



Emerald Cove
OUTDOOR SCIENCE INSTITUTE

Coordinator's Guide

Welcome to ECOS Institute! This manual will help you plan and organize your school's unique educational experience in the beautiful San Bernardino Mountains. Our mission is to grow the knowledge, skills, character and relationships of our participants through purposeful, hands-on outdoor science education - all set within a unique outdoor classroom environment.

Students learn the interdependence of all living things and the importance of caring for the Earth. They will have the opportunity to hike established trails, investigate geological features, observe wildlife and compare plant adaptations. During the evenings, students study the night sky through telescopes, and enjoy skits, songs and stories. Students will spend just a few days in the mountains but the experiences shared leave memories that will last a lifetime!

ECOS Institute is located at Camp Cedar Crest near Running Springs in the San Bernardino Mountains. At an elevation of 6,500 feet, snow is common in winter. This facility has comfortable accommodations for students and teachers with indoor bathrooms and central heating in the cabins. Two large auditoriums serve as excellent meeting rooms for night time activities and group gatherings. Camp Cedar Crest's Dining Hall provides excellent meals for breakfast, lunch and dinner.

This manual is a valuable aid for preparation to ensure a successful week for you and your students at ECOS Institute. We look forward to seeing you!

Steve Benz, Program Director

Contact Information

Physical Address

ECOS Institute
33325 Camp Cedar Crest RD
Green Valley Lake, CA 92341

Phone: (949) 298-ECOS
FAX: (949) 369-3267
Website: www.ecosinstitute.com
E- mail: info@ecosinstitute.com

Mailing Address

ECOS Institute
P.O. Box 8517
Green Valley Lake, CA 92341



TABLE OF CONTENTS

OVERVIEW

WELCOME LETTER	1
COORDINATOR’S TIMELINE & CHECKLIST.....	3

PREPARATION GUIDELINES

TRANSPORTATION.....	4
FORMS AND DISTRIBUTION.....	5
EXPLANATION OF FORMS	6
SPECIAL NEEDS STUDENTS & TEACHERS	8
CHECKING FORMS	10
PREPARING MEDICATIONS.....	11
MORNING OF DEPARTURE	12

POLICIES

INFORMATION.....	13
CONTRACT PROVISIONS	15

APPENDIX – ONLINE

COORDINATOR PLANNING FORMS

COORDINATOR'S GUIDE
SIX WEEK CHECKLIST
TWO WEEK CHECKLIST
CABIN PARTNERS DIRECTIONS
CABIN PARTNERS LIST - BOYS
CABIN PARTNERS LIST - GIRLS
MEAL SUBSTITUTION GUIDELINES

TEACHER FORMS

TEACHER GUIDE
TEACHER EMERGENCY INFORMATION
RELEASE FOR A TEACHER WITH
SPECIAL NEEDS/CONDITION

HEALTH CARE FORMS

MEDICATION AUTHORIZATION
RELEASE FOR A STUDENT WITH
SPECIAL NEEDS/CONDITION
MEDICATION WORKSHEET
INFORMATION FOR AIDES
SCHOOL DEPARTURE HEALTH CHECKLIST

STUDENT FORMS

PARENT GUIDE
STUDENT REGISTRATION
BEHAVIOR CONTRACT
RETURN TRIP FORM

COORDINATOR'S TIMELINE & CHECKLIST

<u>When</u>	<u>What</u>
Year Prior	<input type="checkbox"/> Register online <input type="checkbox"/> Receive confirmation of date <input type="checkbox"/> Return Date Confirmation Letter to us <input type="checkbox"/> Notify teachers and parents of date
September	<input type="checkbox"/> Your district returns the signed contract to us
As Soon As Possible	<input type="checkbox"/> Arrange bus transportation <input type="checkbox"/> Schedule parent orientation <input type="checkbox"/> Distribute forms to teachers
8 Weeks Prior	<input type="checkbox"/> Conduct parent orientation <input type="checkbox"/> Distribute forms to parents
6 Weeks Prior	<input type="checkbox"/> Email Six Week Checklist to us <input type="checkbox"/> Contact us about special needs students or teachers, special diets and other concerns
4 Weeks Prior	<input type="checkbox"/> Collect and review student forms
2 Weeks Prior	<input type="checkbox"/> Email Two Week Checklist and Cabin Partners List to us
1 Week Prior	<input type="checkbox"/> Collect and prepare student medication <input type="checkbox"/> Collect teacher forms (Teacher Emergency Information and Release For A Teacher With A Special Need/ Condition)
Morning of Departure	<input type="checkbox"/> Put student forms and medication on bus <input type="checkbox"/> Take and record student temperatures <input type="checkbox"/> Check and record students for communicable diseases/ conditions <input type="checkbox"/> Count students
Afternoon of Return	<input type="checkbox"/> Return medications to students
Soon After	<input type="checkbox"/> Return Principal Evaluation and Student/Parent Evaluation to us
Soon After	<input type="checkbox"/> We bill your district for charges

TRANSPORTATION

Arranging transportation to and from ECOS Institute is the responsibility of the school. **Please arrange transportation well in advance to ensure availability.** Keep in mind that you need to plan for the number of students plus their luggage. Arrival time at ECOS Institute is 11 a.m. on the first day. On the last day buses should arrive by 10:00 a.m. to load and leave by 11 a.m.

Allow more travel time in inclement weather, especially if chains are required. **Buses must carry chains during winter weather conditions.**

Teachers may bring their own vehicles if each student bus has at least one teacher aboard. Be aware that weather conditions could change at any time and that chains may be required.

Individual drivers may transport students to and from ECOS Institute if authorized by the school. This is not encouraged due to the possibility of inclement weather. A parent who wishes to pick up their child must make arrangements with the school and ECOS Institute. On the last day, the parent must arrive prior to the bus departure or their child will return on the bus.

Severe Weather Conditions

If roads are closed or are unsafe due to severe inclement weather on a travel day, we will contact your school the day prior or early the morning of departure to discuss the course of action.

Road conditions and chain requirements

California Department of Transportation (Caltrans)
(800) GAS-ROAD (enter Highways 330 and 18)
dot.ca.gov (click "Travel", then "Highway Conditions", enter Highways 330 and 18)

Weather forecast

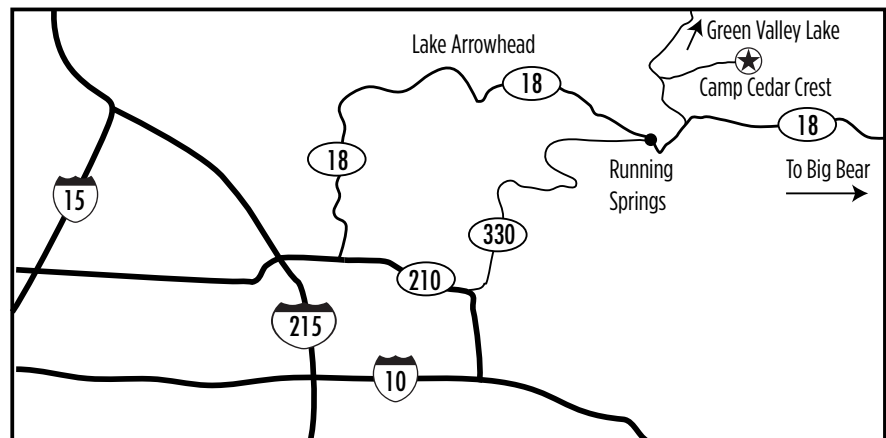
NOAA.gov – check forecast for zip code 92341

Address and Directions

Camp Cedar Crest
33325 Camp Cedar Crest Rd
Green Valley Lake, CA 92341
(949) 298-3267

Directions (use Google Maps for most accurate route):

From 210 Freeway
Take 330 North
In Running Springs,
continue on Hwy 18 East
towards Big Bear
Left on Green Valley Lake Rd
(After Blondie's Grille & Bar)
Right at Camp Cedar Crest on
Camp Cedar Crest Road



FORMS AND DISTRIBUTION

Please disperse the packet of forms as follows:

PARENTS

Parent Guide

- To all parents

Student Registration form

- To all parents

Return Trip form

- To all parents

Medication Authorization form

- Required of students taking medications while at ECOS Institute

Release for a Student With a Special Need/Condition form

- Required only of students with special emotional or physical conditions

TEACHERS

Teacher's Guide

Parent Guide

Cabin Partners List and Directions

Teacher Emergency Information form

Release for a Teacher With a Special Need/Condition form

- For teachers who are pregnant, under a doctor's care, or have special health concerns



ECOS INSTITUTE COORDINATOR

Coordinator's Guide

Teacher's Guide

Information for Parents brochure

Six Week Checklist

Two Week Checklist

Medication Worksheet

Departure Morning Health Checklist and Proof of Immunization for Participants

EXPLANATION OF FORMS

STUDENT FORMS

Student Registration

Required of all students attending ECOS Institute. **Without a completed and signed form, ECOS Institute does not have permission to give medical treatment and the student does not have permission to be on site.** These forms **must** go on the bus.

Return Trip

Gives consent to treat in the event of an emergency on the return bus trip. They should be kept by the teachers to go home on the bus.

Medication Authorization

Required of students taking prescription and nonprescription medication, herbal/homeopathic remedies, and supplements (including vitamins) on a regular basis. Both the parent and physician must sign. Without a completed and signed form, only the medications listed on the Registration Form can be given to the student (if consent was given). These forms should be packed with the medication.

Release For a Student With a Special Need/Condition

Required for students with special needs. The form informs the parent and physician of the conditions and the possible emergency response times at ECOS Institute. These forms should go up on the bus with the medications and other paperwork.

TEACHER FORMS

Teacher Emergency Information

Required of all teachers. This shows consent to treat in the event of an emergency. These forms should be sent up on the bus with the medications and other paperwork.

Release For a Teacher With a Special Need/Condition

For teachers who are pregnant, under a doctor's care, or have health concerns. The form must be signed by the teacher's physician and the district risk manager. This form should be sent up on the bus with the medication and other paperwork.

Cabin Partners List

Placing students in groups of 2 and 3 allows the flexibility needed to form cabin groups that fit the physical limitations of the cabins and available staff. List boys and girls separately. These lists should be emailed to the Program Director two weeks prior to attending. An updated list should be sent with the medication and other paperwork.

EXPLANATION OF FORMS

ECOS INSTITUTE COORDINATOR FORMS

Six Week Checklist

Gives an initial estimate of the number of boys and girls attending as well as any students with special needs. This allows time for the program manager or health services technician to contact the parents of special needs students and make the necessary arrangements. This checklist should be emailed to the Program Director six weeks prior to attending.

Two Week Checklist

Gives detailed information which is used to order food, plan staffing, and write the schedule for the week. This checklist should be emailed to the Program Director along with the Cabin Partners List two weeks prior to attending.

Medication Worksheet

Provides a way to check in all medication being sent to ECOS Institute. This list should be sent with the medication.

Proof of Immunization

As required by the San Bernardino County Health Board, all participants must have immunization records on file at site while attending ECOS Institute.

Departure Morning Medical Checklist

This checklist (or similar form) must be completed the morning you depart from school by the school nurse. All students must have their temperature taken and recorded along with any signs of nausea, vomiting, or diarrhea in the last 24 hours or exposure to these symptoms.

SPECIAL NEEDS STUDENTS

A child with special needs is defined as one who may require individualized care, supervision, and/or medical attention due to an emotional or physical condition. Examples include but are not limited to:

- diabetic students
- mobility challenged students
- students who regularly use a nebulizer
- emotionally challenged students
- students with severe learning disabilities
- students with severe food allergies
- students with casts (on arms or legs)*

The parent and child's physician are required to sign the Release for a Student With a Special Need/Condition. The physician's signature is not required if the student is not under a physician's care for the condition (e.g., a hard of hearing student). The school should notify ECOS Institute six weeks in advance on the Six Week Checklist in order to allow the staff adequate time for preparation. An ECOS Institute staff member will contact the parent to make arrangements to meet each child's unique health, safety, educational, and social needs.

Parents should be aware that access to a physician and/or hospital could be delayed in excess of one hour due to the remote locations of the ECOS Institute site. Road closures due to adverse weather conditions could make access to a medical facility difficult.

Students with special needs are considered on a case-by-case basis. Complete and timely information will help the ECOS Institute staff make any special arrangements or recommendations. For example, an interpreter would be helpful for a hard-of-hearing student or a menu may need to be sent to a student with severe food allergies. If a student has a full-time aide at school he/she will need an aide at ECOS Institute. Part-time aides are strongly encouraged to attend.

If it is not feasible for a student to attend for the entire week, there are other options. Many special needs students have come with a parent for a day.

ECOS Institute staff are not trained to work with all special needs students and are not required to assist in areas such as pushing wheelchairs or assisting with bathing and personal hygiene.

The ECOS Institute Program Director reserves the right to determine whether an aide will be required and whether it is safe for the child to attend ECOS Institute.

*Students on crutches may not attend.

Crutches and Casts

Students must be able to walk safely over varied terrain in all types of weather at a normal pace for extended periods. Steps, long distances on uneven terrain, snow and ice, and steep hills make walking on crutches a safety hazard. **Schools wishing to send students on crutches must arrange for a wheelchair and an aide to push each student.** Students in walking casts, with leg braces, or on crutches for a permanent disability must have a signed special needs form and will be considered case by case.

SPECIAL NEEDS STUDENTS

Wheelchair Accessibility

Some sites are more accessible than others. All sites have stairs or steps. Trails can be rocky, narrow, and sometimes steep. Sites at higher elevations have longer periods of ice and snow. Although all sites have a wheelchair accessible restroom, it may not be located in the student's regular accommodations. **The school will need to arrange for an aide to push each student in a wheelchair.** ECOS Institute staff and other students are not allowed to push wheelchairs.

Special Diets

In most cases students with special dietary needs will not have to send their own food. The sites have vegetarian options for meals with meat as the main dish, cold cereal is an option at breakfast, there is a salad bar at lunch and dinner, and fruit (usually apples and oranges) is available at all meals. Students who are vegetarian or have religious dietary restrictions (e.g., no pork or pork products) can choose the vegetarian option. Most students with food allergies can simply avoid eating the food they are allergic to. **The parent is responsible for providing food that is not normally served at ECOS Institute.** If a student has a special diet that may require sending substitute food, give the parent a copy of the Meal Substitution Guidelines. The school or the parent should contact the Program Director to obtain a copy of the menu for that week. Once the student is on site the health services technician will assist the student at meal times.

Teachers With Special Needs

Teachers with a special need/condition (e.g., pregnancy, under a doctor's care, or other health concerns) who wish to attend must fill out a Release for a Teacher With a Special Need/Condition. The form must be signed by the teacher, the teacher's physician. Although some accommodations can be made, the teacher is expected to take an active role in teaching and supervising students. See the Teacher's Guide for an explanation of the teacher's role at ECOS Institute.

Aides

Students in wheelchairs, students who need assistance with eating, showering, dressing, etc., and students who have a full time aide at school will need an aide at ECOS Institute. If a student requires a high degree of assistance, more than one aide may be necessary. Students with special emotional needs may also need an aide. Due to the additional challenges of an overnight experience, students who do not require an aide at school may require an aide at ECOS Institute. Call the program director at the site your school will be attending for more information.

If an aide is accompanying a student, please give him/her a copy of the Information for Aides prior to your arrival at ECOS Institute. ECOS Institute staff are not trained to work with all special needs students and are not required to assist in areas such as pushing wheelchairs or assisting with bathing and personal hygiene.

CHECKING FORMS

Forms should be collected approximately one month before the students attend ECOS Institute. This allows time to check the forms for accuracy and completeness and make any necessary adjustments. Reminders can be sent home with the students. Many schools set up a check off sheet listing the students attending and tracking the incoming paperwork.

From Parents:

Student Registration

- **Required of all students attending**
- Should be filled out completely (front and back)
- **Check for parent's signature at the bottom of the page**
- If the child takes medication, they will need a Medication Authorization Form.
- If the child has a special need/condition, they will need a Release for a Student with a Special Need/Condition Form

Return Trip

- Required of all students attending (for the return trip on the bus)
- **Check for parent's signature**
- Can be kept by teachers (not required by ECOS Institute)

Medication Authorization

- Required of any student taking prescription and nonprescription medication, herbal/homeopathic remedies, and/or supplements on a regular basis
- **Check for parent's and physician's signature** (the form can be faxed to the doctor)
- If the parents want their child to carry an inhaler, the consent section must be filled out
- These forms should be packed with the medication being sent

Release For a Student With a Special Need/Condition

- Required of any student with a special need/condition
- **Check for parent's signature** (and physician's signature if under regular care for the need/condition)

From Teachers:

Cabin Partners List

- Please compile onto a master list
- Please make a boys and a girls list

Teacher Emergency Information Form

- Required of all teachers attending

Release For a Teacher With a Special Need/Condition

- Required of any teacher with special needs wishing to attend

PREPARING MEDICATIONS

All medication should be checked in to the school office. It should be logged in and sent on the bus with the teachers. **There should be no medication in student's luggage** (including items such as vitamins and cough drops). The only exception would be an inhaler, EpiPen, or diabetic supplies that need to be carried by the student (if consent is given on the Medication Authorization form).

Complete the Medication Worksheet

Check that each medication (prescription, nonprescription, supplements, etc.) is in its **original container**, and the container is clearly labeled with:

- Name of Student
- Name of Medicine
- Dosage

Place the medication(s) for each student in a resealable plastic bag or other easily labeled bag. Mark the outside of the bag with:

- Name of Student
- Name of School

All medications, including herbal and homeopathic remedies and supplements (e.g., vitamins), must be accompanied by the Medication Authorization form.

- **Both the parent and the physician must sign the form.**
- If a child requires more than one medication, information for several medications can be written on one form.
- Detailed instructions can be attached to the form.
- If an inhaler, EpiPen, or diabetic supplies is in the possession of a student, please note on the yellow form.

Place the Medication Authorization form inside the bag with the medication(s). Do not put the Student Registration or the Release For a Student With a Special Need/Condition in the bags.

Place the Medication Worksheet and all medications in a box or large bag with the school's name written on the outside.

Place the box of medications on the bus with one teacher. Please do not send medications in personal vehicles. The ECOS Institute health services technician will be there to receive the box on arrival.

MORNING OF DEPARTURE

Take each student's temperature and check for any unhealthful symptoms. Students will be excluded from participation for:

- Temperature of 100° F or higher
- Signs and symptoms of communicable disease or condition (e.g., lice)
- Temporary physical condition limiting mobility (broken leg, crutches, etc.)

Record each students temperature and health condition on the School Departure Health Checklist or similar form. This form must be faxed or emailed to the ECOS Institute Office

Check that students are dressed in long pants, jackets, and sturdy shoes for arrival in the mountains.

Bring participant Proof of Immunization to keep on file while attending ECOS Institute.

Remember to load the following items on the bus :

(They can all be placed in the medication box)

- Student Registration forms **one for each student attending**
- Student medications with Medication Authorization forms
- Special Needs forms
- Teacher Emergency Information forms
- Copy of corrected Cabin Partners List
- Return Trip slips
- Resealable bags for motion sickness
- School Departure Health Checklist
- Participant Proof of Immunization
- Behavior Contract

Count the number of students on the bus.

- Make sure the total matches the number on your Cabin Partners Lists.
- **Call the site to report any changes prior to your departure from school**



INFORMATION

VISITORS

Administrators, school personnel, DARE officers, and next year's fundraising parents are welcome and encouraged to visit during the week of participation. Schools may consider inviting additional adults such as community leaders or bilingual aides. Some hesitant parents may find this comforting and therefore allow their child to participate in this once-in-a-lifetime experience. Please note visitor information on the Two Week Checklist.

Parents are welcome to visit the program any time it is in operation except the week their child is attending. Parent visitation is discouraged during the week their child is at ECOS Institute to prevent homesickness and distraction from the program. Visits must be arranged in advance with the program director. ECOS Institute does not operate on weekends and holidays.

MIDWEEK DEPARTURE AND ARRIVAL

Charges for students arriving late or leaving early will be prorated, but a student who leaves and returns to ECOS Institute will be charged the full fee for the week. To fully experience and benefit from the program, it is best that students participate in all of the activities during the week. Parents are encouraged to make alternative arrangements for lessons, team practices, games, and other home activities during the week of ECOS Institute.

TELEPHONES

Each site has a telephone and a fax machine, which are used for ECOS Institute business communications. Telephones are not available for student use and students should not bring cell phones. The ECOS Institute will contact parents if concerns arise. Cell service is decent for most carriers.



INFORMATION

BEDWETTING

Students who wet the bed attend ECOS Institute on a regular basis. The staff is sensitive to the potential embarrassment a student faces if peers discover the problem. If a problem occurs it is handled discreetly; the soiled bedding and clothing is removed, washed, and returned while the students are out on activities. Extra sleeping bags are available to substitute, if necessary.

HOMESICKNESS

The week at ECOS Institute may be the first time away from home for many students. Most are ready for the challenge but a few will become homesick. If a student is homesick, the ECOS Institute staff will work with the student and try to make him/her comfortable. Most students work through their homesickness and have a successful week. If a student continues to have trouble adjusting, the Program Director or Health Services Technician will contact the parents. ECOS Institute staff and the parent will make a plan on how to help the student.

EMERGENCIES

ECOS Institute is well equipped to care for students and teachers in the event of an emergency. Staff members are certified in CPR and First Aid, and the health services technicians are a valuable resource. Each site has adequate food, water, and supplies to sustain a school group for several days.

We ask that parents direct all phone communication to your school office in the case of an emergency. Site phone lines must be kept open. We will keep each school informed as the situation evolves.



CONTRACT PROVISIONS

1. *What is the 80% clause?*

The enrollment you projected on your school's registration form will be your contract enrollment unless you:

- A. Call to adjust the enrollment before contracts are mailed, or
- B. Call your district office to change the number on the contract before your district signs it.

Once the contract has been signed, your school is financially responsible for at least 80% of the number of students you projected to attend ECOS Institute.

2. *How many teachers should accompany our students?*

There should be one certificated district employee for every 25-35 students. It is preferred, but not required, that the students' own teachers attend. If your school cannot provide the required number of teachers, **one** classified employee may serve as a substitute. The designated substitute would have the same on-site responsibilities as a teacher. If you would like to send more staff than the required ratio, please call the Program Director to make sure accommodations are available. A nominal room and board fee may be charged for each additional staff member.

3. *What is the policy concerning students who leave to attend off-site events?*

Because the curriculum and social activities are designed for cumulative learning, attending off-site activities (e.g., sports, music, drama) during the week is discouraged. However, if an unavoidable conflict does occur, a student may be picked up by his/her parents and returned to the program. Parents should make arrangements with the program director at the site their child is attending. Students who leave and return to ECOS Institute will be charged the full fee.

4. *Are fees prorated for a child who attends a partial week?*

Yes. A detailed fee structure is included in the contract. The proration and the child's name will appear on your billing invoice. Students who leave and return to attend off-site events will be charged the full fee.

Your district office retains a copy of the complete contract.