



# *Trip Coordinator 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 operates at multiple sites in the San Bernardino Mountains. At an elevation of 6,500 - 7,000 feet, snow is common in winter. These facilities have comfortable accommodations for students and teachers with indoor bathrooms and central heating in the cabins. Large auditoriums serve as excellent meeting rooms during inclement weather, night time activities, and other large group gatherings. ECOS dining halls provide 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!

Pam Johnson, Executive Director

## **CONTACT INFORMATION**

### ECOS Mailing Address

ECOS Institute  
P.O. Box 3048  
Running Springs, CA 92382

(We encourage schools to collect letters from families and send to ECOS with teachers!)

### Physical Addresses

Camp Cedar Crest  
33325 Camp Cedar Crest Rd.  
Green Valley Lake, CA 92341

Camp Paivika  
600 Playground Dr.  
Crestline, CA 92325

### Office

Phone/Fax: (949) 298-3267  
Email: [info@ecosinstitute.com](mailto:info@ecosinstitute.com)

# Table of Contents

## OVERVIEW

WELCOME LETTER	1
COORDINATOR'S TIMELINE and 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
SUPPLEMENTAL FOOD GUIDELINES	16

## APPENDIX - LINKS TO DOCUMENTS

### **TRIP COORDINATOR PLANNING FORMS**

[TRIP COORDINATOR GUIDE](#)  
[SUPPLEMENTAL FOOD GUIDELINES](#)

### **HEALTH CARE FORMS**

[ECOS MEDICATION AUTHORIZATION FORM](#)  
[RELEASE FOR A STUDENT WITH SPECIAL](#)  
[NEEDS/CONDITION](#)  
[MEDICATION WORKSHEET](#)  
[INFORMATION FOR AIDES](#)  
[MORNING OF DEPARTURE CHECKLIST](#)

### **STUDENT FORMS**

[PARENT GUIDE \(ONLINE - multiple languages\)](#)

[PARENT GUIDE PDF - ENGLISH](#)  
[PARENT GUIDE PDF - SPANISH](#)

[REGISTRATION INSTRUCTIONS - ENGLISH](#)  
[REGISTRATION INSTRUCTIONS - SPANISH](#)  
[REGISTRATION INSTRUCTIONS - VIET](#)  
[REGISTRATION INSTRUCTIONS - KOREAN](#)  
[REGISTRATION INSTRUCTIONS - CHINESE](#)

### **TEACHER FORMS**

[TEACHER GUIDE](#)

# Coordinator's Timeline & Checklist

<u>When</u>	<u>What</u>
Year Prior (Feb-March)	<b>Register online</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Submit contact information, # of student reservations</li><li><input type="checkbox"/> Indicate preferred length of program &amp; season/month to attend</li></ul>
Year Prior (April-May)	<b>Confirm Dates of Attendance</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Receive Date Confirmation letter</li><li><input type="checkbox"/> Confirm Dates (Principal signs and returns letter to ECOS)</li><li><input type="checkbox"/> Notify teachers and parents of date</li><li><input type="checkbox"/> Arrange mountain certified bus transportation</li></ul>
Summer (June-August)	<b>Your district returns the signed Contract to ECOS</b>
Beginning of School Year	<b>Communicate with ECOS and Parents</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Receive Trip Coordinator Email from ECOS</li><li><input type="checkbox"/> Distribute information to teachers and parents</li><li><input type="checkbox"/> Schedule/conduct parent orientation</li><li><input type="checkbox"/> Open registration for your students and teachers</li></ul>
October	<b>Updated Enrollment (October 1) and Deposit (October 31)</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Send ECOS updated projected enrollment (boys and girls)</li><li><input type="checkbox"/> 10% Tuition Deposit due on October 31</li></ul>
4 Weeks Prior	<b>Submit Pre-Trip Checklist</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Updated projected attendance; special needs; teacher info</li></ul>
2 Weeks Prior	<b>Submit Cabin Partners (in the Pre-Trip Checklist document)</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Student names; comments; special needs</li></ul>
1 Week Prior	<b>Final Preparation</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Verify complete online registration</li><li><input type="checkbox"/> Collect and prepare student medications</li><li><input type="checkbox"/> Receive email from ECOS (final cabin lists, menu, etc.)</li></ul>
Morning of Departure	<b>Morning of Departure Checklist</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Temperature check for every student (must be under 100.4 F)</li><li><input type="checkbox"/> Check for signs of contagion, or recent exposure to contagion</li><li><input type="checkbox"/> Verify complete online registration</li><li><input type="checkbox"/> Email completed Morning of Departure Checklist to ECOS</li></ul>
Afternoon of Return	<b>Return medications to your health clerk</b>
30 Days after trip	<b>Remaining Balance due to ECOS</b>

# 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 **10:30 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.

## For 3-Day Trips:

**\*\*\*WEDNESDAY ARRIVALS SHOULD BE SCHEDULED FOR 11:00am**

**\*\*\*WEDNESDAY DEPARTURES ARE AT 10:30AM, so buses should arrive at 9:30am**

Allow more travel time in inclement weather, especially if chains are required. **Buses must carry chains during winter weather conditions. Drivers must be certified to install and drive with chains.**

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 discouraged, due to impact on site personnel, and 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)

Phone: (800) GAS-ROAD (enter Highways 330 and 18)

Online: <https://quickmap.dot.ca.gov>

## Weather forecast

weather.gov – check forecast for zip code 92341

## Addresses *(use Google Maps for most accurate route):*

Camp Cedar Crest  
33325 Camp Cedar Crest Rd.  
Running Springs, CA 92382

Camp Paivika  
600 Playground Dr.  
Crestline, CA 92325

- From 210 Freeway, take Hwy 330 North
- In Running Springs, continue on Hwy 18 East
- After 3 miles, Left on Green Valley Lake Rd
- After 1 mile, Right on Camp Cedar Crest Rd.

- From 210 Freeway, take Rt 18/Waterman N.
- After 11.2 miles, exit onto Rt 138 towards Crestline
- Left on Crestline Cutoff (for .4 miles)
- Left on Crestline Rd. (for 100 ft.)
- Left onto Crest Forest Dr. (for .7 miles)
- Left onto Playground Dr. (for .9 miles)

# Forms & Distribution

All ECOS forms are included in your Trip Coordinator Email  
AND can be found online at [www.ecosinstitute.com](http://www.ecosinstitute.com)

Please distribute information as follows:



## PARENTS

1. Parent Meeting Slideshow
2. Registration Tutorial Slideshow
3. Step-by-step Online Registration Instructions
4. Parent Guide
5. ECOS Medication Authorization form
  - Required only for physician-scheduled medications at ECOS Institute
6. Release for a Student With a Special Need/Condition form
  - Required only for students with special emotional or physical conditions that require 1-1 assistance and/or present significantly high risk of injury/complication

## TEACHERS

1. Teacher's Guide
2. Parent Guide
3. Pre-Trip Checklist (shared Google Drive document)
4. 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

1. Coordinator's Guide
2. Teacher's Guide
3. Information for Parents brochure
4. Pre-Trip Checklist (shared Google Drive document)
5. Medication Worksheet
6. Morning of Departure Checklist

# Explanation of Forms

## STUDENT FORMS

### **Student Registration - ONLINE**

Required of all students attending ECOS Institute. **Without completed online registration, ECOS Institute does not have permission to give emergency medical treatment and the student does not have permission to be on site.**

### **Medication Authorization (Prescription and Scheduled Over-the-Counter)**

Required for ALL medications sent to ECOS. Both the parent and prescribing physician must sign. These forms should be packed with the medication.

### **Medication Authorization (Over-the-Counter as needed “PRN”) - ONLINE**

When registering their child online, parents select over-the-counter medications available at ECOS, and authorize the ECOS nurse to administer as needed. Without authorization, the ECOS nurse cannot distribute PRN over-the-counter medications.

### **Release For a Student With a Special Need/Condition**

Required for some students with special needs. Consult ECOS Director to confirm if this form is needed. This document details the inherent risk associated with the environmental conditions, and physical activity requirements, of ECOS Institute. This must be done at least 6 weeks prior to attendance.

## TEACHER FORMS

### **Teacher Registration (ONLINE)**

Required of all teachers. This includes emergency contact information and relevant health history.

### **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 your District risk manager.

### **Pre-Trip Checklist and Cabin Partners (ONLINE)**

Pre-Trip Checklist: Indicates contact information for visiting teachers; provides updated attendance information; alerts ECOS to any special needs that would require significant preparation and support.

Cabin Partners: 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 must be completed at least two weeks prior to attending.

# Explanation of Forms (cont'd)

## ECOS INSTITUTE COORDINATOR FORMS

### **Pre-Trip Checklist and Cabin Partners (ONLINE)**

Pre-Trip Checklist: Indicates contact information for visiting teachers; provides updated attendance information; alerts ECOS to any special needs that would require significant preparation and support.

Cabin Partners: 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 must be completed at least 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.

### **Morning of Departure Checklist**

This checklist must be completed on the morning that you depart from school, and emailed to ECOS Institute prior to your arrival. The Trip Coordinator uses this checklist to verify that:

1. Students temperature does not exceed 100.4 F
2. Students do not show signs of contagion
3. Students have not been recently directly exposed to contagion
4. Students are FULLY registered

# 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, developmental, 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)\*

If deemed necessary by the ECOS Director, 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 student with a 1-1 aide at school for severe autism). The school should notify ECOS Institute six weeks in advance on the Pre-Trip 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 as road closures due to adverse weather conditions are possible, and 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. 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 for a single day trip.

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

## Crutches and Casts

CRUTCHES ARE GENERALLY NOT ALLOWED. 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 currently 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.



## **Wheelchair Accessibility**

Some ECOS 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. All sites have wheelchair-accessible buildings, sleeping quarters, and bathrooms. **The school will need to arrange for an aide (district employee) to push each student in a wheelchair.** ECOS Institute staff and other students are not permitted to push wheelchairs.

## **Special Diet Requests**

ALL FOOD SERVED AT ECOS INSTITUTE IS NUT-FREE. During the online registration process, Parents/Guardians can choose **one** of 6 options: pork-free, dairy-free, egg-free, gluten-free, vegetarian, and vegan.

If there is a student with food restrictions that cannot be accommodated by **one** of these options, parents are instructed to contact your school to discuss the possibility of sending supplemental food from home. If you authorize a student to bring supplemental food, parents must adhere to the ECOS Supplemental Food Guidelines (see page 16). Visiting teachers will be responsible for assisting this student with these items at meals. For food storage and preparation, a refrigerator and microwave will be provided in the dining hall at ECOS Institute.

In most cases, students with dietary restrictions will not bring their own food. The sites have a variety of options at every meal: cold and hot cereals are available at breakfast, there is an extensive salad bar at lunch and dinner, and fruit (usually bananas, apples, and oranges) is available at all meals. You will receive the menu, and a list of your school's special diet requests, at least 1 week before the trip to ECOS. Parents of students with highly restrictive diets may request this menu, please remind them that the menu may change.

## **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. Please note the evening hours extend the work day beyond the traditional school schedule. Call the ECOS program director 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 at least 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 - ONLINE**

- Required of all students attending.
- Trip Coordinator can track the registration status of all students, at any time, through account.
- Trip Coordinators can share account login information with other teachers, so that everyone can check the registration status of students in all classes.
- Trip Coordinators will receive automated emails from the online registration system at 6 weeks, 4 weeks, 2 weeks, and every day during the week leading up to the trip. This email indicates registration status, and if parents intend to send medication.
- If parents intend to send medication, they will need an ECOS 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 submitted at least 6 weeks prior to attendance.

### **ECOS Medication Authorization form - PAPER COPY**

- Required of any student taking prescription medication, or over-the-counter medication on a prescribed schedule.
- **Check for parent's and physician's signature** (the form can be faxed/emailed 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.
- District Medication forms are not sufficient to authorize ECOS staff to administer medication.

### **Release For a Student With a Special Need/Condition - PAPER COPY**

- 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 Lists**

- Please compile in the Cabin Partners sheets on the Pre-Trip Checklist.
- There will be a boys and a girls list, with students arranged in groups of 2's and 3's.

### **Teacher Registration (Online)**

- Required of all teachers attending; can be verified through your Trip Coordinator account.

### **Release For a Teacher With a Special Need/Condition (if necessary)**

- 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). Students with inhalers and Epi-pens should have access to them on the bus ride, and all inhalers and Epi-pens will be given to the ECOS health care team upon arrival.

**Complete** the Medication Worksheet

**Check** that each medication (prescription and over-the-counter) 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 re-sealable plastic bag or other easily labeled bag. Mark the outside of the bag with:

- Name of Student
- Name of School

**All** medications must be accompanied by the ECOS Medication Authorization form.

- **Both the parent and the physician must sign the ECOS Medication Authorization 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.

! Medications that are not prescribed by a physician should not be sent. Standard over-the-counter medications listed in the online registration system are available to students upon request, if authorized by parents.

**Place** the ECOS Medication Authorization form inside the bag with the medication(s).

**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 the teacher. Please do not send medications with students or in personal vehicles. The ECOS Institute nurse will be there to receive the box upon arrival.

# Morning of Departure

**Take** each student's temperature and check for any signs of sickness or contagion. Students will be excluded from participation for:

- Temperature of 100.4° F or higher
- Signs and symptoms of communicable disease or condition (e.g., flu)
- Temporary physical condition limiting mobility (broken leg, crutches, etc.)

**Record** each student's temperature and health screening results on the ECOS Morning of Departure Checklist. Also, verify FULL registration status. This form must be received by ECOS Institute prior to your arrival.

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

**Load** the following items on the bus :

- Student medications with ECOS Medication Authorization forms
- Any Release for Student w/Special Needs/Condition forms
- Re-sealable bags for motion sickness
- Luggage!
- Students!

**Count** the number of students on the bus.

- Make sure the total matches the number on your Morning of Departure Checklist.

**Verify** projected drive time and **10:30 am** arrival with the bus driver.

**Call** ECOS Institute (949) 298-3267 in the case of significant delay.



# Policies

## BEHAVIOR RESPONSE

ECOS Institute staff work with visiting teachers and administrators to address inappropriate student behavior that may occur during the trip. As ECOS staff support the standard behavior expectations that exist at traditional school campuses, additional behavior expectations unique to a residential outdoor education program will be in effect.

ECOS staff and visiting school personnel work together to assess behavior, provide counseling and support, and guide students toward appropriate choices. In the case of persistent inappropriate behavior, or single severe infractions (fighting, threats of violence, bullying, racism, sexual harassment, etc.), ECOS staff and visiting school personnel will enact consequences consistent with ECOS and visiting school policies.

In these persistent and/or severe cases, parents may be contacted, and students may be dismissed from ECOS Institute. In the event of dismissal, parents are responsible for picking up their child in a timely fashion. If parents refuse to meet this requirement, visiting schools are contractually obligated to facilitate the dismissal of the student from ECOS Institute.

## VISITORS

Administrators and other school personnel are welcome and encouraged to visit during the week of participation. Schools may consider inviting additional adults such as community leaders or PTA fundraisers. 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 Pre-Trip Checklist.

Parents are welcome to visit ECOS Institute 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 ECOS staff. 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.

ECOS Institute is a residential (overnight) program. Parents are not permitted to drop off students in the morning and pick them up at night, unless it is a single day trip approved by the school.

## **TELEPHONES AND ELECTRONICS**

ECOS Institute telephones are reserved for business operations and emergencies. Telephones are not available for parent/student use, and students should not bring cell phones. ECOS Institute or school teachers will contact parents if concerns arise. Electronic devices are likewise not permitted (Apple watches, air tags, headphones, etc.)

# **Other Information**

## **BEDWETTING**

Every week, ECOS Institute welcomes students with a history of wetting the bed. 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, if necessary.

## **MISSING HOME**

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 experience separation anxiety. If a student is missing home, the ECOS Institute staff, and visiting teachers, will work with the student and try to make them comfortable. Most students work through their anxiety and have a successful week. If a student continues to have trouble adjusting, ECOS staff or visiting teachers will contact the parents. ECOS Institute staff, visiting teachers, and the parents 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 nurses (RNs and LVNs) 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 85% 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. Contact ECOS Institute at the beginning of the school year if you learn that ECOS registration exceeds actual grade-level enrollment

Once the contract has been signed, your school is financially responsible for at least 85% of the number of students you projected to attend ECOS Institute. **Contract revisions must occur before October 1, and are implemented on the basis of district-verified grade-level enrollment, not parent interest surveys.**

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. **Requests for more than the expected number of teachers to attend MUST be approved by the ECOS director. If approved, additional teachers may incur an additional charge and will likely result in shared teacher housing.**

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. Schools should make arrangements with the ECOS Program Director at the site the student is attending. Students who leave and return to ECOS Institute will be charged the full fee.

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

If a student arrives late, or departs early, due to illness or family emergency, tuition for that child will be prorated. A detailed fee structure is included in the contract. The proration will appear on your billing invoice.

Students who are dismissed from ECOS Institute because of poor behavior will be charged the full fee.

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.

# Supplemental Food

At ECOS Institute, we are pleased to help your child have a pleasant and healthy experience. If your child has special dietary needs (e.g. severe allergies, religious dietary preferences, dietary requirements for diabetics, or a medically prescribed diet), please follow these guidelines:

1. **Submit your special diet request when you register your child. This is a component of the online registration system.**
  - a. All food served at ECOS Institute is nut-free.
  - b. Options are: pork-free, dairy-free, egg-free, gluten-free, and vegan (Vegetarians choose vegan, then can supplement with dairy and eggs if desired). You will be able to choose only **one** of these options.
  - c. The ECOS kitchen will provide necessary substitutions, mirroring the standard menu items, so as to not bring attention to a child's special diet.
  - d. Upon arrival at ECOS, your child will be shown how they will receive their special plate from the service window. All food is served from the same window, so as to not bring attention to a child's special diet.
  - e. If your child's food restrictions cannot be accommodated by **one** of the available special diet options, you can work with your school to arrange for supplemental food to be sent from home, to ensure that your child is eating well during their trip.
  
2. **IF YOUR SCHOOL AUTHORIZES YOU TO SEND SUPPLEMENTAL FOOD, please adhere to the following guidelines:**
  - a. Send food in a small, soft-sided cooler. (To ensure it fits in the refrigerator).
  - b. Per San Bernardino County Health Code, the kitchen staff cannot prepare special meals using ingredients sent by parents.
  - c. In the dining hall, there is a refrigerator for storing perishable items in between meals, and a microwave to heat up items. Your school's teachers will assist your child with the supplemental food you send.
  - d. Food should be ready to eat (e.g., tuna, cottage cheese, crackers and cheese, protein drinks, nut-free granola bars, or items that can be microwaved).
  - e. You may request the menu for the week, to help you prepare and pack items that mirror the ECOS menu. Your teachers will receive this menu at least 1 week prior to the trip. This menu is subject to change.
  - f. Please send only healthy foods and snacks (no candy, chips, sugary cereals, etc.).
  - g. Clearly label food container(s) with your child's name.
  - h. Please do not send any food containing nuts.
  
3. Give food to your child's teacher to load on the bus.
  
4. Your items (soft-sided cooler, plastic containers, etc.) will be sent back to your school with your teachers.
  
5. Your items (soft-sided cooler, plastic containers, etc.) will be sent back to your school with your teachers.