



# FIELD TRIP PLANNING GUIDE 2020-2021

[WWW.COLLEGESETTLEMENT.ORG](http://WWW.COLLEGESETTLEMENT.ORG)





## College Settlement Outdoor School

Dear Friends:

As part of an ongoing effort to provide as much helpful information to assist in the planning of your trip, the following is the 2020 -21 edition of our Outdoor School Planning Guide. This guide will assist group leaders with planning the trip but also putting together a packet of information to send home to student's parents if you need sample forms and "cut and paste" sections of information. We look forward to working with you to plan a great field trip for you and your students.

This guide contains information about general procedures, schedules and logistical information necessary for the smooth operation of our Outdoor School program. Also contained within are descriptions of our most popular environmental education lessons and evening activities.

We encourage you to ask all the participating adult chaperones to read the sections applicable to them such as the Supervision Policy, Emergency Procedures, etc. This will help all supervising adults understand what is expected of them during their trip.

Please feel free to make copies of any necessary information for those participating in your program. This Planning Guide is also available in MS Word format if required to enable you to cut and paste sections for your own parent handouts.

It is our aim to make your experience at our Outdoor School program as successful and rewarding as possible. Please don't hesitate to call us regarding your program here. We are happy to help in any way possible.

Other information, photos, videos and fun articles can be found on our website

[www.collegesettlement.org](http://www.collegesettlement.org) or on Facebook

<https://www.facebook.com/TheOutdoorSchoolInHorsham/>

Sincerely,

The College Settlement Staff

---

**We have three scheduled Open House days throughout the year that parents and students can attend if they would like to visit the site before the field trip.**

**Please check our website or call our office for details**

---

## **CONTENTS**

<b>OUR HISTORY</b>	<b>6</b>
<b>OUR THREE PART PROGRAM</b>	<b>7</b>
<b>LESSONS</b>	<b>7</b>
<b>TEAM BUILDING</b>	<b>7</b>
<b>LIFELONG MEMORIES</b>	<b>7</b>
<b>OUR FACILITIES</b>	<b>8</b>
NATURAL AREAS	8
OUTDOOR PROGRAM AREAS	8
THE DINING HALLS	9
THE ENVIRONMENTAL CENTER (EC)	9
CABINS	10
<b>COLLEGE SETTLEMENT STAFF</b>	<b>11</b>
<b>SAFETY &amp; SECURITY</b>	<b>12</b>
Orientation	12
Security ID	12
Nurse/First Aid Personnel	12
Accessibility	13
Office Hours	13
Evening Security	13
Restricted Access	14
<b>EMERGENCY PROCEDURES</b>	<b>14</b>
<b>PLANNING THE TRIP</b>	<b>15</b>
<b>TRIP COORDINATOR PRE-TRIP CHECKLIST!</b>	<b>15</b>
TRIP PLANNING TIMELINE	15
SETTING UP STUDENT GROUPS	16
INSTRUCTIONAL GROUPS	16
TABLE GROUPS	16
CABIN GROUPS (overnight programs only)	16
<b>SUPERVISION OF STUDENTS</b>	<b>17</b>
Number of Supervisors/Chaperones	17
High School Chaperones	17
Chaperone Breaks	17
<b>THE OUTDOOR SCHOOL SUPERVISION POLICY</b>	<b>18</b>
<b>THE OUTDOOR SCHOOL TEACHER/CHAPERONE GUIDELINES</b>	<b>19</b>

<b>INCLEMENT WEATHER</b>	<b>20</b>
<b>Rain does not stop the fun!</b>	<b>20</b>
<b>GROUP CHALLENGE/TEAM BUILDING ACTIVITIES</b>	<b>21</b>
<b>LESSONS</b>	<b>22</b>
OPTION TIME	26
<b>EVENING ACTIVITIES (overnight programs)</b>	<b>26</b>
EVENING SNACKS	27
<b>PREPARING STUDENTS FOR THE TRIP</b>	<b>28</b>
<b>SAMPLE SCHEDULE – 3 day program</b>	<b>30</b>
<b>SAMPLE SCHEDULE – 2 day program</b>	<b>31</b>
<b>SAMPLE DAY TRIP SCHEDULE</b>	<b>31</b>
<b>FOOD SERVICES and MENU</b>	<b>32</b>
<b>OUTDOOR SCHOOL FIELD TRIP INFORMATION SHEET</b>	<b>34</b>
<b>SAMPLE FORMS FOR OVERNIGHT TRIPS</b>	<b>35</b>
SAMPLE FIELD TRIP PERMISSION FORM	35
SAMPLE OUTDOOR SCHOOL PARENT LETTER	36
SAMPLE STUDENT HEALTH ALERT / HEALTH PLAN	38

## OUR HISTORY

The College Settlement of Philadelphia was founded in 1889 to provide social, cultural and educational programs for the immigrants of South Philadelphia. The Agency operated a Settlement House in Philadelphia at Fourth and Christian Streets. **College Settlement Camp** in Horsham was founded in 1922 by Anna Freeman Davies and has been providing camping services for people from the greater Philadelphia area since that time. Today, during the summer there are 5 and 12 day resident camp programs (ages 8-12), Teen Adventure programs (ages 13 and 14) and a Counselor-in Training programs (ages 15-17) with over children enrolled in these programs.



The **Henry J. and Willemina B. Kuhn Day Camp** was founded in 1950 and continues to this day, offering two four-week sessions each summer with over 300 children enrolled in the program. All our summer campers receive scholarships to attend our programs, and we believe that no child should be prevented from attending because of their family's financial situation.

Our **Outdoor School Program** was started in the fall of 1973 by former Executive Director Frank Gerome. He designed the program to provide a quality, *affordable* residential environmental education experience for schools and youth groups. Today we offer one, two, or three or even five day programs for elementary, middle and high school students. We also have several programs for boy and girl scouts, sports teams, adult and youth groups. We can provide scholarships to assist students who need assistance with the cost of attending our programs with their school.

---

*We encourage our Outdoor School students to join us for our summer programs. Information on these programs can be emailed or brochures provided to schools upon request.*

---

**Pennypack Farm Education Center for Sustainable Agriculture** was founded in the spring of 2003 on the College Settlement Camp property. This non-profit organization leased 20 acres of our land and our partnership allows us to use the farm to teach students sustainable, organic farming and allow students to explore a real working farm committed to using sound environmental practices.

*During each Outdoor School trip we collaborate with your school's trip coordinator to offer lessons that complement each school's science curriculum. Our experiential-based lessons enhance students' ability to understand the topics being presented.*

# OUR THREE PART PROGRAM

Our ultimate goal is for students to grow and learn from all three integral parts of our programs.



## 1. LESSONS

Students develop an awareness of the wealth of activity to be found in our natural environment. By encouraging exploration of our beautiful wetlands, forests and streams, lessons come alive with the discovery of salamanders, funky fungus, macro invertebrates and raccoon tracks in the mud. By leading students through fun student-centered explorations, students are able to develop a positive environmental ethic that will hopefully guide their future behaviors. We take concepts learned in the formal academic classroom environment and bring them to life as students apply that knowledge out in the meadows, forests and wetlands.

## 2. TEAM BUILDING

Students are guided through carefully designed team building “challenges” that focus more on effective communication, problem solving, and creative thinking, than on physical ability. These activities encourage each individual to use their personal strengths to collaboratively work to solve each new challenge. Using the *Challenge by Choice* philosophy, Outdoor School staff members encourage students to choose their level of participation in these team activities. Students work with their group to achieve their team goals within a challenging but a safe environment.



## 3. LIFELONG MEMORIES

Students and teachers develop a bond that is formed through shared camping experiences – laughing at the campfire skits, sleeping in cozy cabins, sitting and eating meals family style in our dining hall, and spending quality time together on our fun programs. Students and teachers learn there is much more to a person that can be known from only spending time together in a classroom. A three day experience away from home allows students to experience how their compassion, reason, patience, creativity, self-reliance and table manners are great

skills to have!

---

***We believe students should leave the Outdoor School program as part of a cohesive team, with a greater awareness of the wonderful natural environment in their own back yard.***

# OUR FACILITIES

## NATURAL AREAS

The Outdoor School program takes place on College Settlement Camp, Horsham Township, Montgomery County, PA. The camp's 235 acres were farmland before the organization began offering summer programs in 1922. The beautiful campus is home to the headwaters of the Pennypack Creek, dozens of acres of wetlands, beech, oak and pine forests, wildflower meadows and a three-acre pond. There is room to explore and many teachable moments. Our forests and wetlands are home to many owls, hawks and woodpeckers. Our pond and streams are a favorite with students who get to go fishing, study beetle larvae and occasionally see great blue or green herons. We also host *Pennypack Farm Education Center*- a 20 acre organic farm where our Outdoor School staff teaches students about sustainable agriculture and local food systems.



Our campfire circle is accessed by our wheelchair accessible boardwalk through the wetland, and is set overlooking our pond. This campfire circle can accommodate 140 people. This is a great assembly area and also where we run our evening campfires for overnight programs. On darker evenings, the path to the campfire is lit with torches.

---

*OUR DAY TRIP PROGRAMS WILL PRIMARILY TAKE PLACE ON THE DAY CAMP SIDE OF THE PROPERTY. OVERNIGHT PROGRAMS WILL TAKE PLACE ON THE OVERNIGHT CAMP SIDE OF THE PROPERTY*

---

## OUTDOOR PROGRAM AREAS

We have an abundance of open space for activities and events. Our two extensive "group challenge" team building courses and two low ropes courses allow us to run a wide range of programs on either side of our property.



We have basketball, volleyball, hockey and tennis courts and Gaga courts. There are also two children's playgrounds complete with swings and slides. There are two larger playing fields for baseball, large group games or soccer. For evening programs we also have floodlit play courts (overnight camp side)

We have several open air pavilions (covered structures with cement floors) that can be used for lessons and activities. The pavilions have an electrical supply. Pavilions are great lesson, lunch and meeting spaces.



## THE DINING HALLS

**Davies Hall** (overnight camp side) is a winterized dining area with a full kitchen that can accommodate up to 147 people (main room) and a total of 179 people (when also using the porch). Meals are traditionally served family style at round tables. This building is a multi-purpose facility and is often used for evening programs or lesson activities in the event of difficult weather conditions.

Our Day Camp Hall can accommodate 175 people and has a warming/prep kitchen. Both buildings are equipped with Wi-Fi, a large pull-down movie screen and AV system.



## THE ENVIRONMENTAL CENTER (EC)

The environmental center on our Overnight Camp property is a one-room building used as a resource center, indoor classroom and a group meeting place. This heated building has discovery tables, several ecology and habitat displays, some smaller camp critters such as snakes and turtles, and a small library. Schools may also use this building for their evening programs. The EC can accommodate 57 people.

Our indoor animals include snakes, turtles and insects. Our outdoor paddocks and garden behind the EC are home to our goats, donkeys, chickens and turkeys – and the occasional duck!



The Environmental Center pictures is at the overnight camp site.

## CABINS

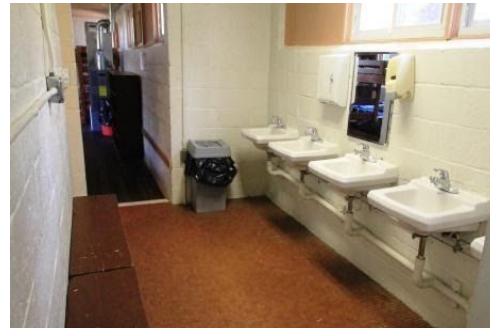
### Boys and Girls Villages (overnight camp site)

We have six large cabins - three in our *Boys Village* by the play-courts, and three in our separate *Girls Village* located ¼ mile away up a small hill. Each bunk can sleep between 22-30 people.

Although cabin occupancies vary each has two open dorm rooms, each sleeping eight to twelve



students, one bathroom, a shower room, and a staff sleeping area. One Girls Village and one Boys Village cabin is wheelchair accessible. All six cabins are in operation March through November and have lights, electricity, hot and cold running water, heating systems, hard wired smoke detectors, carbon monoxide detectors, fire alarms, and locking doors equipped with push “panic” bars.



Please refer to the cabin’s bed description (**PAGE 32**) when assigning bunks to staff and students. We ask that you fit students and adults to our bed numbers as we cannot add beds to cabins.

---

***We cannot allow groups to exceed the legal number of occupants. These occupancy limits are set by the Horsham Fire Marshall.***

---

### Tween Creeks

For very large groups that exceed our occupancy requirements for the Girls and Boys village cabins we can also use our Tween Creeks cabins. These six cabins can sleep up to ten people each and are situated in a separate village on the campus.

Groups staying at Tween Creeks also have access to a covered pavilion complete with fireplace, electrical outlets and picnic tables as well as a small basketball/play-court area. The Tween Creeks cabins are all wheelchair accessible.

*These cabins are not winterized therefore are only available April through October.*



## COLLEGE SETTLEMENT STAFF

There are several seasonal employees who will come into contact with students and school personnel during the Outdoor School program. All staff members have annual criminal background checks, and are subjected to random drug and alcohol tests. College Settlement staff are *secondary* supervisors. School teachers/chaperones are the *primary supervisors* – and have all cabin, behavioral and medical responsibility for students on site. Camp staff will lead the majority of the lessons and challenge activities but require assistance in monitoring student behavior.

**The Camp Director, Assistant Camp Director and Outreach Coordinator** are full time employees who live on site year round. They are responsible for the entire on-site program operations. The Camp directors work with schools to schedule the trip, plan activities, and set up pre-trip presentations for students and parents. The Camp Directors are on call and on-site 24 hours per day while programs are in session.

### Teacher Naturalists/Instructors

*Short bios of each season's Teacher Naturalists can be found on the Outdoor School website.* Our Teacher Naturalists (TNs) lead small instructional groups through environmental activities and group challenges. TNs are chosen for their qualifications and experience in science, education or counseling and also their ability to instruct students in an outdoor setting. Our TNs modify their teaching approach to include all students regardless of different learning styles. The teacher naturalists will lead most of the program activities with students and work closely with the teachers. School chaperones are the *PRIMARY SUPERVISORS* for students. The Outdoor Schools staff members are *SECONDARY SUPERVISORS*. Please refer to the Supervision of Students section for details.



# SAFETY & SECURITY

## Orientation

We take our responsibility for participant's safety very seriously and review our policies and procedures frequently to ensure we are following current best industry practices. Most of our safety procedures are adapted from school protocols. Our ultimate goal is to make all activities at the Outdoor School safe, fun and educational.

All participants in our programs will be oriented to our safety protocols, given guidelines and expectations for their time with us. We will cover emergency plans with group leaders and students, introduce our staff and discuss any program accommodations needed for different medical or physical needs. Teachers will also be given an additional, more in-depth teacher/chaperone meeting on the day of arrival.

As with all outdoor activities, there are inherent risks that are all part of spending time in the natural environment. All participants in our program will be oriented to our safety protocols to minimize the risk associated with these elements such as trails, natural bodies of water, rough ground underfoot, rapidly changing weather conditions, etc.

## Security ID

Outdoor School program staff are required to wear their staff uniforms while on duty. Any outside contractor on site is also required to either wear identification or be escorted by an Outdoor School staff member. During the first teacher/parent orientation at camp, school personnel and chaperones will be notified of any contingencies such as tree maintenance, board meetings etc. that may occur during their trip.

## Nurse/First Aid Personnel

Outdoor School program staff members are trained in CPR and First Aid. However we *strongly* advise all schools to bring a nurse with when possible. Student medications will be administered by school staff and not Outdoor School staff members.

We have secure, lockable storage areas for medications, ice supply, a large First Aid station, Automatic External Defibrillator with pediatric pads and 2 way radios for school personnel responsible for student health care. We also recommend that ALL participants under the age of 18 have a parent/legal guardian consent form and an accurate, current medical history sheet on site during their stay. We have added a sample medical administration form later in this guide.

## Food Allergies and Restrictions

Any food related concerns can be discussed with our Food Service Manager who will work directly with teachers and parents to create a meal plan for any specialized dietary restrictions. Our Food Services Manager can provide detailed ingredient lists for the meals we serve.

## Accessibility

We can make modifications to our programs, activities and schedules to make them as accessible to as many students and teachers as possible. Please contact us before the trip to plan any modifications. We have wheelchair accessible bathrooms in both dining halls, wheelchair accessible cabins and several trails that can be used with our All Terrain wheelchair.

During the teacher/chaperone meetings, the Outdoor School staff will discuss any participant's pertinent medical or behavioral contingencies that may need to be addressed. This information will be shared on a need-to-know basis only.



Horsham Rotary Club kindly donated an All-Terrain Wheelchair to Hatboro Horsham School District. The wheelchair is stored at our site and is available upon request.

## Office Hours

Our office is staffed between the hours of 8am and 4pm. After hours, an emergency answering service will direct calls to one of the full time Outdoor School staff members, who will then contact the on-site school faculty member coordinating the trip.

The main camp office number is **(215) 542-7974**.

The dining hall (Davies Hall) number is **(215) 646-4966**

## Two-Way Radios

Several “walkie talkie” radios are available for school use and will be issued to teachers, school nurses and evening cabin supervisors. All Outdoor School program staff members carry these radios during program hours, which are also monitored by the main office and Camp Director/Assistant Camp Director.



## Evening Security

School staff will be given cabin keys to enable them to lock the cabins each evening. All cabins doors have *panic bars* (fire escape doors) ensuring that the building can be exited through all doors even when locked to prevent access from the outside. The cabins are located in the heart of our campus, between several staff accommodations, and are fitted with external motion sensor spotlights. Each cabin supervisor is issued a two-way radio for communication with other cabins and full-time Outdoor School personnel. Radio communication is monitored 24 hours per day by a full time staff member.

## **Restricted Access**

The Outdoor School property has one main entrance into camp with a barrier placed across the driveway when students are on site. Participating schools are asked to coordinate all arrivals and departures of chaperones their own school visitors while students are on site. Suspicious activity/unrecognized vehicles will be investigated by Outdoor School staff members. The Horsham Police Department makes regular inspections of the facility and assists in monitoring any suspicious activity. Students are supervised by school or Outdoor School staff at all times



**CLASS** - The Outdoor School is a participant in **CLASS (Countywide Law-Enforcement Alerting Safety System)**. All Montgomery County schools are protected by this emergency response system. This is a one-button alert system for use in extreme emergency situations.

---

## **EMERGENCY PROCEDURES**

**Students and school personnel will be given an emergency procedure orientation on their first morning at The Outdoor School. Teachers and chaperones will also be given an additional emergency procedures/radio use briefing by an Outdoor School staff member. Emergency procedures are posted in each cabin and the dining hall.**

**The Camp staff review and practice these procedures every season.**

---

# PLANNING THE TRIP

*The following sections have been designed to assist the school staff members in coordinating chaperones and activities for the trip.*

## **TRIP COORDINATOR PRE-TRIP CHECKLIST!**

An Outdoor School staff member will contact the school trip coordinator at least 2 weeks prior to the school trip to discuss program details, participant numbers, special contingencies, etc. For OVERNIGHT program trips (2 and 3 day programs) a presentation by a member of the Outdoor School for students/parents is strongly recommended at least 2 weeks before the trip. For an evening presentation, we require at least 30 participants.

An Outdoor School staff member will also meet with school personnel prior to the trip if necessary to plan the trip and ensure the goals of the school trip are met.

We also have three Open House days throughout the year that parents and students can attend if they would like to visit the site before the field trip to tour the facility and meet the staff. Unfortunately we cannot schedule facility tours when groups are on site, therefore we encourage schools to share our Open House dates with students and their families.

## **TRIP PLANNING TIMELINE**

### **We need the following before each field trip:**

- 12 months before trip date - contact us for trip date availability
- 8 months before trip date - confirm trip date - contract sent to you
- At least 4 weeks before trip date -send the following to our office
  1. Signed copy of the booking contract
  2. 10% Deposit
  3. Certificate of Insurance naming COLLEGE SETTLEMENT as ADDITIONAL INSURED
- 2 weeks before trip date - send
  1. Cabin data (# students and teachers in cabins). These numbers must adhere to our legal occupancy limits.
  2. Dining Hall data (# people to be fed, # of tables needed, food restrictions and allergies).
- 1 week before trip date -Program Data (lesson requests, lessons school staff will teach, evening activity requests).

We ask for all cabin numbers (overnight programs only) and meal numbers plus any food allergies information at least 2 weeks before the trip date. This is VERY IMPORTANT as it gives us ample time to prepare buildings, staff scheduling and special food orders for your trip. If you do not have your program data ready, please send us the cabin and dining hall data regardless.

**SETTING UP STUDENT GROUPS**

Please have students assigned into *before* their trip. By thoughtfully putting students into groups where they will be most successful (and hopefully avoid personality clashes) we save valuable program time on site once students arrive. Contact us before your trips to find out how many groups we will need students divided into for lesson/team building activities.



**INSTRUCTIONAL GROUPS**

A ratio of 1 teacher to 8 - 12 students is ideal for group challenge or lesson activities. Camp will provide as many teacher naturalists as possible or needed for the number of students you are bringing. We may need teachers to assist leading some activities if the group is over 60 students.. *We recommend the use of letter or animal names for activity groups to prevent confusion with table numbers.*

**TABLE GROUPS**

There should be **7-9** students at every table for schools using the Overnight Camp property and 12-12 students at every table for schools using the Day Camp property. We suggest that an adult sit at tables with the students and supervise during meals. During overnight programs, pre and post meal set up and clean up will be done by table groups on a rotating basis.

We can provide a “teacher table“ request however we have found that students thoroughly enjoy the novelty of having teachers at their table – plus the meals run more smoothly with this added supervision!

**CABIN GROUPS (overnight programs only)**

This NUMBER IS FOR THE TOTAL NUMBER OF PEOPLE, please remember to include adults into your cabin assignment numbers. BUNK BED means double bunk with an upper and lower bed. SINGLE BED means single cot.

UPPER CABINS (females)	Max Occupancy	Dorms	Teacher Room
HEMLOCK LODGE	28	10 BUNK BEDS + 4 SINGLE BEDS	1 BUNK + 2 SINGLES
ENGLAND LODGE *	28	10 BUNK BEDS + 4 SINGLE BEDS	1 BUNK + 2 SINGLES
PETERS LODGE	26	10 BUNK BEDS + 4 SINGLE BEDS	1 BUNK
LOWER CABINS (males)	Max Occupancy	Dorms	Teacher Room
ABBOTT LODGE	22	8 BUNK BEDS	3 BUNK
BEDFORD LODGE	30	10 BUNK BEDS + 4 SINGLE BEDS	3 BUNK
LENAPE LODGE *	28	10 BUNK BEDS + 4 SINGLE BEDS	1 BUNK 2 SINGLES

\*England and Lenape Lodges are WHEELCHAIR ACCESSIBLE

Unless otherwise requested, we will usually place females in the upper cabins and males in the lower cabins (by the play-courts).



# SUPERVISION OF STUDENTS

School personnel are the primary supervisors throughout the Outdoor School experience and are ultimately responsible for student behavior and supervision during non-lesson times, during transitions and in the cabins. Outdoor School staff will assist with supervision and will lead more of the lesson and group challenge activities. Please review the Teacher Guidelines and the **Supervision Policy** with EVERYONE involved in your program. Teacher, aides, parents and other chaperones responsibilities are outlined in the **Teacher/Chaperone Guidelines**.

Fees for Chaperones- there is no fee for 1 chaperone per 15 students. For ratios over this, please contact us for details.

## Number of Supervisors/Chaperones

Ideally, we recommend schools provide **one adult per table** in the dining hall plus at least **two adults per cabin** during the overnight hours (8:30PM until 8:00AM). For lesson activities, groups should be no larger than 12 students per group whenever possible to allow for more individual exploratory activities and low-impact use of habitats.

We will provide between 2-6 teachernaturalists each day to school groups depending on the size of your group.

---

*Outdoor School staff members may be available to stay in the cabins; however they MUST be with a school chaperone (teacher or parent.)*

***The fee for this service is \$100 per Outdoor School staff member per night***

*Staff will assist in the cabin from 9:30PM until 7:30AM. The Outdoor School staff member can NOT function as the primary supervisor for that cabin group. That responsibility remains with school personnel therefore there must also be a school chaperone age 18+ in the cabin*

*Payment for this service will be billed to the school as part of the school's invoice. If you require camp staff assistance in cabins, please call us to request this service AT LEAST 2 weeks prior to your trip.*

---

## High School Chaperones

Many schools have benefited from using high school students as extra supervisors during the Outdoor School Experience. These students are often invaluable and offer a positive addition to the experience. However, high school chaperones are the full responsibility of each participating school. Please be aware of the liabilities and dynamics involved in using chaperones under the age of 18 to supervise students. We do not recommend having high school chaperones be the only supervisor's in cabins overnight.

## Chaperone Breaks

Non teaching time for school personnel/chaperones should be coordinated by school staff and those times communicated to the Outdoor School staff. Please ensure that adequate supervision is provided at all times, especially before and after meals. We require at least 1 school faculty member per 30 students to be on site at all times during the program.

# THE OUTDOOR SCHOOL SUPERVISION POLICY

SUPERVISION IS THE DIRECT RESPONSIBILITY OF THE TEACHERS AND CHAPERONES OF THE PARTICIPATING SCHOOLS. THE FOLLOWING GUIDELINES MUST BE FOLLOWED AT ALL TIMES

1. The buddy system should be used when sending students on an errand - preferably 3 students.
2. Adults should never be alone with a student
3. A student may never be left alone in either a building or on the grounds.
4. Students may not be on the grounds without direct adult supervision.
5. Students are permitted in lodges only with adult supervision.
6. If someone, who is not associated with the participating school, is seen on the property please report his/her presence to Outdoor School Staff IMMEDIATELY.
7. Inform Outdoor School Staff of any visitors expected to visit during the trip, and especially those expected to arrive after hours (8:30 PM and later).

FOR OVERNIGHT PROGRAMS -

8. At least one adult is required in each lodge for nighttime supervision, two are preferable.
9. All lodge doors should be closed and lights turned off when group leaves for meals and after students and staff are settled in for the night.
10. Students must stay in the lodge if they wake up in the morning before the adult supervising the lodge arises.

**Outdoor School staff will meet teaching staff and adult chaperones on their first day at camp to orientate them to these procedures and to answer any questions.**

# THE OUTDOOR SCHOOL TEACHER/CHAPERONE GUIDELINES

Please help us by reading and complying with the following guidelines.

1. Orientation - please attend the safety and orientation meeting with Camp Staff. If a chaperone misses the meeting, please share the information with them.
2. If a student is hurt, notify the Outdoor School staff immediately.
3. Alcoholic beverages and other illegal drugs MAY NOT be brought on the premises at any time.
4. Pets (except service animals) are not permitted on camp.
5. We are a non-smoking facility. If absolutely necessary, should only be done in outside areas and away from students and camp buildings. Dispose of all cigarette butts properly.
6. Instructional materials and walkie talkies are available for use. We ask that you return all equipment in a satisfactory condition.
7. Supervise and guide students during free time, transition times, cabin time and at tables during meals.
8. Please enter the kitchen/food prep area of the dining hall only when absolutely necessary.
9. If you wish to use the Dining Hall after hours, please check with our staff for instructions on closing down the hall when your group leaves for the evening..
10. We encourage you to share stories with the students before they go to bed, but please remember that many students do not like ghost stories. The Outdoor School Staff have a variety of good nighttime stories that you are free to borrow.
11. Groups are expected to be settled and quiet by NO LATER THAN 10:30PM.
12. Park only in the parking lot or designated parking areas by cabins and please **keep vehicles off the lawns.**
13. Report any maintenance needs as soon as possible.

**The Outdoor School will meet teaching staff and adult chaperones on their first day at camp to orientate them to these procedures and to answer any questions. The Camp Director/Assistant Camp Director is also on call 24 hours per day to assist with any contingencies.**

## INCLEMENT WEATHER



During the Outdoor School Program, we will continue to lead as many activities as possible outside. Our schedule can always be adapted to ensure the safety and comfort of the students is our main priority. Many of our activities can be adapted to take place under cover. The decision to work outside or bring activities indoors will always be that of the school personnel.

In the case of severe weather predictions please contact the Camp Director before the trip to assess the feasibility of the trip. If the weather outlook is deemed to be too difficult to safely run the trip, we will work with the school to reschedule the program to another date. ***There is no penalty for cancelling the trip due to difficult weather as long as College Settlement has been notified at least 12 hours before the school's scheduled arrival time.***

For safety reasons some activities – such as the low ropes course or lessons taking place in the older parts of our forest – might not be possible during very wet or windy conditions. When planning a trip when inclement weather is predicted, many options and alternatives will be available, and these can be planned once school teachers arrive on site. Our programs are still a lot of fun regardless of rain, mud or even snow!

Our dining halls are often used for activities during prolonged inclement weather. Students will be asked to leave the building and return to their cabins at least 15 minutes before each meal to allow the food service staff to prepare the area for that meal.



Rain does not stop the fun!

## GROUP CHALLENGE/TEAM BUILDING ACTIVITIES

*A full list of Group Challenge Activity descriptions and photos can be found on our website*

The Outdoor School has two low ropes courses and two group challenge courses.

These activities are designed to encourage leadership, communication skills and social development within a student group. Although many of the challenges are physical by nature, students of all abilities can actively participate in nearly all activities.

The use of these courses can be geared towards addressing themes pertinent to the school such as cooperation, anti-bullying, inclusion, clear communication techniques, etc. We follow the "Challenge by Choice" philosophy which encourages participation to each individual's comfort.

### Icebreakers and large group games

Our staff have many great icebreakers to start the program off. These are designed to get participants moving and laughing. These games lay the foundations to our trust building activities.

### GROUP CHALLENGE COURSE

Students participating in Group Challenges will be physically active while totally engaged with their group. Typically, groups spend two hours out on the challenge field, and can work through 5-7 challenges. School personnel are sometimes required to assist with leading some of the activities. An orientation to these activities will be given to school staff once they arrive on site.



### LOW ROPES COURSE

The Low Ropes Course is an excellent follow-up to the Group Challenge Course. These activities require more careful supervision and more cooperation between the students. Outdoor School staff will cover low ropes safety, spotting techniques and will closely supervise participants on the course. We typically request for teacher assistance with this activity .

## LESSONS

*Most participating school groups ask Outdoor School staff to choose the most appropriate lessons for the season and weather. We usually do not require school staff to lead instructional groups however we request that school staff assist our teacher naturalists by coming along on lessons. If school faculty would like to lead one of our lessons themselves, our ready made kits are easy to use, and the lesson will be explained to school staff once the group is on site. We also encourage school faculty to bring their wisdom and skills to the program and share a lesson they may have! We can encompass a wide variety of ecology/environmental science topics required by school districts for grade school students.*

In order to assist schools in meeting state/district requirements for science and ecology standards, we can match our learning outcomes with those of the school's curriculum. A large number of school districts participate in our program, each with its own unique curriculum requirements.

*Most schools opt to allow our teacher naturalists lead lessons on topics they have expertise in. Please check our website for short bios on our Teacher Naturalists and details of our most popular lessons.*

The following is a list and brief description of our most requested lesson activities however, this is by no means a definitive list of activities that are offered.

### **POND, WETLAND and STREAM STUDY**

Our campus sits at the headwaters of the Pennypack Creek. Students will be looking at wetlands, creeks, or our storm water retention wetland and our 4 acre pond to study various wetland ecology topics.

In 2017 we were thrilled to see the completion of our storm water retention wetland which is a great teaching tool highlighting the effects of run-off and how we are simulating a natural wetland's function on the waterway.



Some of the other watershed topics our staff may focus on include:

- A water quality assessment macroinvertebrate survey to determine the overall water quality of a water ecosystem using a BIOTIC INDEX
- Low impact collection techniques used to collect macroinvertebrates
- Use of field guides to identify various types of macroinvertebrates found in water ecosystems.
- Human impact on our watersheds
- The characteristics and hydrologic functions of a wetland
- The importance of a wetland and watershed as part of the water cycle
- Definition of a watershed as the area of land through which any water moves, or drains to reach a stream.

## WILDERNESS SURVIVAL

The wilderness survival lesson is extremely popular regardless of the season. This introductory activity teaches students important outdoor skills such as what to do if lost in the forest, basic fire and shelter building, tracking and wild edible identification. *Students will not actually be put in a real survival situation 😊 !*



## SOIL STUDY

Our campus has great examples of the various soil types common here in Pennsylvania – from exposed clay beds and Stockton Formation Triassic sandstone to wetland soils and organically farmed agricultural fields. Students will investigate different types of soils and discuss how they may have been formed.

Some of the areas our staff may focus on include:

- The properties and components of soil
- The basic soil cycle necessary for plant growth - plant decomposition and growth in relation to soil production
- Screening methods used to determine basic soil types
- Use of student observations to make decisions on soil quality
- Soil erosion and human impact on our landscape

## ARCHAEOLOGY

The camp is situated on land that has been farmed since at least the early 1700s, and we have two or three old farm middens containing pottery, old tools and bottles. Students will be given work gloves and hand tools as they carefully excavate some artifacts from the old farm. Discovered treasures will be displayed at camp.



## ANIMAL INTRODUCTIONS



We have a small collection of domestic animals down at our Environmental Center and use them to teach a wide variety of lessons. Students can meet, hold and learn more about our animals with our Animal Introductions lesson. We have many barn animals and a collection of indoor animals such as turtles, corn snakes and frogs. Many of our animals were unwanted pets, and now are one of our most popular parts of the program. Some of the areas our staff may focus on include:

- Make observations on the design and function of our animals' adaptations and recognize how they enable each to inhabit a niche
- The basic care needed to maintain a pet
- Historical uses for farm animals
- Correct animal handling techniques

## ORGANIC FARMING/SUSTAINABLE AGRICULTURE

College Settlement is land host to Pennypack Farm and Education Center, a 24 acre fully functioning organic farm, a non-profit community supported agriculture demonstration project. This partnership enables us to offer an incredibly valuable and unique variety of lessons based on sustainable agricultural topics. Students will tour the farm fields and various buildings and will be able to taste some of the fruits and vegetables grown on the farm.

Our teaching staff takes students to the farm for an in depth, hands on look at sustainable farming methods. Students learn about Integrated Pest Management, farming practices that foster sustainable water and soil use and also get to hear how food gets from field to plate. This is one of our most popular lessons.



Some of the areas our staff may focus on include:

- The nature/food connection & where food comes from
- How to farm/grow food organically & sustainably – soil and water retention practices
- How to improve family health through cooking & eating well
- The importance of local farming & local food
- Integrated pest management
- The importance of heritage breeds and biodiversity in our food plants
- The importance of the animals in food production – birds, bees, and bugs



## INTERPRETIVE HIKE

This is definitely a “teachable moment” lesson based around student discoveries. With so many great ecology topics available, our Teacher Naturalists can offer a wide variety of natural history subjects. Many schools request we offer our “Nature Hike” which will vary depending on the specific expertise of the Teacher Naturalist and season. Hikes focus on the most fascinating things going on in our forests, streams and meadows at that specific point in the year.

Some of the areas our staff may focus on:

- Birds
- Forest Ecology/succession
- Trees
- Funky Funghi
- Seeds
- Animal migration and hibernation
- Local animal populations/adaptations





## ANIMAL TRACKING

We have a wide variety of mammals, birds, reptiles, amphibians and invertebrates on camp. Students will begin by learning the various signs of animal activity (scat, tracks, trampled grass etc.) and then head out into the woods to look for such signs. Students will then be asked to find signs of animal activity. During this lesson, students will observe and collect various clues showing animals have been present while learning the importance of these smaller residents of our ecosystem.

Some of the areas our staff may focus on include:

- Demonstrate correct collection techniques for invertebrates
- Looks for feeding and nesting sites
- Scat ID!
- Explain the important role of different animals in the ecosystem
- Make observations on the design and function of animal adaptations and recognize how they allow the organism to survive in all seasons
- Use data collected to identify species

## FOREST SUCCESSION

Students will learn the five stages of succession, the habitat types and inhabitants of each stage of succession, common species indicative of each stage of succession and the concept of constant change, growth and decline to the life cycle of a forest. Some of the areas our staff may focus on include

- Differences in the tree and undergrowth species in 10, 30, 50 and 100 year old forests
- Examples of wetlands and fields turning into forests as we watch
- How animals populations vary within different types of forest habitat
- Forest growth and decomposition



---

## OTHER ACTIVITIES

With 235 acres and a dedicated, diverse staff, we can work with schools to design a program around your needs. From anti-bullying activities to stereotype-busting programs, large group non-competitive games, unique team challenges to an ever changing natural environment – we can design a program to bring your students an educational, fun and valuable experience. Just give us a call to see what else we can offer.

## OPTION TIME

After the group challenge or lesson activities, students will be able to participate in “option time” when they will have several activities from which to choose. Members of the Outdoor School staff will be offering options such as hikes, animal handling, big group games, crafts, campfire skits, low ropes course, etc.

## EVENING ACTIVITIES (overnight programs)

After dinner, students are usually given 20 minutes of recreational time while evening activities are set up and the dining hall is cleared. Typically there are two activity time periods each evening:



**Evening Activity 1**                      **6:30PM – 7:30PM**

**Evening Activity 2**                      **7:30PM – 8:30PM**

Our play courts have flood lights which allow us to do large group outdoor activities in the evenings regardless of the season.

The Outdoor School staff will either lead one activity each evening, and will be available to assist set up school led evening activities if required.

Many schools have found it beneficial to do a physically active game first and settle students down with an indoor or less active game for the second hour. There are several large group tag games that can be easily led by school staff. Some schools choose to give students time on the play courts playing tennis, soccer, basketball and gaga. Davies Hall has a very large movie screen, projector and sound system available for your use.

The following are some popular evening activities chosen by school groups. School teachers can wait until they are on site to decide which evening activities to offer.

*Some popular evening activities include the following options:*

### WHO KILLED HENRIETTA THE CHICKEN?

Who killed Henrietta the Chicken is an activity similar to the game “Clue”, in which students are using deductive reasoning skills to solve a heinous *henicide*. Teachers don chicken hats and play the role of “chicken masters”, answering yes or no questions for students from six different categories (possible suspects, murder weapon etc.). The Henrietta activity is centered on teamwork, effective communication skills and critical thinking, while keeping students engaged through various silly tasks assigned by teachers.

## **LIARS CLUB**

The Liars Club activity is a great indoor “wind down “activity prior to bedtime. Teachers select an item from our Liars Club box, make up a story about what the item is and present it to students. Only one teacher tells the true name and purpose of the item while the others tell their made up version with the goal of tricking students into choosing one of the false tales. If a majority of students guess incorrectly, the teachers gain a point. If a majority of students choose correctly, they gain a point. The activity typically goes for 6 to 8 rounds.

## **SCAVENGER HUNT**

The Scavenger Hunt is an activity in which students, accompanied by a teacher, venture out into the wilds of the Outdoor School in order to obtain items and answer questions from our Scavenger Hunt checklist. A map is provided for each group. Flashlights are recommended!

## **LARGE GROUP GAMES**

The camp staff have many large group games that can be run for students. These are typically fun physical activities that last 15-20 minutes each.

## **THE CAMPFIRE**

Traditionally, school groups participate in a campfire led by Outdoor School staff on their second evening from 7:30-8:30PM. Students can choose to learn skits at Option Time and will collect wood and build the fire before dinner. The trail to the campfire can be very dark and requires travel over uneven terrain. The trail will be lit with battery operated lanterns, however *please advise Outdoor School staff if you have any individuals who may require extra assistance traveling to the camp fire site.* During inclement weather (heavy rain, wind, thunder), the campfire can take place inside Davies Hall.



## **OUTSIDE RESOURCES**

Some school groups opt to bring in an outside resource to lead an evening activity for the students. Some good ideas to consider include local nature center volunteer programs, Fish and Game presenters, the Humane Society, etc. We can offer some other suggestions based on other schools' experiences.

---

## **EVENING SNACKS**

*Students are often very hungry by bedtime. We suggest that schools bring healthy evening snacks such as pretzels, popcorn or fruit with them.*

Our dining hall can be used for snacks and chill out time before students head to the cabins. We just ask that you tidy up, turn out the lights and close the door as you leave.

# PREPARING STUDENTS FOR THE TRIP

## OUTDOOR SCHOOL PRESENTATION:

(For overnight programs only) An Outdoor School staff member can come to your school to do an Outdoor School Presentation for students and/or parents. Each presentation takes about 45 minutes, which includes a question and answer session at the conclusion of the presentation. Due to the busy work schedule of our staff, we ask that there be AT LEAST 25 confirmed attendees for slideshow presentations.

This presentation is also available on our website.

Please contact us as soon as you have a preferred date and time for your presentation. *Time spent orienting students to the nature and purpose of their experience at the Outdoor School will foster a richer, more productive trip.*



## JOURNALS:

Setting goals for students, possibly tying these into journal assignments is a productive way to tie the Outdoor School Experience into school activities. Journals are also an excellent reflective activity for after-meal times as an alternative to play-court time. Students should be encouraged to write about their feelings as well as what they did during the day; or they may draw pictures of something they did or saw. It is a great way to help jog the students' memories about the day while also being a settling down activity during evening snack or shower time. Please contact us for sample journal activities. **Many schools find this activity very useful.**

## PACKING:

Our packing list (on the following page) is a suggested packing list for a three day program. Activities, if possible, will take place rain or shine; therefore comfortable, practical clothes are recommended. More clothing will be required during cold or wet trips. Shoes should be sturdy and well broken in.

Please encourage name tags or other indication of ownership on personal property. We cannot deliver lost property to schools or student homes. Lost property will be collected and taken to our camp office for parent pick-up.

Cell phones, electronic devices, personal sports equipment, jewelry and expensive belongings should be kept at home. Also note that a flashlight has been left off the list as some schools prefer students do not bring them. Flashlights are frequently lost or misused.

\*\*\*Disposable cameras are popular with students but are often lost on campus. Please ensure these devices are labeled with student and school name. Also, we suggest teachers review photography etiquette with all participants to avoid inappropriate images being taken in the cabins.\*\*\*



**SUGGESTED PACKING LIST for 3 DAY TRIPS (adjust for 2 day trips!)**

**Please make sure you pack appropriate clothes for the weather!  
More rain means more socks and cooler temps require more layers.**

**Please put names on your belongings.**

	<b>Sleeping bag or sheet &amp; blankets</b>		<b>Pillow</b>
	<b>Warm sweatshirt/jacket</b>		<b>Poncho or raincoat!!!</b>
	<b>Long pants (1 or 2 pairs)</b>		<b>Shorts (if weather will be hot)</b>
	<b>3 t-shirts</b>		<b>3 pairs underwear</b>
	<b>3 pair of socks (or more!)</b>		<b>Comfortable sneakers</b>
	<b>Rain boots (optional)</b>		<b>Pajamas</b>
	<b>Towel</b>		<b>Swimsuit for showers (optional)</b>
	<b>Toothbrush/paste</b>		<b>Brush or comb</b>
	<b>Soap/washcloth</b>		<b>Shampoo</b>
	<b>Happy smile 😊</b>		<b>Positive attitude!</b>

**Remember our programs are ACTIVE and OUTDOORS during your Outdoor School trip so bring your most comfortable, old clothes and sneakers.**

<b>LEAVE AT HOME:</b>			
	<b>Good Clothes</b>		<b>Jewelry and valuables</b>
	<b>Electronics/phones</b>		<b>Money</b>
	<b>Toys and Sports Equipment</b>		<b>Uncomfortable shoes!</b>

## SAMPLE SCHEDULE – 3 day program

The following is a rough guide to scheduling of activities. The schedule can be changed completely to suit your needs.

Arrival on the first day - please arrive **no earlier than 10AM** to enable us to clean and sanitize cabins between groups. If you do arrive earlier we will run some games to keep students engaged while the cabins are prepared. Departure time on the last day of your trip should be no later than 1.30. Please contact us if you would like to stay longer.

### Day 1

**10AM** Arrival and unpacking  
Move into cabins  
**10.30** Big Groups Games  
**11.30** Emergency Procedures  
and health and safety  
guidelines  
**11:45** Lunch  
**1:15** Group Challenges  
**3:30** Option Time  
**4:30** Cabin Time  
(Set up crew to DH)  
**5PM** Dinner  
**6PM** Journal Time  
(Clean-up crew to DH)  
**6:30PM** Evening Activity 1  
(Led by OS staff)  
**7:30PM** Evening Activity 2  
(Led by School staff)  
**8:45PM** Snack  
**9:15PM** Back to cabins/showers  
**9:45PM** Lights Out

### Day 2

**7:30AM** Set up crew to DH  
**8AM** Breakfast  
**9:15AM** Lesson 1  
**10:30** Lesson 2  
**11:45** Cabin Time  
(Set up crew to DH)  
**12:00** Lunch  
**1:15** Lesson 3  
**2:30** Lesson 4 (or group  
activity)  
**3:45** Option Time  
**4:30** Cabin Time  
(Set up crew to DH)  
**5PM** Dinner  
**6PM** Journal Time  
(Clean-up crew to DH)  
**6:30PM** Evening Activity 1  
(School staff)  
**7:30PM** Campfire (OS Staff)  
**8:45PM** Snack  
**9:00PM** Back to cabins/showers  
**9:45PM** Lights Out

### Day 3

**7:30AM** Pack Up/Move  
Luggage/Set up crew to Dining  
Hall  
**8AM** Breakfast  
**9:15AM:** Option Time/Lessons  
**10:20** Option Time/Lessons #2  
**11:30** Tree planting ceremony  
**12.00** Lunch  
**1.00** Departure  
(Approximate times)

## SAMPLE SCHEDULE – 2 day program

The following is a rough guide to scheduling of activities. The schedule can be changed completely to suit your needs.

Arrival on the first day - please arrive **no earlier than 10AM** to enable us to clean and sanitize cabins between groups. If you do arrive earlier we will run some games to keep students engaged while the cabins are prepared. Departure time on the last day of your trip should be no later than 1.30. Please contact us if you would like to stay longer.

### Day 1

**10AM** Arrival and unpacking  
Move into cabins  
**10.30** Big Groups Games  
**11.30** Emergency Procedures and health and safety guidelines  
**11:45** Lunch  
**1:15** Group Challenges  
**3:30** Option Time  
**4:30** Cabin Time  
(Set up crew to DH)  
**5PM** Dinner  
**6PM** Journal Time  
(Clean-up crew to DH)  
**6:30PM** Evening Activity 1  
**7:30PM** Campfire (OS Staff)  
**8:45PM** Snack  
**9:15PM** Back to cabins/showers  
**9:45PM** Lights Out

### Day 2

**7:30AM** Pack Up/Move Luggage/Set up crew to Dining Hall  
**8AM** Breakfast  
**9:15AM** Lesson 1  
**10:30** Lesson 2  
**11:30** Tree planting ceremony  
**12.00** Lunch  
**1.00** Departure

### *\*EXTENDED DAY OPTION*

**1:30** Lesson 3  
**3:30** Lesson 4  
**4:30** Cabin Time  
**5PM** Dinner  
**6:30PM** Evening Activity

**There are many scheduling options**

## SAMPLE DAY TRIP SCHEDULE

Day trip schedules vary greatly as many depend on bus departure times set by the bus company. Below is a typical day trip schedule

**9.30 - 10.30** Arrival – Introductions, Icebreakers, Big Group Games

**10.30 – 12.15** Group Challenges

**12.30 LUNCH** (bag lunches from school)

**1.00** Either GROUP CHALLENGES, ECOLOGY LESSONS or LOW ROPES

**2.30** WRAP UP and DEPART

\*Extended day options

**2.30 -3.30** Lessons

**5pm** - Dinner

**6pm** Evening Activity

**7pm** Depart

# FOOD SERVICES and MENU

Food is prepared on site and is designed to be kid friendly, nutritious and is served “family style” at round tables. Fruit, cold cereal, yogurt, bread and soy milk are available at all meals upon request.

Due to the large number of food restrictions and allergies, we can accommodate GLUTEN FREE or VEGETARIAN DIETS, however we *MAY* have to ask that students with severe allergies bring their own substituted food items with them if required. Our Food Services Manager can discuss specific food ingredients with parents if needed. Please call the camp office to contact our Food Service Manager. **GLUTEN FREE OPTIONS AVAILABLE UPON PRIOR REQUEST. VEGETARIAN OPTIONS AVAILABLE AT EVERY MEALS. WE DO NOT SERVE NUT OR PORK PRODUCTS**

The following menus may vary slightly - please call for updated information. **CARB COUNT in RED**

## 1 NIGHT/2 DAY MENU

### DAY 1 LUNCH – STUDENTS BRING BAGGED LUNCH

#### DINNER (D1)

- Homemade vegetarian red sauce (4tbsp = 1g)
- Pasta (2oz = 42g)
- Pure beef meatballs (3=5g)
- Italian garlic bread (1 slice = 15g)
- Parmesan cheese (<1g)
- Salad - lettuce, tomato, cucumber (cup =9g)
- Italian dressing (2 tbsp = 2g)
- 2% milk (8oz = 12g)
- Water
- Blue Bonnet or Kemp’s Ice cream sandwich (28g)  
Pasta served plain with sauce and meatballs on the side. Vegetarian or gluten free meatballs available upon request (3 = 10g)

#### DAY 2 BREAKFAST (B1)

- Pancakes (3 x 4” = 31g)
- Pancake syrup (¼ cup = 52g)
- Turkey sausage links (2 = 0.5)
- Butter (<1g)
- 2% milk (8oz = 12g)
- water
- orange juice (8 oz = 25g)
- Various cold cereal, yogurt, fruit on side table

#### DAY 2 LUNCH (L1)

- Hoagie roll (1 = 37g)
- Cheddar cheese (1 slice = 1g)
- Tomato (1 slice = 1g)
- Sliced smoked turkey (2 slices = 4g)
- Romaine Lettuce (1 large leaf = 1g)
- Mayo and mustard (0.5g)
- Sliced Apples (1 apple = 25g)
- Potato Chips (1 pack = 25g)
- Home made sugar cookie (1 = 28g)
- 2% milk (8oz = 12g)
- Water
- Iced tea (12oz = 22g)
- Vegetarian option – cheese hoagie

#### OPTIONS for BREAKFAST

- Special K with Strawberries (1cup = 40g)
- Golden Grahams (1cup = 35g)
- Rice Krispies (1cup = 25g)
- Nature Valley granola (1cup = 70g)
- Yoplait yogurt - strawberry banana (17g)
- Yoplait yogurt - Raspberry peach (17g)

**SILK SOY MILK AND LACTAID AVAILABLE AT ALL MEALS**



## 2 NIGHT 3 DAY MENU

### DAY 1 LUNCH – STUDENTS BRING BAGGED LUNCH

#### DINNER (D1)

- Homemade vegetarian red sauce (4tbsp = 1g)
  - Pasta (2oz = 42g)
  - Pure beef meatballs (3=5g)
  - Italian garlic bread (1 slice = 15g)
  - Parmesan cheese (<1g)
  - Salad - lettuce, tomato, cucumber (cup =9g)
  - Italian dressing (2 tbsp = 2g)
  - 2% milk (8oz = 12g)
  - Water
  - Blue Bonnet or Kemp's Ice cream sandwich (28g)
- Pasta served plain with sauce and meatballs on the side. Vegetarian or gluten free meatballs available upon request (3 = 10g)

#### DAY 2 BREAKFAST (B1)

- Scrambled eggs (1 egg =1g)
- Homefries (3oz = 17g)
- Whole grain toast (1 slice = 18g)
- Butter (<1g)
- Strawberry and grape jam (1 tbsp = 20g)
- 2% milk (cup = 12g)
- Water
- Orange juice (8 oz = 25g)
- Various cold cereal, yogurt, fruit on side table

#### LUNCH (L1)

- Grilled cheese on wheat bread (whole sandwich = 30g)
- Homemade tomato soup (12 oz = 12g)
- Baby carrots (4 = 1g)
- Celery sticks (1 = 1g)
- Ranch dressing (2tbsp = 4g)
- Home made sugar cookie (1 = 28g)
- 2% milk (8oz = 12g)
- Water
- Lemonade (12oz = 21g)

#### DINNER (D2) for 3 day groups

- Baked chicken breast lightly seasoned (<1g)
- Mashed potatoes (1 cup = 35g)
- Whole grain dinner roll (23g)
- Green beans(¾ cup = 6g)
- Salad - lettuce, tomato, cucumber (cup =9g)
- Honey mustard dressing (2 tbsp = 2g)
- 2% milk (8oz = 12g)
- Water
- Homemade cake (1 piece = 25g)
- **Pre-arranged vegetarian option – Veggie patty (1 = 6g)**

#### DAY 3 BREAKFAST (B2)

- Pancakes (3 x 4" = 31g)
- Pancake syrup (¼ cup = 52g)
- Turkey sausage links (2 = 0.5)

- Butter (<1g)
- 2% milk (8oz = 12g)
- water
- orange juice (8 oz = 25g)
- Various cold cereal, yogurt, fruit on side table

#### PICNIC LUNCH (PL)

- Hoagie roll (1 = 37g)
- Cheddar cheese (1 slice = 1g)
- Tomato (1 slice = 1g)
- Sliced smoked turkey (2 slices = 4g)
- Romaine Lettuce (1 large leaf = 1g)
- Mayo and mustard (0.5g)
- Sliced Apples (1 apple = 25g)
- Potato Chips (1 pack = 25g)
- Home made sugar cookie (1 = 28g)
- 2% milk (8oz = 12g)
- Water
- Iced tea (12oz = 22g)
- Vegetarian option – cheese hoagie

#### OPTIONS for BREAKFAST

- Special K with Strawberries (1cup = 40g)
- Golden Grahams (1cup = 35g)
- Rice Krispies (1cup = 25g)
- Nature Valley granola (1cup = 70g)
- Yoplait yogurt - strawberry banana (17g)
- Yoplait yogurt - Raspberry peach (17g)

# OUTDOOR SCHOOL FIELD TRIP INFORMATION SHEET

A camp staff member will contact you prior to your trip to make final arrangements for the program. For overnight programs, we will email you a link to an online trip information document. If you prefer you can complete the following and email the information to use.

*Please fax, call or e-mail this information back to us at least 1 week prior to your field trip.*

You may send back FOOD SERVICES and CABIN information (pages 1 & 2) separately from program/lesson information (page 3).

It is **vital** that we have your participant numbers in advance of your trip to enable us to prepare cabins and order food for your field trip.

E-mail: [programs@collegesettlement.org](mailto:programs@collegesettlement.org) FAX: 215 542 7457 Camp Office: 215 542 7974

SCHOOL NAME: \_\_\_\_\_ DATE OF TRIP: \_\_\_\_\_

TRIP COORDINATOR NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

STUDENT GRADE LEVEL : \_\_\_\_\_ Are you bringing an emergency vehicle? Yes/No

# STUDENTS: \_\_\_\_\_ # TEACHERS: \_\_\_\_\_ # ADDITIONAL SUPERVISORS: \_\_\_\_\_

# Tables required: \_\_\_\_\_ (Please organize tables for 8-10 people per table)

If there are any special dietary concerns for your group, i.e. vegetarian meals, lactose intolerance, food allergies, please notify us. Please also list the concerns below or send on a separate sheet:

Name	Allergy/Dietary Restriction/Birthday at Camp	Table #

Please list any specific details (such as students requiring a wheelchair, children joining us for day only) that we should be aware of for lesson and program activities.

# SAMPLE FORMS FOR OVERNIGHT TRIPS

The following are samples of letters and forms used by schools that have attended our programs for many years.

## SAMPLE FIELD TRIP PERMISSION FORM

TRIP DATE: \_\_\_\_\_ GRADE/CLASS: \_\_\_\_\_

Departure From School (Time): \_\_\_\_\_

Return To School (Time) \_\_\_\_\_:

1. I have been informed of the details of this educational field experience. 2. My child has my permission to participate in this supervised field experience. 3. I agree to instruct my child to obey all rules, regulations and instructions given by teachers and/or authorized school personnel. I further agree that no teacher or authorized personnel shall be held responsible or liable for injuries or other mishaps caused by my child's deliberate disobedience of rules, regulations or instructions. 4. This field trip is considered as part of the school curriculum and will be conducted instead of regular class.

I GIVE PERMISSION FOR \_\_\_\_\_ (Student's Name) \_\_\_\_\_ TO TAKE THE FIELD TRIP TO COLLEGE SETTLEMENT. THIS TRIP IS PLANNED TO EXTEND A UNIT OF STUDY WITHIN THE SCHOOL CURRICULUM. YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND AGREED TO THE ABOVE AND THAT WE HAVE YOUR PERMISSION TO TAKE YOUR CHILD ON THIS FIELD EXPERIENCE.

Parent or Guardian name \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Person to contact in an Emergency: \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Parent pick up after the trip will be at the school at \_\_\_\_\_ time \_\_\_\_\_ on \_\_\_\_\_ date \_\_\_\_\_

If your child will be picked up/going home with another student, please give permission and details below

I GIVE MY CHILD PERMISSION TO GO HOME WITH \_\_\_\_\_ AFTER THE TRIP

**SAMPLE OUTDOOR SCHOOL PARENT LETTER**

The College Settlement Outdoor School trip is just around the corner. Our team will be at camp from **... through .....** This is an exciting trip they will remember forever! The Outdoor School trip supports our curriculum with lessons involving science, math, & team building. Every child goes on this excursion and creates a memory to last a lifetime! If you have any concerns or questions please feel free to contact **“.....”**. We can answer any questions that you may have about this experience. The information below may also help answer some of your questions...

**Outdoor school parent/student presentation by College Settlement Staff**

**DATE:                    TIME:                    LOCATION: \_\_\_\_\_**

(This is optional, but very informative) This is a wonderful opportunity for you to hear a presentation given by the camp staff. They explain what the trip will include and answer any of your questions. ·

**The equipment list will be reviewed in school** and your child will bring it home that night. Please review this list at home. It details all the items they may bring and the items they may not bring on the trip!

**Permission slips, additional paperwork**

Permission slips are due back by **...date...** along with your payment (cash or a check made out to **\_\_\_\_\_**). The cost of the trip is **\$...??...** If you have any questions about the cost, please send a note to your child’s homeroom teacher.

## Sample Parent Reminder Form

\*Typically sent/emailed home 2-3 days before the trip

**College Settlement Outdoor School Camping Date:** \_\_\_\_\_

Dear Parents,

The following is the "last minute details about camp" letter! Just a few thoughts as you pull your camping preparations together:

1. Your child needs a bagged lunch for \_\_\_\_\_
2. Warm and waterproof boots are a must. Check the weekly weather. Warm hats or raingear may be required. Remember, unless the weather is dangerous, we will be outside.
3. Personal camping equipment may be brought to the classroom after \_\_\_ a.m. on \_\_\_\_\_. Then the student will report to the cafeteria as usual. This is true for students whose parents are driving them to school, our walkers, and for students riding their usual bus.
4. Prescription/over-the-counter medications must be into the \_\_\_\_\_ office 3 school days prior to the camping trip along with a note from the physician and parent stating the medications to be given, dosage, and times. Medication must be in the original pharmacy container.
5. The children are to carry no money OR PHONES what so ever!
6. Please remember that your child will need a ride home on \_\_\_\_\_DATE\_\_\_\_\_ at TIME p.m.
7. All medications must be picked up after the trip from \_\_\_\_\_.

We are really looking forward to this wonderful adventure and experience. Details on the trip can also be found on College Settlement's website [www.collegesettlement.org](http://www.collegesettlement.org)

Sincerely,

The \_\_\_\_\_ Grade Staff

**SAMPLE STUDENT HEALTH ALERT / HEALTH PLAN**

STUDENT NAME:.....CLASS .....TEACHER

.....

Med. Cond. \_\_\_\_\_

Medications to be given at camp

---

**CAMPER SPECIFIC EMERGENCIES**

If you see these signs or symptoms:	Take this action:	Do NOT do this:

DATE	B	L	D	E	PRN	Med	Dose	Administered By	NOTES
1.									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Parent Guardian 1. \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Guardian 2. \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency contact 1. \_\_\_\_\_ Phone: \_\_\_\_\_

[WWW.COLLEGESETTLEMENT.ORG](http://WWW.COLLEGESETTLEMENT.ORG)

OFFICE:215-542-7974

FAX:215-542-7457

[PROGRAMS@COLLEGESETTLEMENT.ORG](mailto:PROGRAMS@COLLEGESETTLEMENT.ORG)

INSTAGRAM:Collegesettlement

TWITTER: @CCKDC

@CSOutdoorSchool

YouTube: [College Settlement Videos from Camp](#)

