

Environmental Education Group Leader Planning Guide

DISCOVER. LEARN. STEWARD.

2018-2019



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^{*}Return to camp at within 2 weeks of receiving your reservation confirmation

^{****}Bring to camp for your medical point person to keep during your stay



^{**}Return to camp at least 4 weeks prior to program date

^{***}Bring to camp and provide copies for camp staff immediately upon arrival

Contact Information

YMCA Camp St. Croix 532 County Road F, Hudson WI 54016 715-386-4380 • 651-436-8428 Fax 715-386-4382 campstcroix.org

For all booking, program-related and paperwork questions, please contact:

Hart Olson, Outdoor Education Program Director

Office: 612-465-0569

hart.olson@ymcamn.org

For all billing questions, please contact:
Tracy Ryman, Business Administrative Coordinator
715-386-4380 • 651-436-8428
tracy.ryman@ymcamn.com

Office hours are 8:30-4:30pm. Staff are available for after-hours emergencies at 651-270-7031.

Directions To YMCA Camp St. Croix

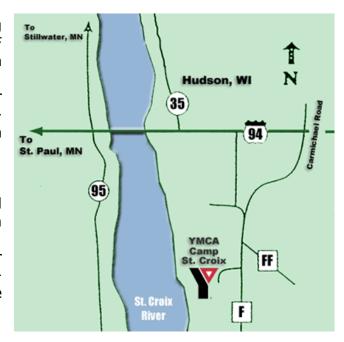
Located just south of I-94 in Hudson, Wisconsin, Camp St. Croix is only 20 miles from downtown St. Paul, Minnesota making us one of the most conveniently located Outdoor Education facilities.

From The West:

Travel east on I-94 from St. Paul. After crossing the St. Croix River, take Exit 2 (County Road F and Carmichael Road). Turn right (south) on Carmichael Road and travel about 1.5 miles. Camp St. Croix is on the right side shortly after Coulee Rd. (Co. Rd. FF.) (Look for the brownand-white *St. Croix Environmental Center* sign on the right side of the road.)

From The East:

Travel west on I-94 to Exit 2 (County Road F and Carmichael Road). Turn left (south) on Carmichael Road and travel about 1.5 miles. Camp St. Croix is on the right side shortly after Coulee Rd. (Co.Rd. FF.) (Look for the brown-and-white *St. Croix Environmental Center* sign on the right side of the road.)



Group Leader Planning Checklist

After you make your reservation, you will receive:

- Reservation Confirmation (3 pages)
- o Group Leader Planning Guide for Environmental Education Programs

1. When you receive your confirmation:

- Read and Review the complete Reservation Confirmation and Group Leader Planning Guide.
- Return your signed Reservation Confirmation (3 pages) and deposit to Camp St. Croix within 14 days of receipt.
- Request a copy of a Certificate of Liability Insurance and have the YMCA of Greater Twin Cities listed as an additional insured on your insurance policy. Send a copy of this policy to camp.
- Consider your fund raising options and plan accordingly- we have suggestions, so ask if you need help!
- o Coordinate transportation to Camp St. Croix for your group.
- Select your **Study Sessions** with planning members of your group
 - Report decisions to Camp St. Croix Outdoor Education Program Director by using the Action Plan Form appropriate to the length of your stay

2. Four weeks before arrival date:

- Send paperwork to your students' Parents/Guardians
 - \circ Release Agreement must have for every student and adult
 - Health Form
 - What to Bring List
 - Chaperone Information
 - Youth Expectations and Responsibilities
- o Submit the following forms to Camp St. Croix:
 - Group Goals
 - o Participant Concerns, including any menu restrictions

3. Two weeks before arrival date:

- Finalize attendance numbers (students and adults) with the Camp St. Croix Outdoor Education Director
- Submit the following forms:
 - Cabin Roster
 - Study Group Roster
- Ensure you have all Health Forms and Release Agreements collected and ready to bring to Camp St. Croix
- o Discuss camp goals and expectations with participants and school staff
- Prepare cabin assignment, cabin leader assignments, and study group assignment so that participants and chaperones know their assignments before arriving – submit a copy to camp using our **Cabin and Study Group Roster** forms or your own spreadsheet.
- Prepare Journal pages to correspond to selected Study Sessions

4. The day of departure:

- o Travel safely to Camp St. Croix. We'll be here to greet you.
- Call our on-call cell phone if you're running late or have questions: 651-270-7031.
- Make sure to have Release Agreements and an updated roster of all participants (students, teachers, and chaperones) ready to hand to our camp staff immediately upon arrival.

IMPORTANT: All students, chaperones, and teachers must have a signed Release Agreement to attend camp programs. Individuals without a signed Release Agreement will not be allowed to participate.

*All forms are located at the end of this packet.

General Information

Cabin Groups: You are responsible for assigning cabin groups according to cabin size. Please notify all participants of cabin group assignments prior to arrival. There are 15 winterized cabins available, each with a 12 person MAXIMUM capacity. It is recommended that groups place 2 adults with 10 students in each cabin. **Participants must provide their own bedding, toiletries, and towels**. Bathrooms are centrally located near the cabins. The location of cabins will be assigned by Camp St. Croix staff, and is subject to changes based on need and logistics of all groups at camp.

Study Groups: You are responsible for assigning study groups that will be together for all study sessions. The number of groups and size of each group will be determined by the Outdoor Education Director and communicated to you as soon as you turn in your Action Plan.

Chaperones: To ensure safety, we require at least one adult be present with each study group during study sessions. Chaperones supervise all non-instructional time, including recreational time, meal time, break time, and cabin time (overnight). Camp St. Croix staff members provide all the necessary instruction during classes and at all program areas.

Meals: Participants will eat together with their cabin groups. Meals are served family style. We will do our best to accommodate all dietary restrictions with prior notice. Please include any dietary needs on the Participant Concerns form and contact us with questions.

Coordination: The Outdoor Education Program Director is responsible for coordination and should be contacted regarding any concerns. Each group should assign a Group Leader to be the designated contact person for the visiting group. We will ask this person to share a cell phone number during your stay at camp.

Curriculum: We are always adapting our curriculum to meet state education standards for both Minnesota and Wisconsin. We are able to tailor certain programs to meet the specific goals and objectives, within reason, for your group. Any group requesting a specialized program session must make their request at least two months prior to their scheduled dates and may be assessed an additional program fee to cover equipment or instruction. Please call for more information.

Equipment and Facilities: During the program sessions, the equipment needed to conduct the activities is provided. If there is additional equipment and/or facilities that you feel would enhance the program, feel free to inquire about their inclusion. Any abuse of the equipment or facilities will result in the loss of privileges to use them; physical damage to property due to abuse will be billed to the group.

Lost and Found: All found items will be kept at camp for two weeks following your stay. Please call our main office within that time period if you think you have left something behind. After two weeks, we will donate items. The YMCA is not responsible for lost or stolen items.

Unplugging: Please take a break from electronics while you are here. For adults with school groups, please enjoy the outdoor lifestyle with the students by turning off your cell phones and leaving laptops at home. We request that chaperones DO NOT use cell phones during program time. Students are not allowed to have electronics (including cell phones) at camp.

Reservation Information

Reservation Policy: All reservations must be scheduled and confirmed with camp. All reservations are tentative and subject to change by Camp St. Croix pending the receipt of a signed agreement and deposit.

Cancellation Policy: If your group cancels more than 30 days prior to the reservation start date, you will lose your deposit only. If your group cancels less than 30 days prior to reservation start date, you will lose the deposit, plus be financially responsible for 80% of final charges based off of the estimated number of group attendees.

Insurance: Groups are asked to have their own liability and accident insurance coverage. A Certificate of Liability Insurance indicating a minimum of \$1,000,000 of general liability coverage must be provided by all user groups in advance of the group's arrival. The YMCA of Greater St. Paul must be listed as an additional insured on that certificate. The YMCA of Greater St. Paul is not able to provide benefits for illness or injury incurred by any group participant.

Billing: Program fees are set each fiscal year and are subject to change. All program fees are the responsibility of the visiting group. It is the responsibility of the group to inform Camp St. Croix of its Guaranteed Minimum Commitment no later than 90 days prior to the reserved date. This minimum number should be as close to actual as possible, within 10%. The group will be billed for actual attendance, except where actual attendance is less than the Guaranteed Minimum Commitment, in which case the group will be billed 90% of the reserved number. If a group makes a reservation for a date that falls within 90 days prior to its arrival, then the Guaranteed Minimum Commitment will be at 100% of the contracted number of participants. An invoice will be mailed from our office following your date of service. All payments must be made in full within 21 days.

Deposits: The deposit for any group attending a program at Camp St. Croix that has an Agreement for Services will be based on the number of attendees indicated on the agreement. The deposit amount due is calculated from the estimated attendance total as follows: **\$100 for 1-50 participants; \$200 for 51-100 participants; \$300 for over 100 participants.** All deposits are non-refundable. Deposit payment is due within 14 days from the *Produced Date* of the agreement and Planning Guide. Reservations will not be held if the deposit and required documents are not received within the 14 days. Deposits can be paid in the form of a check or major credit card. The deposit is required to hold the group reservation and also serves as a damage deposit. The deposit will be deducted from the final amount due unless damages to the facilities are incurred.

Financial Assistance/Scholarships: Camp St. Croix has financial assistance available for qualifying groups. Applications can be requested by phone or can be found on our website at www.campstcroix.org. Many groups obtain funds from their local PTA, from fundraisers, from their school district, and/or from charges to participants. Many combinations of these sources are possible. Our staff is willing to do presentations to local service clubs to assist you in your fundraising. If you are looking for fundraising opportunities, please ask us- we have some ideas!

Returning Groups: Groups are not guaranteed returning dates until a Confirmation Reservation is signed and returned to Camp St. Croix with a deposit. It is recommended that you call camp as soon as possible with your dates. It is the responsibility of your organization to reserve returning dates, a recommendation of 12-14 months in advance.

Policies for Groups

- All students, chaperones, and teachers must have a signed Release Agreement to attend camp programs. Individuals without a signed Release Agreement will not be allowed to participate. Camp staff will check waivers with an updated roster upon group arrival and coordinate with teachers to acquire any missing forms.
- Children must have adult supervision at all times while at Camp St. Croix and Camp Sacajawea. A ratio of 1:10 must be maintained in all program spaces and activities. Adult chaperones should be responsible parents and teachers provided by the school or group. A 2:10 chaperone to student ratio is recommended for overnight groups.
- Having adequate adult supervision ensures your children will be safe and all their needs met.
 Adult Chaperones stay in cabins (overnight groups) and sit with children at meal times. Adult
 Chaperones supervise any non-instructional time provided by the agreed itinerary. The adults
 should be assigned to a study group and are encouraged to remain with the same group
 throughout the trip. A minimum of one adult per group is required to attend classes.
- Respect other people's space. Enter the building that your group is using and only the cabin that you are staying in. The YMCA is not liable or responsible for any theft, loss, or damages of any personal property. NO FOOD ALLOWED IN CABINS.
- The use of alcohol, tobacco products, and illegal drugs is strictly prohibited on camp property.
- NO GUNS, KNIVES, OR EXPLOSIVE MATERIALS ARE PERMITTED ON CAMP PREMISES. Any items found will be confiscated immediately and the proper authorities notified.
- All vehicles must be parked in designated parking areas only. All fire lanes are to be kept free of any obstruction.
- In the event of damage or defacing of any building or property due to negligence, the school or group will be responsible for the cost of repairs.
- Children's discipline is mainly the responsibility of the group's leadership. It is the
 expectation of the Outdoor Education staff that they will be able to conduct their classes
 without any disciplinary problems. Please prepare ahead of time for any discipline problems
 by assigning children to study groups accordingly and specifying needs on the Participant
 Concerns form.
- Quiet hours are from 10 p.m. to 7 a.m. and are strictly enforced. Please be sensitive to the other guests and residents of Camp St. Croix. During quiet hours children should not be allowed outside their cabins unless going to the restroom.
- A meal orientation will be given by Camp St. Croix staff prior to the group's first meal. Proper table manners are required when attending meals at the dining hall. All guests must assist in table and dining hall cleanup after each meal.
- Inclement Weather: Our program is centered on Outdoor Education. Weather conditions such as rain and snow are considered part of the natural world and will generally do not hinder our program. Participants should come prepared for outdoor experiences and be dressed appropriately.
- Severe Weather: As soon as our staff receives notification of a Severe Weather Warning, all camp staff will be asked to carry out the camp's *Severe Weather* procedures. If there is no sign of lightning, study sessions will continue outdoors, within sight of emergency shelter.

Medical Information

- Groups are required to provide their own medical staff and supplies, (someone certified by a
 nationally recognized provider of CPR and First Aid). YMCA staff can provide assistance in a
 medical emergency; however we do not have a resident medical staff person. Medical
 provider(s) of the group must possess a roster along with health information and release
 agreements for each attendee.
- All medical related supplies (i.e., needles, medicines, etc.) are to be left in the care of the group's medical personnel for the safety of all our guests and staff.
- It is the responsibility of group leaders to observe any health problems. YMCA Camp St. Croix staff should be made aware of participants with special needs prior to your arrival. Use the **Student Concerns** forms in this packet to identify health needs that may restrict a person's activity, require special care (i.e. asthma, diabetes, ESL, LD, etc.), or any dietary restrictions.
- Bring completed **Health Forms/Release Waivers** (forms must be signed by a parent or quardian). Provide copies to Camp St. Croix staff and to group's assigned medical staff.
- Prescription medications that are to be dispensed must be in the original pharmacy container
 and requires additional written parental permission for dispersal. Over the counter
 medications such as Tylenol, cough medication, etc. cannot be given unless there is written
 parental permission. Parents should send medication if they think their child would need it.
 Medication will not be provided by camp.
- You are responsible for collecting all medications from participants before they leave for the trip to camp. It is required that one adult be designated to collect and administer medications and dispense medical supplies, medicines, etc. Medications should be stored in a locked cabinet (provided by Camp St. Croix) when not being dispersed. Study group leaders that have participants who require emergency medical supplies such as inhalers or bee sting kits are allowed to carry these items to all activities. Children are not allowed to carry any medical supplies in order to ensure that dispersal to other participants doesn't occur.
- If an emergency requires transportation, it is the responsibility of the group to have a vehicle at camp to use for emergency transportation. Camp St. Croix is located less than two miles from the Hudson Hospital.
- Camp St. Croix does not permit students with contagious diseases to stay on site. All students with flu symptoms, high fever, or those who require continued medical observation are requested to stay home.
- Please report any emergencies to Camp St. Croix staff. In the evening, please call the on-call cell phone at 651-270-7031 if an emergency situation occurs.
- Camp St. Croix is proud to hire staff members with a minimum certification in First Aid, CPR, and AED procedures. However, it is required that all groups attending a program provide at least one person who holds a valid certificate in First Aid and CPR through a nationally recognized organization.

First Day Details

- Immediately upon arrival, please hand copies of your Release Agreements and an updated
 roster of participants (students, chaperones, and teachers) to a camp staff. All students,
 chaperones, and teachers must have a signed Release Agreement to attend camp
 programs. Individuals without a signed Release Agreement will not be allowed to
 participate.
- Upon arrival, Camp St. Croix staff will meet the group at the River Center and direct you to a
 spot to store luggage. We ask adults to assist children when unloading the luggage at a
 designated location. Please do not start moving into cabins- we need all chaperones,
 teachers, and students to go through our orientation before moving into cabins.
- After all luggage is unloaded, participants will receive an orientation session. During the
 orientation, everyone will be reminded of the guidelines, expectations and general group
 living procedures. Everyone will be dismissed to get their luggage and move into their cabins.
- Participants then attend a dining hall orientation before lunch. The cabin group with Kitchen Patrol (KP) will enter the Dining Hall at the first bell; all others will gather outside (or in the boot room during winter). When the second bell rings, everyone enters the dining hall as instructed. After lunch and announcements, participants have some recreation time before gathering with their study groups to begin the afternoon sessions.
- Before and after dinner, a recreation time is scheduled for children to play on the athletic field or simply relax. The school can organize kickball, soccer, volleyball, or other games. Your group's staff and parent chaperones supervise all recreation times.
- The evening program typically begins at 7:00 p.m. An evening snack is optional (snack must be requested ahead of time). Students return to their cabins around 9:00 p.m. with "Lights Out" at 10:00 p.m. Adults must stay in each cabin throughout the night for safety and supervision.

Other Helpful Information

- We ask all participants to take a break from electronics, candy, and pop while they are here.
 For adults with school groups, please enjoy the outdoor lifestyle with the students by turning off your cell phones and leaving laptops at home. We request that chaperones DO NOT use cell phones during study sessions.
- Our office phone number in case of emergency is (715) 386-4380. Office hours are 8:30am to 4:30pm. Incoming callers will be asked to leave a return call message (delivered at meal times) except in an emergency.
- The *ON-CALL* cell phone 651-270-7031. Is carried by camp staff from 4:30 pm to 8:30 am, is meant for emergency use only. Camp office phones are available for outgoing calls in an emergency only.
- Coffee and tea are available for adults in the Dining Hall from 7:00 a.m. to 7:00 p.m. We have mugs available, but encourage you to bring your own travel mug.
- We have a camp store. If you allow the children the opportunity to buy a camp souvenir or tshirt, have parents place all money for the store in a sealed envelope with their child's name on it. All money should be kept in a safe place.

Designing Your Program

- 1. Choose the appropriate Action Plan (blank sheet) for your length of stay
- 2. Review the Study Sessions available and their descriptions.
- 3. Fill-in the Action Plan and email, mail, or fax it back to Camp St. Croix 4 weeks prior to your program dates.

Quick List of Study Sessions

All Study Sessions and Teambuildling activities are offered year round, available for all ages, and are two hours in unless otherwise noted.

Earth Science & Ecology Classes

- Aquatic Ecology (Spring and Fall only)
- Discovery Hike
- Geology
- Insect and Spider Ecology (Spring and Fall only)
- Magnificent Mammals
- Maple Syruping (February-March only)
- Prairie Pathways (Spring and Fall only)
- River Walk
- Tree-mendous Forests
- Weather and Forecasting
- Winged Wonders (Birds)

Outdoor Skills Classes

- Archery
- Cross-Country Skiing (Winter/minimum of 3" of snow cover)
- Minimal Impact Camping
- Orienteering
- Outdoor Survival

Large Group Activities

- Fur Trade
- Predator/Prey
- Energy Choices

Short Courses: 1 hour in length

- Eco-Games (Salmon Run, Great Migration, Muskox Mayhem, Yellowstone Tag, etc)
- "The Lorax" puppet theater presentation

Evening Programs: 1-1.5 hours in length

- Astronomy (October-February only)
- Campfire
- Mystery at Folly Farm Bats
- Night Hike (October-February only)
- Owls
- Town Meeting
- Wolves
- School-led time

Study Session Descriptions

Aquatic Ecology - (Spring and Fall)

Did you know that *macroinvertebrates* are considered to be an "indicator species" for water supplies? Students will study pond life as an environmental indicator of an ecosystem's health. Participants will have an opportunity to collect and examine water samples, study aquatic life forms, and discuss their importance in determining water quality.

Archery (March-November)

Using the same equipment and practicies as the National Archery in Schools Program, students will get an opportuinity to learn the basics of archery, a great outdoor skill.

<u>Campfire</u> (evening program)

All firewood is supplied by Camp St. Croix. Please indicate which option you would like on the action plan.

<u>Option 1</u>: Students enjoy an intimate campfire with their cabin-mates. Camp St. Croix offers a number of campfire sites for chaperones to lead their cabin group in a memorable evening huddled around a crackling fire.

Option 2 Teachers and parents lead an all-school event. Students perform skits, and hopefully teachers and chaperones get in the spirit too! This can also be an opportunity for students, teachers, and chaperones to reflect on their Camp St. Croix experiences. Option 3: Camp St. Croix will perform skits and songs. Camp staff can lead the whole campfire or start the show and let the school take over.

Cross Country Skiing (Winter)

Experience the joy and beauty of winter outdoors while learning a sport that is rich in history, easy, safe, good exercise, and fun. This winter activity finds its roots in the Scandinavian heritage that is largely connected to both Minnesota and Wisconsin history (*Adequate snow base 3" or more is required, please select a backup option.*)

Discovery Hike

Students will take an extended exploration of Camp St. Croix with a focus comparing and contrasting two of our ecosystems on camp. Students may learn about the prairie, forest, ravines, or riparian zones. Concepts will be related to ecosystmes and environemtnal stewardship. (This can be a 2 to 4 hour course- if you would like a 4 hour course, please list as two of the study sessions on your action plan.)

Eco-Games (*This is a short, one-hour course*)

These games are action-oriented group games with an ecological theme. They can be played as an all-school activity (large group). The games stress cooperation rather than individual achievement, while also teach valuable environmental lessons.

<u>Energy Choices</u> – **Fall '17/Spring '18 Most Requested Course** (This is a large group game) In this highly active, STEM focused, all-play, groups strategize and make decisions on energy resource utilization, collection and management. Played over several rounds the game challenges the groups to move their villages towards more renewable energy choices. (Similar to format to Predator & Prey)

<u>Fur Trade</u> (*This is a large group activity*)

This interactive program will enable your students to learn firsthand the culture of the seventeenth and eighteenth-century Voyageurs and Native Americans. They will practice skills and traditions like building a fire with flint & steel, pelt trading, hatchet throwing, stories and games. Students will learn how attitudes and behaviors during the fur trade era have affected today's environment.

Geology

Rocks and rock formations indicate evidence of the materials and conditions that produced them. Students will learn to relate rock composition and texture to the physical conditions at the time of formation of igneous, sedimentary and metamorphic rock. The class activities include but are not limited to classification and identification or rocks and minerals and a fault line investigation.

Insect and Spider Ecology (Spring and Fall)

Most people don't know that a tick is actually a species of spider. Your students will learn amazing facts about these creepy crawlies as well as spider and insect identification, their habitats, niche, and importance in our ecosystems.

"The Lorax" puppet theater presentation (This is a short, one-hour course)

The Lorax will speak for the trees once more as your students learn about conserving our natural resources. This puppet presentation is based on the Dr. Seuss children's story.

Magnificent Mammals

Students will learn about many of the unique adaptations that allow mammals to withstand such conditions as extreme temperatures, scarce food, or drought. This class is full of activities and exploration to illustrate the adaptions of our local mammals.

Maple Syruping (February-March)

Maple syrup was a traditional food product of the early Native Americans that everyone now enjoys. We will provide you the chance to take part in the process of making syrup from the sap that's collected from our maple trees. Everyone will get to enjoy a taste of syrup! This course is available in February and March, while the sap is flowing.

Minimal Impact Camping

A responsibility of ours, as stewards of the planet, is to learn and practice the skills of Leave No Trace camping in the wilderness, "taking only memories and leaving only footprints" behind. This is a typical two hour course- student do not actually camp out overnight.

Mystery at Folly Farm – Bats (evening program)

Bats are all around us, but we hardly ever get a glimpse of them and don't realize their importance. In this interactive program, students will learn about these fascinating and mysterious nocturnal animals while trying to solve the mystery of why Folly Farm is losing their crops.

Night Hike (October-February, evening program)

Explore the nocturnal world with sensory games, information about nocturnal animals, and demonstrations of how we adapt to the dark. This evening program is instructed in study groups.

Orienteering

This class focuses on the basics of map and compass use. Students will get a chance to complete our orienteering course by finding a number of points located around Camp St. Croix, putting into practice what they've learned.

Outdoor Survival

There is nothing like going outdoors for a hike or bike ride. Camping with family and friends is always enjoyable. What could go wrong? Bad weather, getting lost, wild animals, poisonous plants, injury, and sickness are just a few examples of the things that could dampen your hike or paddle. Learn valuable survival skills and strategies that will get you through the direst circumstances. Students get the chance to build fires and shelters to 'survive' in the wilderness.

Owls (evening program)

Owls have often been labeled mysterious and elusive creatures. This program will teach you what an important and major predator of the noctunral ecosystem. You'll discover the many adaptations that allow owls to be great hunters of the night sky. Students will also see first hand what their diets are made up of by disecting owl pellets.

Prairie Pathways (Spring and Fall)

Students will explore a restored prairie habitat, which once was a part of a larger prairie that covered the whole Midwest. Trails throughout the 20 acre prairie will enable students the opportunity to learn plant and animal adaptations up close.

<u>Predator/Prey</u> (This is a large group game)

This game of ultimate survival tag is a fun and exciting way for students to learn of the intracacies of a food chain and the basic needs for survival by assuming the roles of various animals within the environment. Survival depends upon understanding the predator-prev relationship and overcoming "limiting factors" within the environment.

River Walk

Your students will walk the banks of the St. Croix river while discussing water's role in our ecosystem and discovering the effect of human impact on our water supply. Participants will examine the features of the earth's surface in the study of watersheds, their connection to each other and the water cycle.

School-Led Time

This is an option if teachers want students to have more free time of if you want to provide your own programming. You can choose this for evening or daytime programs.

Town Meeting (evening program)

Camp St Croix for sale??!! A land developer is interested in purchasing Camp for a new housing development. An emergency Town Meeting has been called and the students are the community. Students will represent different community members and groups and have an opportunity to express their opinions to the town council. What will happen to camp? Who can make a difference? This program teaches students the importance of being involved and informed in their community.

Tree-Mendous Forests

Your students will learn the internal and external structures of plants and trees, how they grow, and their nutritional needs. While on a hike through different forest habitats, students will learn of the importance of various plants, animals, and trees in the forest ecosystem.

Weather & Forecasting

Patterns of atmostpheric movement influence global climate and local weather. Current and emerging technologies have enabled humans to develop and use models to understand and communicate how natural systems work and interact. In this course, students will learn to observe and understand atmospheric patterns to help develop a short term forecast.

Winged Wonders

Birds come in an amazing number of shapes, colors, sizes, and occupy important places within many ecosystems. Your students will have the opportunity to learn how bird adaptations are important to many of our own local bird species and the habitats in which they live.

Wolves (evening program)

Little Red Riding Hood, The Three Little Pigs, Peter and the Wolf... No wonder they're the "Big Bad Wolves"! This one hour evening class separates fact from fiction by exploring the intimate and dynamic pack existence. Students will learn wolf adaptations and how they are important to our ecosystems.

Teambuilding & Character Education Programs

Programs

- Initiatives (Group Challenge games)
- Low Elements Challenge Course
- Climbing Tower additional charge of \$5/student
- Individual High Rope Elements 5th grade and older, additional charge of \$15/student
- Team High Rope Elements 5th grade and older, additional charge of \$15/student
- Zip Line* additional charge of \$5/student

Each program is designed to fit your needs and accomplish the goals specific to your group. The three main goals that we work towards are:

- <u>Self-confidence</u>: As participants process their own and their group's successes, failures, and dynamics, an individual can begin to identify how their personal strengths contribute to a group.
- <u>Personal/Group Challenge</u>: Participants are challenged in a collaborative environment to take risks and demonstrate perseverance as they face unfamiliar experiences.
- <u>Team Collaboration</u>: Groups develop communication skills, leadership, trust, and in increased awareness to group decision making.

Program Descriptions:

<u>Initiatives (Group Challenge Games)</u>

Initiatives are series of ground based games that encourage creative problem solving, critical thinking, and perceived risk-taking. These programs encourage participants to also develop greater awareness to personal choice, effective communication, trust, and teamwork.

Low Elements Challenge Course

Our Low Elements are a series of obstacles that encourage creative problem solving, critical thinking, and risk-taking. These programs encourage participants to develop effective communication, trust, support, collaboration and effective utilization of strengths.

<u>Climbing Tower</u> (outdoor and indoor option, Camp St. Croix site only)

We have 2 30-ft, outdoor climbing towers at Camp St. Croix and 1 25ft indoor wall for year round climbing. Our experienced facilitators can create an introductory or challenging climbing program to accommodate all ages and skill levels. These programs encourage participants to develop personal goal setting, perseverance, encouragement, and trust.

Individual High Ropes Elements (5th grade and older)

At both locations, we have a series of ropes challenges 20-40 feet in the air. One participant is on each element at a time, the rest of the team is on the ground supporting their team member physically and/or emotionally through positive encouragement. These elements encourage participants to develop an inclusive mindset for all abilities with an emphasis on personal challenge and character development.

Team High Rope Elements (5th grade and older, Camp St. Croix site only)

These are ropes challenges 20-25 feet high. Two participants work together on each element and the team supports physically and/or emotionally through positive encouragement. These elements encourage participants to develop trust and respect for all abilities with an emphasis on personal challenge and character growth.

Zip Line (5th grade and older)

The zip line can be done in combination with any other program option or as a stand-alone event. Participants climb up 25 feet and then slide down our zip line to a safe landing. Emphasis is on fun, personal challenge, and overcoming fears. *(Capacity: 8-12 participants per hour)

What To Bring

The majority of your or your child's time will be spent outside, so old comfortable clothing is recommended (please do not send new or favorite items). Please be aware of the weather forecast and pack accordingly. We hold programs outdoors during all seasons and all types of weather, including rain and snow.

Clothes for All Seasons:	Personal Items:
[] Shirts (long and short sleeve)	[] Water Bottle
[] Sweater or Sweatshirt	[] Sunscreen
[] Jacket	Day Pack or Waist Pack
[] Pants	[] Hat
[] Shorts (if warm enough)	[] Travel/Coffee Mug (Adults Only)
[] Socks	
[] Underwear	Optional Items:
[] Pajamas	[] Binoculars
[] Rain Poncho or Rain Coat	[] Disposable Camera
[] 2 pairs of Shoes (sturdy, close-toed)	[] Flashlight
[] Waterproof mud boots	[] Insect Repellant (Non-aerosol)
	[] Laundry Bag (recommended)
Sleeping Gear and Toiletries:	[] Sunglasses
[] Pillow	[] Journal, Pencils
[] Sleeping Bag	[] Book to read
[] Comb or Brush	
[] Deodorant	Please Leave At Home:
[] Hair Ties	✓ CELL PHONES
[] Shampoo	✓ Candy, Food, Gum, Pop, Snacks
[] Soap	✓ CD/MP3 Players
[] Toothbrush and Toothpaste	✓ Curling Irons and Hair Dryers
[] Towel and Washcloth	✓ Electronic Games
Additional Items for Winter Programs:	✓ Fireworks
[] Winter Boots (with liners)	✓ Knives (including pocket knives)✓ Anything considered a weapon
	✓ Anything considered a weapon✓ Pets
[] Wool Socks (at least 2 pair) [] Clean shoes or slippers for indoors	✓ Radios
[] Long Underwear (top and bottom)	✓ TVs
[] Mittens (2 pair)	✓ Anything else not allowed at school
[] Scarf	Anything else not allowed at school
Snowsuit or snow pants	
[] Stocking Cap (not earmuffs)	
Sweater, Turtleneck, or Vest	
Winter Coat or Parka	
Remember: In wintertime, wool or fleece is	
best! Layers of clothing will keep you	
warmer. Wet cotton clothes will make you	
cold.	

<u>Packing</u>: Students will carry luggage from the drop-off point to their cabins. Please pack in something easy to carry - such as a backpack, duffel bag with shoulder strap, or luggage with wheels.

Please be sure that ALL belongings have your or your child's name or initials on them, so we can return them if they are lost and found.

YMCA Camp St. Croix is not responsible for lost or stolen items.

Chaperone Information

Please share the following information with chaperones prior to your trip.

Serving as a chaperone is an exciting challenge. It is an opportunity to see new approaches to education, spend time outside, sleep in a cabin, experience classes and skits, learn about group dynamics, and be responsible for a small group of students. It is important to think of this program as a school experience for the students, and it should be educational for you too.

Chaperone Responsibilities

- 1. To attend the full group Orientation and the Adult Orientation on the first day.
- 2. To make certain that each student's personal needs are properly met.
- 3. To supervise students in the cabins at night and during free time.
- 4. To see that students are dressed appropriately for varying weather conditions.
- 5. To make certain that students get to each activity on time and prepared.
- 6. To help with support and discipline during classes and free time.
- 7. To promote caring, honesty, respect, and responsibility in all aspects of our program.
- *Chaperones are expected to stay on site during the school visit.

Policies That All Adult Leaders Must Observe While At Camp St. Croix

- 1. Profanity or foul language is not permitted.
- 2. Good judgment in relationships between different ages and sexes must be exercised.
- 3. Smoking is not permitted in the presence of children. Camp St. Croix is tobacco free.
- 4. No alcohol, tobacco, weapons, or illegal drugs are permitted at Camp St. Croix.
- 5. Physical punishment is not permitted by state law or by the YMCA.
- 6. If a child is arriving late or departing early for any reason, there must be direct release from a school teacher or staff member according to school policies.
- 7. All school rules apply at Camp St. Croix.

Camp St. Croix reserves the right to dismiss any person whose behavior contradicts these policies.

Preparing For the Week

- You will receive a "What to Bring" list. This is an outdoor program which means pack carefully and be prepared for rainy or cold weather. Also, remember to bring an alarm clock and a watch. No radios, pagers, electronic games, compact disc players, MP3 players, TVs, etc., are permitted.
- You will receive a Health Form and Release Agreement; both are **required** for participation in the program. Give these completed forms to the lead teacher of the school.
- Attend any chaperone training or orientation provided by your school.
- Find out about the students you will supervise. What age are they? Do you know some stories to share at bedtime? What things would be important to a student at this age?
- A residential, outdoor experience is an opportunity for groups to experience a different lifestyle. We ask that you **not** bring jewelry, credit cards, candy, beverages, or snacks. **All** valuables should be kept at home.
- Camp St. Croix is a casual place. You should assume that all clothing will get dirty. Please label all of your clothing. Rain gear and sturdy shoes are essential.

Youth Expectations and Responsibilities

Please share this information with students and chaperones prior to your trip.

One of the goals of the Outdoor Education experience is to build social skills, including cooperation and interdependence. We have found that responsibilities for the youth in the daily routine are important in reaching this goal.

Camp St. Croix requests all students to assist in the following duties:

Study Sessions: Our study sessions are fun and interactive and students should consider this

part of a school experience. Students should give the same energy, listening skills, and respect to Camp St. Croix staff as they do to their teachers at school. Any serious discipline problems will be referred to the school

teachers.

Kitchen Patrol: Cabin groups will be selected for each meal to have KP. They will arrive 15

minutes before the meal to set the tables and will clean up after the meal.

St. Croix staff will supervise the students during this time.

Table Clean-Up: Everyone at each table will assist in table clean-up including taking food back

to the service window, scraping plates clean, and wiping down the table.

Cabin Clean-up: Each cabin group is responsible for daily cleaning of their living area (trash

emptied, floors swept, heat turned down, lights turned off, etc.). When

checking out, you are responsible for leaving a clean cabin.

Sports Balls: If a ball is borrowed during recreation time, please return it to the bin when

finished.

The Outdoor Education Program Coordinator has the right to remove any individual or, if necessary, an entire group, if they are not abiding by the established rules.

Thank you teachers, chaperones, and students for your participation! YMCA Camp St. Croix depends on your enthusiasm and exceptional energy in order to provide the best possible outdoor educational experiences for all. We appreciate your time and effort, and believe you will surely benefit from the experience

3 Days/2 Nights Action Plan

To ensure the highest quality for your program, please fill out and return this form at least 4 weeks prior to your visit.

The staff at YMCA Camp St. Croix is available to assist you in designing a program that best meets the goals and outcomes you have set for your students. Please look through the study session descriptions and choose activities for daytime and evening study sessions.

Please be as complete as possible

School Name:		_ Group Leader: _	
Address One:		_ School Phone: _	
Address Two:		School Fax:	
City:		E-mail:	
State:	Zip:	Best Time To Ca	all:
Arrival Date:	Arrival Time:		Total Boys:
Departure Date:			Total Girls:
Grade Level:	·		Total Adults:
	Study	Sessions	
1		4	
2		5	
3		5	
	Evening	Programs	
Night One:		Night Two:	
	_	gram Options from each categor	
Day Two (11:00-11:45a.m.):	Eco Games	The Lorax	School-Led Time
Are you using journals?	No	Yes	
Will journals be graded?	No	Yes	
Camp Store Open:	No	Yes	
Snack Provider:	School	Camp St. Cro	ix (no extra charge)
Snack Time:	Afternoon	Evening	Do Not Schedule
Teacher Accommodations:	In Cabins	Extra Cabin	
Campfire option (if applicable): [See description on page 11]	Option 1	Option 2	Option 3

Other Notes or Details:

2 Days/1 Night Action Plan

To ensure the highest quality for your program, please fill out and return this form at least 4 weeks prior to your visit.

The staff at YMCA Camp St. Croix is available to assist you in designing a program that best meets the goals and outcomes you have set for your students. Please look through the study session descriptions and choose activities for daytime and evening study sessions.

Please be as complete as possible

School Name:		Group Leader:	
Address One:		School Phone:	
Address Two:		School Fax:	
City:		_ E-mail:	
State:	_ Zip:	_ Best Time To Cal	l:
Arrival Date:	Arrival Time:		Total Boys:
Departure Date:	Departure Time:_		Total Girls:
Grade Level:			Total Adults:
	Study S	Sessions	
1			
2			
3			
	Evening	Program	
1			
	Other Progr (Please circle one f	ram Options rom each category	
Are you using journals?	No	Yes	
Will journals be graded?	No	Yes	
Camp Store Open:	No	Yes	
Snack Provider:	School	Camp St. Croix	x (no extra charge)
Snack Time:	Afternoon	Evening	Do Not Schedule
Teacher Accommodations:	In Cabins	Extra Cabin	
Campfire option (if applicable): [See description on page 11]	Option 1	Option 2	Option 3

Other Notes or Details:

1 Day (no overnight) Action Plan
Complete a 2nd page if doing 2-Days with no overnight.

To ensure the highest quality for your program, please fill out and return this form at least 4 weeks prior to your visit.

The staff at YMCA Camp St. Croix is available to assist you in designing a program that best meets the goals and outcomes you have set for your students. Please look through the study session descriptions and choose activities for daytime and evening study sessions.

Please be as complete as possible

Address One: Address Two: City:		Group Leader: School Phone: School Fax: E-mail: Best Time To Call:
Arrival Date: Departure Date: Grade Level:	Departure Time:	•
		ram Options
Are you using journals? Will journals be graded? Camp Store Open: Lunch Provider:		from each category) Yes Yes Yes Camp St. Croix (no extra charge)

Other Notes or Details:

Group Goals

Please return this form to camp at least 2 weeks prior to your visit.

Number, in order, those goals that apply. (1 = most important to 6 = least important) Our experience will be highly successful if our participants: Better understand ecological systems by practicing science and nature studies in the field. Understand how people's attitudes and behaviors impact the environment. Appreciate the fun and enjoyment of being outdoors and by learning and participating in outdoor skills and activities. Develop critical thinking and problem-solving skills and understand the decision-making process, especially in relation to personal and environmental issues. Improve social skills (such as teamwork), build self-esteem and get to know other students, teachers, and parents on new and/or better terms. Other (please specify): Are there any concepts that you have covered in the classroom that you would like to have reviewed and/or developed further? Do you have any behavior/discipline expectations that you have for your group? Do you have a signal or method of getting students' attention? Are there any activities that you have participated in during past visits that you would like to see continued? Any additional notes, goals, or information:

Participant Concerns MUST BE RECEIVED AT Camp St. Croix 2 Weeks PRIOR to program date

Please list any concerns or restrictions for **students**, **teachers**, **and chaperones**.

	pecific examples of: ary restrictions rgies	*Behavioral p *Physical limit		*English Language Learners *Mental limitations
•	cific techniques that your better service your stude		o help your st	udents succeed, please let us know
Group Name:			Group Leader	
Phone:			Dates Attendi	ing:

		1	Dates Attenuing.
Participant Name	Study Group	Cabin	Allergies/Limitations/Restrictions/ Medical Needs (please be specific)
		İ	

Please attach additional pages as necessary

Cabin Roster

Please return this form to camp at least 2 weeks prior to your visit.

Cabins assigned to your group will be determined by the Outdoor Education Coordinator and communicated to you after we receive your Action Plan.

- You may use this form or your own form to communicate the same information.
- Include at least first name and last initial.
- Cabins CANNOT exceed a capacity of 12 people.
- We highly recommend that at least two adults are assigned to each cabin, however we only require one adult assigned per cabin.
- Attach additional sheets if necessary.

Cabin#		Cabin#	
Adults		Adults	
1	2	1	2
Students		Students	
1	2	1	2
3	4	3	4
5	6	5	6
7	8		8
9	10	9	10
Cabin#		Cabin#	
Adults		Adults	
1	2		2
Students		Students	
1	2		2
3	4		4
5	6		6
7	8		8
9	10		10
Cabin#		Cabin#	
Adults		Adults	
1	2		2
Students		Students	2.
	2		2
3	4		4
	6	J	6
	8	J	
	10	/	8

Study Group Roster

Please return this form to camp at least 2 weeks prior to your visit.

Number of study groups will be determined by the Outdoor Education Coordinator and communicated to you after we receive your Action Plan. We do our best keep study groups small with most including 12-15 students. Every study group MUST have at least one adult present with them at all times.

- You may use this form or your own form to communicate the same information.
- Include at least first name and last initial.
- Do your best to evenly assign students and adults so all study groups are similar in size.
- Attach additional sheets if necessary.

Study Group	Letter	Study Group	Letter	
Adults:		Adults:		
1	2	1	2	
3	4	3	4	
Students		Students		
1	2	1	2	
3	4	3	4	
5	6	5	6	
7	8	7	8	
9	10	9	10	
11	12	11	12	
13	14	13	14	
15	16	15	16	
Study Group	Letter	Study Group	Letter	
Adults:		Adults:		
1	2	1	2	
3	4	3	4	
Students		Students		
1	2	1	2	
3	4	3	4	
5	6	5	6	
7	8	7	8	
9	10	9	10	
11	12	11	12	
13	14	13	14	
15	16	15	16	

Demographics Summary

YMCA Camp St. Croix and Camp Sacajawea are proud to serve a diverse population of students and adults. Many funders (and potential funders) of our programs want to know the demographics of the population that we serve. Because of this, we request that you fill out this form as completely as possible. We appreciate your help in providing this information.

The following information is confidential and will only be used in aggregated reports and to apply for and/or distribute grant funding.

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ease fill in the erticipants and	number of		up r	neml	oers	in ea	ich ca	atego	ory of	age a	and g	jende	r. Be	sur	e to i
	Age	0	-5	6-	11	12	-17	18	-29	30-	-54	55-	64	65	+
	Gender	М	F	М	F	М	F	М	F	М	F	М	F	М	F
	Number														
the best of yorticipants andWHI	chaperone			, , , , , , , , , , , , , , , , , , ,								.MERI			
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AME	RICAN IND	DIAN			_		P	ACIF1	IC ISL	.AND	ĒR				
OTH	ER (PLEAS	E SF	PEC	IFY):											
affiliated wit	h a schoo	ıl, pl	leas	se pr	ovio	de th	e fo	llowi	ng:						
chool(s):										Grad	le(s)	:			
umber or perce	entage of fr	ree a	nd	redu	ced	lunch	reci	pient	s in y	our g	roup	:			
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oid your group r	eceive fina	ncia	l as	sista	nce	from	Cam	p St.	Croix	(?	YE	S N	0		
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RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration of participating in YMCA activities, and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence YMCA Greater Twin Cities (hereinafter referred to as YMCA) and its owners, directors, officers, employees, agents, volunteers, participants, and all other persons or entities acting for them (hereinafter collectively referred to as "Releasees"), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate, and also agree as follows:

- 1. I acknowledge that participating in YMCA activities involves known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, death, and property damage. Risks include, but are not limited to, broken bones, torn ligaments or other injuries as a result of falls or contact with other participants; death as a result of drowning or brain damage caused by near drowning in pools or other bodies of water; medical conditions resulting from physical activity; and damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.
- 2. I expressly accept and assume all of the risks inherent in this activity or that might have been caused by the negligence of the Releasees. My/My child's participation in these activities is purely voluntary and we elect to participate despite the risks. In addition, if at any time I believe that event conditions are unsafe or that I or my child are unable to participate due to physical or medical conditions, then I will immediately discontinue participation.
- 3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected with my/my child's participation in these activities, or our use of their equipment or facilities, arising from negligence. This release does not apply to claims arising from intentional conduct. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.
- 4. I represent that I have adequate insurance to cover any injury or damage I or my child may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or damage myself. I further represent that I/my child have no medical or physical conditions which could interfere with our safety in these activities, or else I am willing to assume and bear the costs of all risks that may be created, directly or indirectly, by any such condition.
- 5. In the event that I file a lawsuit, I agree to do so in the state where Releasees' facility is located, and I further agree that the substantive law of that state shall apply.
- 6. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

Parent/Guardian Authorization Section

Transportation/Medical

- 1. In the event that I/my child need immediate medical attention for injuries received while participating in a YMCA program, I authorize the YMCA staff to give me or my child reasonable first aid, and to arrange transport of myself or my child to a health care facility for emergency services as needed.
- 2. I give permission for myself and/or my child to be transported by the YMCA as needed for field trips, inclement weather, or late pick up. I also give my permission to participate in walking field trips.
- 3. I also give permission for myself or my child to enter Canada with the YMCA. I also understand that I/my child will need to bring our passport to camp if the trip involves such travel to Canada.
- 4. I hereby acknowledge that the YMCA will assume that either parent of the child may pick up the child at any time during the program unless there is pertinent court documentation on file at the YMCA that indicates otherwise.
- 5. I agree to the release of any records necessary for treatment, referral, billing or insurance purposes. The YMCA receives medical information on campers/participants that may need to be shared with medical providers.
- 6. If I or my child requires use and administration of an epi-pen, prescription or over the counter medication, it is my responsibility to ensure that the epi-pen and/or medication are on me or my child or within our personal belongings every day of the program. If YMCA staff is required to administer and use the epi-pen and/or medication, I agree to forever release and discharge the YMCA and its directors, officers, and employees from any and all liability arising out of or resulting from use or administration of the epi-pen and/or medication.

General

- 1. I hereby release all pictures of myself or my child taken by the YMCA for promotional purposes and programming materials including the YMCA website.
- 2. I give my permission for the YMCA to administer sunscreen as needed.
- 3. I acknowledge that certain sections of this waiver may not apply to me and/or my child and the programs or activities that we have chosen but agree to be bound by any applicable language.

By signing this document, I agree that if I or my child is hurt or our property is damaged during participation in these activities, then I or my child may be found by a court of law to have waived our right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.

I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing. Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if the YMCA did not utilize waivers as a method to lower insurance and administrative costs. I have read and understood this document and I agree to be bound by its terms.

Signature	Print Name			
Address_	_ City	State	Zip	
Telephone ()	Date			
	OR GUARDIAN AD be completed for partic			
In consideration of	(PRINT minor's names) e which are brought by or on be	being permitted to participate in the behalf of minor or are in any wa	in this activity, I further ay connected with such	agree to indemnify and hold participation by minor.
Parent or Guardian	Print Name	Dat	te	

Health Form

All groups must have health forms/information with them for all students. Groups may use this form or one provided by the school.

Participant's Name:	rticipant's Name:				Date of Birth:						
Age:	Height:	Weigh	t:		Gender:	М	F				
Parent/Guardian Nar	me(s):										
Address:											
City:			State	:	Zip:						
Home Phone:		_	Work	Phone:							
Doctor:				Phone:							
Name of Health Insu	ırance:										
Policy #:		C	ate of I	Last Tetanus Bo	ooster:						
Emergency contact:	(If unable to contact parent.)										
Name:		Relatio	on:								
Home Phone:		_	Work	Phone:							
	Health	Info	rmati	ion:							
	s to any questions that were ma king any medications?	arked y Yes	/es. No	Explain:							
Does the participant	have any allergies?	Yes	No	Explain:							
Does the participant	have a history of heart problems?	Yes	No	Explain:							
Does the participant	have a history of seizures?	Yes	No	Explain:							
Has the participant h	nad any recent injuries?	Yes	No	Explain:							
Does the participant	have special dietary needs?	Yes	No	Explain:							
Does the participant	have asthma?	Yes	No	Explain:							
Does the participant	have diabetes?	Yes	No	Explain:							
Does the participant	experience sleepwalking?	Yes	No	Explain:							
Does the participant	commonly we the bed?	Yes	No	Explain:							
T - 11	.c.										

Is there any other information regarding the participant that the school should be aware of or could prevent the participant from taking part in any camp activities?