answered “yes” to any of the above items, please explain below. Provide corresponding number.

Question No.	Explanation

Health Questionnaire: (Attach additional pages if necessary to provide complete information.)

Is the participant taking any medication? Yes No Please list all medications** the participant is taking and the purpose of each.

****Please continue to take all medications as prescribed unless otherwise instructed by your physician.**

Is the participant capable of participating in a 5 mile hike? Yes No Are there any restrictions on the participant’s physical activity? Yes No

Please describe _____

Does the participant eat **red meat**? Yes No **Poultry**? Yes No **Fish**? Yes No
Does the participant have any **food allergies**? Please specify _____
Does the participant have any **food restrictions**? Please specify _____
Please provide any additional information that is important for us to know to insure the participant has a quality experience.

Name of Physician _____ Telephone Number _____

Medical Insurance carrier _____

Policy #/I.D.# _____ Subscriber Name _____

Additional information attached: Yes No

AUTHORIZATION FOR TREATMENT: PARENT/GUARDIAN MUST SIGN

I agree the above information is correct to the best of my knowledge, and I authorize any adult chaperone or NatureBridge Staff to consent to any X-ray, examination, anesthetic, diagnosis, treatment, and/or hospital care that may be recommended by a licensed physician and/or dentist. For minor illnesses or injuries, I understand that NatureBridge will attempt to contact me at the earliest practicable opportunity. For major illnesses or injuries, NatureBridge will attempt to contact me before the commencement of any medical treatment, unless my child’s condition is such that treatment must be commenced immediately before contact with me can be made. Even if I cannot be reached, this authorization remains in full force and effect.

I authorize NatureBridge staff who have received appropriate training to (1) dispense “over the counter” medication, including aspirin, Tylenol, ibuprofen, Benedryl, Neosporin, Pepto-Bismol, and other similar medications; and (2) administer epinephrine via injection for the emergency treatment of anaphylactic shock that may result from an allergic reaction to insect bites, insect stings, food or plants (such as poison oak). This administration is under the direction of Nature Bridge’s medical director.

I agree to assume full financial responsibility for any medical care/treatment my child may receive.

****MUST SIGN****Signature of Parent/Guardian _____ Date: _____

Print Name of Participant: _____ Date: _____

****REQUIRED FOR ALL PARTICIPANTS******ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS**
RELEASE AND INDEMNIFICATION**Definitions**

I understand that the term **NatureBridge** as used in this document means and includes NatureBridge, Yosemite Institute, Headlands Institute, Olympic Park Institute, and each of their current and former officers, directors, employees, agents, contractors, and affiliated or related entities; the term NatureBridge means and includes any employee or agent of **NatureBridge**; the term **"I"** means and includes any participant 18 years or older, or the parent or legal guardian of any participant who is younger than 18 years of age; and the term **"Program"** means the NatureBridge program in which a participant has enrolled.

Acknowledgment and Assumption of Risks

I understand that during my participation in this Program, I may be exposed to a variety of risks and hazards, foreseen or unforeseen, which cannot be eliminated without fundamentally altering the unique character of the Program. These inherent risks include, but are not limited to, environmental risks and hazards, including rapidly moving, deep, or cold water; insects, snakes, and predators, including large animals; falling and rolling rock; lightning and unpredictable forces of nature, including weather that may change to extreme conditions without notice. Activities vary from program to program, and may include hiking, stewardship activities (eg: plant removal, trail maintenance), backpacking, skiing, snowshoeing, or canoeing. Some programs involve travel in NatureBridge vehicles driven by NatureBridge employees. Possible injuries and illnesses include hypothermia, frostbite, high altitude illnesses, sunburn, heatstroke, dehydration, musculoskeletal injuries, and other mild or serious conditions or injuries. Emergency evacuations and medical care may be delayed due to the remote locations where Program activities take place.

I understand that this description of the risks involved is not complete, and that other unknown or unanticipated risks may result in property loss, injury, or death. As a condition of my participation in the Program, I agree to assume full responsibility for all the risks that such participation may entail. My participation in this Program is entirely voluntary, and I elect to participate with full knowledge of the inherent risks.

Consent to Medical Treatment

I understand that if I become ill or injured during the course of the Program and am unable to give my consent to any medical treatment that a licensed physician and/or dentist deems necessary, NatureBridge will make a reasonable attempt to obtain consent for treatment from the Emergency Contact(s), that I have provided, before such treatment is commenced, unless my condition is such that treatment cannot be delayed for that purpose. If treatment cannot be delayed, then I hereby consent to such treatment as a licensed physician or dentist determines is necessary.

Release and Indemnification

In consideration of my participation in the Program and the services and amenities provided by NatureBridge, I VOLUNTARILY AGREE TO (1) RELEASE, DISCHARGE, AND HOLD HARMLESS NATUREBRIDGE, TO THE FULLEST EXTENT PERMITTED BY LAW, FROM ANY AND ALL CLAIMS, DEMANDS, DAMAGES, LOSSES, OR LIABILITIES, INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR PERSONAL INJURY OR DEATH, EVEN IF CAUSED BY THE NEGLIGENCE OF NATUREBRIDGE (but not its willful or wanton misconduct), ARISING OUT OF OR IN ANY WAY CONNECTED TO THE PROGRAM OR MY PARTICIPATION IN THE PROGRAM; and (2) indemnify and defend NatureBridge, to the fullest extent permitted by law, from and with respect to any and all claims, demands, liabilities, damages or costs, even if caused by the negligence of NatureBridge (but not its willful or wanton misconduct), arising out of or in any way connected with the Program, or my participation in the Program, or occurring during the inclusive dates of my attendance at the Program, and/or from any medical treatment I may receive during the Program.

Other Provisions

NatureBridge and persons designated by it may use my likeness, photograph, or any video, writing, artwork and/or testimonials created by me and submitted to NatureBridge. It shall become the property of NatureBridge, and may be used by NatureBridge, at its discretion, for its own marketing and/or development purposes, and I hereby consent to and authorize such use without restriction.

Agreement

- I have had the opportunity to ask NatureBridge any questions I may have about the Program in which I am enrolled, and any questions have been answered to my satisfaction.
- I understand that during some parts of the Program, I will be under the supervision of teachers, chaperones, or other adults who are not NatureBridge Staff. I understand the selection of these adults is the sole responsibility of the school and not NatureBridge.
- I understand that this document is intended by NatureBridge to have as broad an effect as the law permits, and that if any part of this document is found to be invalid for any reason, the remainder of the document shall remain valid and fully enforceable.
- I have carefully read and I understand this entire document, and I am signing it voluntarily.

Name of Participant _____

At least one parent (preferably both) or guardian must sign below if the student is under 18 years of age to reflect their understanding and agreement, for themselves and on behalf of the student, to the provisions of the definitions, acknowledgment and assumptions of risks, consent to medical treatment, release and indemnification, other provision, and agreement.

_____	_____	_____	_____
Parent or Guardian Signature	Date	Parent or Guardian Signature	Date



****OBLIGATORIO PARA TODOS LOS PARTICIPANTES****
Formulario de inscripción para los Institutos Headlands, Olympic Park, Santa Monica, y Yosemite,
recintos de NatureBridge
www.naturebridge.org

Sírvase completar AMBOS lados de este formulario en forma clara y en tinta. Firme donde se indique.

NatureBridge lidera galardonados programas educativos en el campo de la ciencia en bellos parques nacionales. NatureBridge, fundado en 1971, imparte educación ambiental a más de 40.000 estudiantes por año. NatureBridge se compone de tres recintos: el Instituto Headlands en el área de Recreación Nacional del Golden Gate, el Instituto Olympic Park en el Olympic National Park y el Instituto Yosemite en el Yosemite National Park y el Instituto Santa Monica Mountains en el área de Recreación Nacional del Santa Monica.

En cada recinto NatureBridge ofrece programas que incluyen tres temas educativos centrales – el sentido del lugar, las interconexiones y la administración – a través de divertidas actividades prácticas. Estos programas se han adaptado para aumentar las lecciones en la clase y apoyar las normas de la educación estatal. Los altamente calificados instructores de NatureBridge ofrecen esta aventura educativa al tiempo que cumplen con las más rigurosas normas de seguridad. Todos nuestros docentes están certificados como personal de emergencia en territorios vírgenes y han asistido a entrenamientos específicos en el parque.

A fin de brindar a su hijo/a una valiosa experiencia en NatureBridge, sírvase tomarse unos minutos para completar **ambos** lados de este formulario.

Nombre del participante _____, _____ Fecha de nacimiento _____ ☐ maestro ☐ padre/acompañante ☐ alumno
 (nombre) (apellido)
 Grado ____ ☐ Femenino o ☐ Masculino Etnia: ☐ blanco ☐ asiático americ. ☐ afro-americano ☐ hispano americ. ☐ americano nativo ☐ otro
 Domicilio _____ Ciudad/estado/código postal _____
 Dirección de correo electrónico _____ Fechas del programa _____
 Nombre del padre (o padres) o tutor _____, _____ / _____, _____
 (nombre) (apellido) (nombre) (apellido)
 Domicilio (si difiere del anterior) _____ Ciudad/estado/código postal _____
 Principal maestro o contacto del grupo _____ Nombre del grupo _____

CONTACTOS DE EMERGENCIA – Se deben indicar a los padres o tutor como primer contacto de emergencia

#1. Nombre _____ Relación _____ Correo-e _____
 Teléfono diurno _____ Teléfono vespertino _____ Teléfono celular/Pager _____
 #2. Nombre _____ Relación _____ Correo-e _____
 Teléfono diurno _____ Teléfono vespertino _____ Teléfono celular/Pager _____

NatureBridge y sus recintos respetan la privacidad de la información que suministran nuestros clientes. NatureBridge nunca venderá ni divulgará esta información a otras organizaciones. NatureBridge se reserva el derecho de usar esta información para fines de mercadeo y desarrollo internos. **Los participantes pueden optar** por dejar de recibir esta información en cualquier momento.

INFORMACIÓN SOBRE LA SALUD: SÍRVASE RESPONDER TODAS LAS PREGUNTAS *NO SE REQUIERE FIRMA DEL MÉDICO*

¿Tiene usted o ha tenido alguna de estas enfermedades o síntomas?

Afecciones médicas actuales

Enfermedades

1. Trastornos hemorrágicos/coagulación ☐ Sí ☐ No
2. Asma ☐ Sí ☐ No
3. Diabetes ☐ Sí ☐ No
4. Infección de oídos ☐ Sí ☐ No
5. Defectos del corazón/ hipertensión ☐ Sí ☐ No
6. Tratamiento psiquiátrico ☐ Sí ☐ No
7. Convulsiones ☐ Sí ☐ No
8. Deficiencia inmunológica ☐ Sí ☐ No
9. Sonambulismo ☐ Sí ☐ No
10. Enuresis (orinarse en la cama) ☐ Sí ☐ No
11. Otros ☐ Sí ☐ No

13. Varicela ☐ Sí ☐ No
14. Sarampión ☐ Sí ☐ No
15. Paperas ☐ Sí ☐ No
16. Otras enfermedades ☐ Sí ☐ No
- Alergias**
17. Fiebre del heno ☐ Sí ☐ No
18. Iodo ☐ Sí ☐ No
19. Hiedra venenosa ☐ Sí ☐ No
20. Penicilina ☐ Sí ☐ No
21. Abejas/avispa/insectos ☐ Sí ☐ No
22. Otros ☐ Sí ☐ No

Si el participante tiene alergias:

23. ¿Carga consigo su propio Epi-pen? ☐ Sí ☐ No

24. ¿Carga consigo su propio inhalador? ☐ Sí ☐ No

Fecha de la última vacuna contra el tétano: _____

12. ¿Estuvo hospitalizado en los últimos 5 años?

Si respondió "sí" a cualquiera de las preguntas anteriores, explique a continuación. Indique el número correspondiente.

Pregunta No.	Explicación

Cuestionario sobre la salud: (agregue más hojas si fuera necesario para suministrar la información completa)

¿Toma algún medicamento el participante? ☐ Sí ☐ No Enumere todos los medicamentos** que toma el participante y el propósito de cada uno.

****Continúe tomando todos los medicamentos como fueron recetados, salvo que su médico le indique lo contrario.**

¿Puede el participante intervenir en una caminata de 5 millas? ☐ Sí ☐ No ¿Existe algún impedimento en la actividad física del participante? ☐ Sí ☐ No

Describe _____

¿Come **carnes rojas** el participante? ☐ Sí ☐ No ¿**Aves**? ☐ Sí ☐ No ¿**Pescado**? ☐ Sí ☐ No

¿Tiene el participante alguna **alergia a alimentos**? Especifique _____

¿Tiene el participante alguna **restricción de alimentos**? Especifique _____

Suministre cualquier información adicional que debamos conocer para asegurar que el participante tenga una experiencia de calidad.

Nombre del médico _____ Número de teléfono _____

Compañía de seguro médico _____

No. de póliza/ No. de I.D. _____ Nombre del socio _____

Adjunto información adicional: ☐ Sí ☐ No

AUTORIZACIÓN PARA TRATAMIENTO: DEBE ESTAR FIRMADA POR PADRE/MADRE O TUTOR

Por el presente manifiesto que la información precedente es correcta a mi leal saber y entender, y autorizo a cualquier acompañante adulto o personal de NatureBridge a prestar su consentimiento para tomar radiografías, realizar exámenes físicos, suministrar anestesia, diagnosticar, brindar tratamiento y/o atención hospitalaria, según la recomendación de un médico y/o dentista certificado. En el caso de enfermedades o lesiones leves, entiendo que NatureBridge tratará de contactarme lo más pronto que sea posible y práctico. En el caso de enfermedades o lesiones graves, NatureBridge tratará de contactarme antes del inicio de cualquier tratamiento médico, salvo que el estado de mi hijo/a sea de tal magnitud que requiera tratamiento médico de inmediato antes de poder contactarme. Aún si no pudieran contactarme, esta autorización permanece en plena vigencia.

Por el presente autorizo al personal de NatureBridge, que haya recibido el entrenamiento apropiado, a (1) administrar medicamentos de venta sin receta, entre ellos aspirina, Tylenol, ibuprofen, Benedryl, Neosporin, Pepto-Bismol, y otros medicamentos similares y (2) a inyectar epinefrina para el tratamiento

de emergencia en el caso de choque anafiláctico que se pueda producir como consecuencia de una reacción alérgica a mordeduras de insectos, picaduras de insectos, alimentos o plantas (como la hiedra venenosa). La inyección se aplicará bajo la dirección del director médico de NatureBridge.

Acepto asumir toda la responsabilidad financiera por cualquier cuidado/tratamiento médico que pueda recibir mi hijo/a.

****SE DEBE FIRMAR**** Firma de padre/madre o tutor _____ Fecha: _____

Nombre en imprenta del participante: _____ Fecha: _____



**** OBLIGATORIO PARA TODOS LOS PARTICIPANTES ****

RECONOCIMIENTO Y ASUNCIÓN DE RIESGOS

EXONERACIÓN E INDEMNIZACIÓN

Definiciones

Entiendo que el término **NatureBridge** según se usa en este documento se refiere e incluye a NatureBridge, Instituto Yosemite, Instituto Headlands, Instituto Olympic Park, Instituto Santa Monica y cada uno de sus actuales y anteriores funcionarios, directores, empleados, agentes, contratistas y entidades afiliadas o relacionadas; el término NatureBridge se refiere e incluye a todo empleado o agente de **NatureBridge**; el término “Yo” se refiere e incluye a todo participante mayor de 18 años, o al padre/madre o tutor de cualquier participante menor de 18 años y el término “Programa” se refiere al programa de NatureBridge en el cual se ha inscrito el participante.

Reconocimiento y asunción de riesgos

Entiendo que durante mi participación en este Programa, podré estar expuesto a una variedad de riesgos y peligros, previstos o no, que no pueden ser eliminados sin alterar la característica fundamental del Programa. Estos riesgos inherentes incluyen, entre otros, riesgos y peligros propios del medio ambiente, como el movimiento rápido a través de aguas frías o profundas; insectos, serpientes, predadores, como animales grandes; rocas en movimiento y rodantes; rayos y fuerzas impredecibles de la naturaleza, como el clima que puede cambiar a condiciones extremas sin aviso. Las actividades varían según el programa y pueden incluir travesías, actividades de administración (ej.: remoción de plantas, mantenimiento de senderos), caminatas con mochila, esquí, caminatas con raquetas de nieve, o navegar en canoa. Algunos programas requieren viajar en los vehículos de NatureBridge manejados por empleados de NatureBridge. Entre las posibles lesiones y enfermedades se encuentran: hipotermia, congelamiento de extremidades, mal de montaña, quemaduras de sol, insolación, deshidratación, lesiones musculosqueléticas y otras enfermedades o lesiones leves o graves. En algunos casos es probable que las evacuaciones y el cuidado médico de emergencia se vean demorados debido a que las actividades del Programa se desarrollan en lugares remotos.

Entiendo que esta descripción de los posibles riesgos no es completa, y que pueden producirse otros riesgos, desconocidos o no previsible, que pueden causar pérdida de bienes, lesiones o muerte. Como condición de mi participación en el Programa acepto asumir plena responsabilidad por todos los riesgos que dicha participación conlleve. Mi participación en este Programa es totalmente voluntaria y opto por participar con total conocimiento de los riesgos inherentes.

Consentimiento para tratamiento médico

Entiendo que si me enfermo o sufro una lesión durante el transcurso del Programa y no estoy en condiciones de prestar mi consentimiento para cualquier tratamiento médico que un médico y/o dentista certificado considere necesario, NatureBridge tratará de manera razonable de solicitar el consentimiento para el tratamiento al/a los contacto(s) de emergencia que he indicado previo al inicio de dicho tratamiento médico, salvo que la magnitud de mi enfermedad sea tal que no permita que el tratamiento se demore. Si no se puede demorar el inicio del tratamiento, por el presente presto mi consentimiento a dicho tratamiento, según el médico y/o dentista certificado considere necesario.

Exoneración e indemnización

En contraprestación de mi participación en el Programa y los servicios y beneficios ofrecidos por NatureBridge, YO VOLUNTARIAMENTE ACEPTO (1) EXONERAR, RELEVAR Y LIBERAR DE TODA RESPONSABILIDAD A NATUREBRIDGE, SEGÚN EL ALCANCE MÁXIMO DE LA LEY, DE TODOS Y CADA UNO DE LOS RECLAMOS, DEMANDAS, DAÑOS Y PERJUICIOS, PÉRDIDAS U OBLIGACIONES, QUE INCLUYEN EN FORMA NO LIMITATIVA, RECLAMOS POR LESIONES PERSONALES O MUERTE, AÚN CUANDO FUERAN CAUSADAS POR NEGLIGENCIA DE NATUREBRIDGE (pero no su mala conducta intencional o maliciosa), QUE SURJAN O QUE DE ALGUNA MANERA GUARDEN RELACIÓN CON EL PROGRAMA O MI PARTICIPACIÓN EN EL MISMO, y (2) indemnizar y defender a NatureBridge, como mejor proceda en derecho, con respecto a cualquiera y cada uno de los reclamos, demandas, obligaciones, daños y perjuicios o costos, aún cuando fueran causados por negligencia de NatureBridge (pero no su mala conducta intencional o maliciosa), que surjan o de alguna manera guarden relación con el Programa, o mi participación en él o que ocurran durante las fechas inclusivas de mi asistencia al Programa, y/o de cualquier tratamiento médico que pueda recibir durante el Programa.

Otras Disposiciones

NatureBridge y las personas designadas por éste pueden usar mi fotografía, o cualquier video, escrito, ilustración y/o testimonios que yo haya creado y entregado a NatureBridge. Los mismos pasarán a ser propiedad de NatureBridge y éste podrá usarlos a su criterio para sus propios fines de mercado y/o desarrollo, y por el presente presto mi consentimiento y autorizo dicho uso sin restricción alguna.

Acuerdo

- He tenido la oportunidad de formular preguntas a NatureBridge sobre el Programa en el cual me he inscrito, las cuales me han sido respondidas a mi entera satisfacción.
- Entiendo que durante algunas partes del Programa estaré bajo la supervisión de maestros, acompañantes, u otros adultos que no forman parte del personal de NatureBridge. Entiendo que la selección de estos adultos es la exclusiva responsabilidad de la escuela y no de NatureBridge.
- Entiendo que la intención de NatureBridge es que este documento tenga los efectos más amplios que permite la ley, y que si se encontrara que alguna parte de este documento es inválida por cualquier motivo, el resto del documento permanecerá en plena vigencia y será exigible.
- He leído con detenimiento y entiendo el documento en su totalidad, el cual firmo voluntariamente.

Nombre del participante _____

Al menos un padre (preferentemente padre y madre) o el tutor debe firmar a continuación si el estudiante es menor de 18 años para reflejar su entendimiento y acuerdo, en nombre propio y del estudiante, respecto de las definiciones, reconocimiento y asunción de riesgos, consentimiento para tratamiento médico, exoneración e indemnización, otras disposiciones y acuerdo.

_____/_____/_____ Firma del padre/madre o tutor	_____/_____/_____ Fecha	_____/_____/_____ Firma del padre/madre o tutor	_____/_____/_____ Fecha
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REQUIRED CLOTHING AND EQUIPMENT

This list (also available in Spanish) is for all Headlands Institute participants. While going through the list, keep in mind the number of days you will be at our campus. ***Check off item once it's packed.***

REQUIRED FOR HIKING DAY

- ___ Lunch from home **on the first day only.**
- ___ Day pack — large enough for lunch, jacket, rain gear, journal and water bottle.
- ___ Water Bottle — unbreakable, leak-proof one quart (or more) plastic bottle without a straw. Drinking water bottles (e.g. Calistoga, Evian, etc.) are fine.
- ___ Rain gear — complete rain jacket and pants or poncho (coated nylon is best).
- ___ Sunscreen — SPF 30 or higher.
- ___ Chapstick / lip balm with SPF.
- ___ Hats — 1 for sun protection, 1 for warmth.
- ___ Handkerchief — to be used as a lunch place mat.
- ___ Foot gear — sturdy, ankle supporting and preferably waterproof for hiking.
- ___ Jacket — stuffable nylon or thick fleece is a good choice.
- ___ Pen or pencil.
- ___ Personal medications, as needed (coordinate with teacher).

REQUIRED FOR OVERNIGHT (after 4p.m.)

- ___ Foot gear — in addition to the hiking pair, bring a comfortable pair to wear on campus.
- ___ Warm sleeping bag and pillow (sheets and thick blankets are fine).
- ___ Long pants — bring at least one extra pair.
- ___ Shirts — extra as needed, long sleeve are best to accommodate the changes in weather.
- ___ Warm layers.
- ___ Socks and underwear— one pair per day plus one extra (a few thick hiking socks if possible).
- ___ Pajamas or equivalent (sweats, etc.).
- ___ Toiletries — comb or brush, toothbrush, toothpaste, soap, shampoo, etc.
- ___ Bath towel and washcloth.
- ___ Sandals to wear in the shower.
- ___ Personal medications, as needed (coordinate with teacher).

OPTIONAL

- ___ A twin-size fitted sheet (**highly recommended**).
- ___ Gloves or mittens — one pair.
- ___ Sunglasses.
- ___ Camera.
- ___ Alarm clock (**adults only**).
- ___ Flash light (**adults only**).

DO NOT BRING

- Candy, sodas or extra food of any kind (except for lunch on the first day).
- Electrical or battery powered equipment (video games, CD players, iPods, etc.)
- Spray deodorant or perfume

LISTA DE ROPA Y EQUIPAJE REQUERIDO

Esta lista es para todos los participantes de Headlands Institute. Mientras que leen la lista, recuerden cuantos días estarán en nuestro campamento. **Marque** cuando esté empacado.

REQUERIDO PARA EL DÍA DE CAMINATA

- ☐ Almuerzo de casa **para el primer día no más**
- ☐ Mochila — suficientemente grande para el almuerzo, chaqueta, ropa de lluvia y botella de agua.
- ☐ Botella de agua — que no se rompa, que no se derrame, un cuarto (o más) botella plástica sin pitillo. Botellas de agua de tomar (por ejemplo Calistoga, Evian, etc.) será suficiente.
- ☐ Ropa de lluvia — una chaqueta y pantalones impermeables o un poncho (cubrida de nilón es la mejor)
- ☐ Bloqueador de sol — con protección de 30 spf o más.
- ☐ Bloqueador de sol para los labios, el preferido
- ☐ Gorras — 1 para sol, 1 para calor moderado
- ☐ Pañuelo — para ser usado para juegos o como mantel para el almuerzo
- ☐ Zapatos — fuertes, con soporte de tobillo y preferiblemente impermeables para la caminata
- ☐ Chaqueta — de nilón o de fleece grueso es una buena opción.
- ☐ Lápiz o bolígrafo.
- ☐ Medicamento personal si es necesario (por favor coordinar con el profesor)

REQUERIDO PARA QUEDARSE DE NOCHE (después de las 4 PM)

- ☐ Zapatos adicionales — en adición a los de la caminata, traiga otro par de zapatos como dos para cuando estén en el campamento
- ☐ Un saco de dormir caliente y una almohada (sábanas y una cobija gruesa será suficiente)
- ☐ Pantalones — mínimo un par extra
- ☐ Camisetas — unas extras necesarias, de manga larga son las mejores para acomodarse a los cambios de clima (tenga en cuenta el número de días que se quedará)
- ☐ Súeter para debajo de chaqueta por la noche — fleece o súeter de lana es lo mejor
- ☐ Medias — un par por día más uno extra (unos pares gruesos si es posible.)
- ☐ Pijama o algo igual — (sudadera etc.)
- ☐ Cosas de baño — cepillo, peine, cepillo de dientes, jabón, champú, etc.
- ☐ Toallas -una para el baño y otra para limpiarse
- ☐ Sandalias para usar en el baño o la ducha
- ☐ Medicamento personal si es necesario

OPCIONAL

- ☐ Sábana ajustada, tamaño “twin” (**recomendado**)
- ☐ Lentes de sol
- ☐ Guantes o mitones — un par
- ☐ Cámara
- ☐ Despertador (**adultos**)
- ☐ Linterna (**adultos**)

POR FAVOR NO TRAER

- Dulce, caramelos, gaseosas o comida extra.
- Electrónicos de baterías, CD's portátiles, videojuegos, etc.
- Perfume

STUDENT RESPONSIBILITIES



The Headlands Institute is a unique and exciting community of people with diverse backgrounds. While you are here, please join us in:

- Being open minded and accepting of people's differences and respecting their ideas and attitudes.
- Respecting and caring for your surroundings and the Earth.
- Encouraging learning and creativity in a safe, honest and healthy environment.

Headlands Institute Rules:

1. Respect all others, the environment, and yourself.
2. You are responsible for keeping yourself and others safe.
3. Always be with an adult.
4. All school rules apply at Headlands Institute.

Trail Rules:

Respect all students, chaperones, and staff members. Do not use put-downs, name calling, or hurt other people's feelings.

1. Be respectful of wildlife. Be quiet when wildlife is near and never chase animals.
2. Stay on trails behind your leader and obey all signs.
3. No eating plants.
4. Do not throw rocks, sticks, or other objects.
5. No tree climbing.
6. At the beach, keep your shoes on, do not play wave tag or get wet, and stay away from the teeter-totters made out of logs.

Free Time and Cabin Rules:

Respect all students, chaperones, and staff members. Do not use put-downs, name calling, or hurt other people's feelings.

1. Respect other people's belongings, bunks, and cabin space by not touching other people's things.
2. Use appropriate language.
3. If you have a disagreement with someone, see an adult for help.
4. Keep the dorm clean, especially your area.
5. Do not jump from bed to bed, pillow fight, rough house, or play fight in the dorms.
6. Always be with an adult from your school.

STUDENT RESPONSIBILITIES (continued)

Consequences:

If a Headlands Institute field science educator, chaperone, or a classroom teacher determines that a student has broken a rule, the following steps will be taken:

- Warning:* The student is given a yellow card. The student will have a short discussion with the adult giving the warning, the reason for the warning is written on the yellow card, and the warning is noted in the Campus Discipline Binder.
- Step 1:* A behavior contract will be made by the student in the Campus Discipline Binder. The student, field science educator, and head teacher of the school will all sign the contract.
- Step 2:* Another contract will be made by the student in the Campus Discipline Binder. The student's parents will be called.
- Step 3:* The student will be sent home from their Headlands Institute experience.

The following behaviors will result in a student being moved directly to step 1, 2 or 3:

- Fighting
- Verbal harassment of any kind
- Vandalism of property or the environment
- Behavior that puts the student or others in danger

I have read and understand the Student Responsibilities written above and agree to follow the rules when I am at Headlands Institute. I understand what the consequences will be if I chose not to follow these rules.

Student Signature: _____ Date: _____

Sample Parent Letter

Teachers/Principals - use the ideas here to help you craft your own personal letter. Explain why you have chosen to attend the Headlands Institute Program, who will be supervising students and how you plan to raise funds to cover tuition costs.

Dear Parents **[Can be general or personal - Personal if possible is best!]**:

In conjunction with Headlands Institute, we have developed a program of hands-on scientific exploration in the Golden Gate National Recreation Area. We believe this **overnight** experience will be a safe, fun and exciting addition to your child's regular academic program at school. We are planning this **[____?-day]** program for **[add program dates]**.

Founded in 1977, Headlands Institute is a private non-profit organization dedicated to teaching science and environmental education in nature's classroom to inspire a personal connection to the natural world and responsible actions to sustain it. The Headlands Institute is part of a larger organization, NatureBridge, and has sister campuses in Olympic National Park, Yosemite National Park, and the Santa Monica Mountains. The Headlands Institute offers field science programs for K-12th grade, conference and retreat facilities, a summer day camp, and a year-long internship program for high school youth.

The Headlands Institute's science programs are facilitated by an experienced, professional faculty. Each instructor is also trained in wilderness first aid and CPR. Small group instruction encourages an understanding of the basic principles of ecology through intimate association with the natural environment. The goal of any Headlands Institute program is to broaden the student's awareness of the natural world and his/her relationship to it. We think this is an exceptional educational opportunity.

The cost per student is \$**[add estimated cost/student]**. This covers transportation, tuition, room and board. Please make checks payable to **[add payment instructions]**. (Do not send payments to the Headlands Institute.)

We want 100% participation from our students! If you feel the cost may be burdensome, please contact us right away. Some parents may wish to contribute additional tax deductible dollars other than their own child's fees so that we may offer assistance to those unable to afford the entire program costs. Please contact us if you wish to make a contribution. We are also planning to raise program funds and lower student costs by **[add fundraising ideas/plans]**. We ask parents to encourage students to earn part or all of the expenses involved.

Please complete the enclosed *Registration Form* (both sides!) and *Student Responsibilities sheet* (to be completed with your child) and return both to **[add return instructions]** by **[add date form must be returned by]**. These forms are **required** for your child to attend this program.

The Headlands Institute campus is located in the Marin Headlands just north of San Francisco. It includes a dining hall, science laboratories, play/recreation areas and overnight

dormitory facilities. Each dormitory has its own bathroom and shower area to be shared by students and adults. Participating adults were chosen **[explain how your participating adults were chosen]**, and will be responsible for all supervision of our students during the program.

The weather in the Marin Headlands is unpredictable and can be anything from hot sunshine to fog or cold, windy rain at any time of the year. The enclosed required clothing list is self-explanatory and should be closely adhered to as most activities will take place outdoors. With the exception of lunch from home on the first day or any pre-arranged special dietary needs, additional food items are not allowed and should be left at home. Also, students cannot bring any electronic equipment of any kind (radios, games, cell phones, etc.).

Should a medical emergency arise, students in most cases will be taken to Marin General Hospital and will be accompanied by at least one participating adult from our group. You will be contacted immediately if such an emergency arises. The Headlands Institute's office hours are from 8:30am - 5:00pm. After 5:00pm, voice mail messages can be left for students with the Field Science Operations Manager at (415) 332-5771, ext. 24. For **EMERGENCIES ONLY**, the Headlands Institute's Campus Coordinator can be paged during non-office hours at (415) 679-8458.

If you have any questions about our upcoming Headlands Institute program, please contact me at **[add contact info]**. We're looking forward to having **[add student's name]** join us!

Sincerely,
[Sign and add Title/Position]

Carta de ejemplo para los padres

Profesores/Directores – usen las ideas de aquí para ayudarles a crear su propia carta personal. Explique porque usted escogió ir a Headlands Institute Program, quién supervisará a los estudiantes y como planeará conseguir fondos para cubrir el costo.

Queridos Padres: *(puede ser general o personal – Personal es mejor)*

Juntos con Headlands Institute, nosotros hemos planeado un programa de exploración científica en The Golden Gate National Recreation Area. Nosotros creemos que ésta experiencia, con quedada de noche, será una adición segura, divertida y genial para el programa académico de la escuela de su hijo(a). Estamos planeando este programa para los días *(añadan las fechas aquí)*.

Los programas de ciencias de Headlands Institute son dirigidos por una facultad profesional con mucha experiencia. Cada instructor está entrenado en primeros auxilios de naturaleza y CPR. Instrucción en grupos pequeños anima una comprensión para los estudiantes de las bases principales de ecología por la asociación íntima con el ambiente natural. La meta de todos los programas de Headlands Institute es para aumentar la sabiduría de los estudiantes acerca del mundo natural y su propia relación con el. Nosotros pensamos que ésta es una oportunidad educativa excépcional.

El costo por estudiante es \$ *(añada el costo por estudiante)*. Esto incluye el transporte, el cuarto, el costo del programa y la comida. Por favor hagan los cheques a nombre de *(añadan las instrucciones para pagar)*. (Por favor no manden el pago a Headlands Institute.)

Queremos una participación del 100% de nuestros estudiantes. Si sienten que el costo es mucho, por favor contactenos inmediatamente. Algunos padres desean contribuir unos dolares que son deducidos de los impuestos más el costo de su hijo(a) para así ofrecer asistencia financiera para otros los que no puedan pagar el costo entero. Por favor contactenos si desea contribuir. También estamos planeando aumentar los fondos y bajar el costo por estudiante haciendo *(añada la idea para coleccionar dinero)*. Le pedimos a los padres que aminen a los estudiantes para que se ganen una parte o todo el costo del viaje.

Por favor completen la registración (*Registration form*) los dos lados y el contrato de estudiante (*llenarlo con su hijo(a)*) y devolverlos a *(añada las instrucciones para devolverlos)* en *(añada la fecha cuando deben ser devueltos)*. Estos formularios son necesarios para que su hijo(a) participe en el programa.

El campamento en el que su hijo(a) se quedará está localizado en Marin Headlands y es parte del Golden Gate National Recreation Area. Incluye una cafetería, un laboratorio de ciencias, una area de jugar/diversiones y dormitorios para la noche. Cada dormitorio tiene su propio baño y ducha para ser compartidos por los estudiantes y los adultos. Hombres y mujeres siempre están en dormitorios separados. Los adultos que participan en el programa fueron escogidos *(explicar como fueron escogidos los adultos que participan)*, y serán responsables por toda la vigilancia de nuestros estudiantes durante el programa.

El clima en Marin Headlands es imprevisible y puede a cualquier hora ir de caliente con sol a neblina o lluvia con viento y frio. La lista de ropa es fácil de seguir y debe ser seguida al punto porque la mayoría de las actividades son afuera. Con la excepción del almuerzo que traen de la casa el primer día o alguna dieta especial que sea arreglada antes de venir, comida

adicional o de casa no se puede traer al campamento. Tambien, los estudiantes no pueden traer ningún tipo de electrónico como radios, juegos, teléfonos celulares, etc.)

Si una emergencia medica se presenta, en la mayoría de los casos los estudiantes serán llevados a Marin General Hospital y serán acompañados por un adulto del grupo. Usted será contactado inmediatamente si una emergencia ocurre. Las horas de oficina de Headlands Institute son de 8:30 am – 5:00 pm. Despues de las 5:00 pm, pueden dejar un mensaje para los estudiantes con su director de oficina al (415) 332-5771, extensión 24. Para **EMERGENCIAS UNICAMENTE**, el coordinador de Headlands Institute puede ser contactado durante las horas despues del trabajo al (415) 679-8458.

Si tienen cualquier pregunta sobre el próximo programa de Headlands Intitute, por favor llamenme al *(escriba el número de contancto)*. Estamos esperando tener a *(nombre del estudiante)* en el campamento.

Sinceramente,

(firme y añada su titulo)