

# NorthBay

## Program Planner for Schools

2008-2009

### Table of Contents

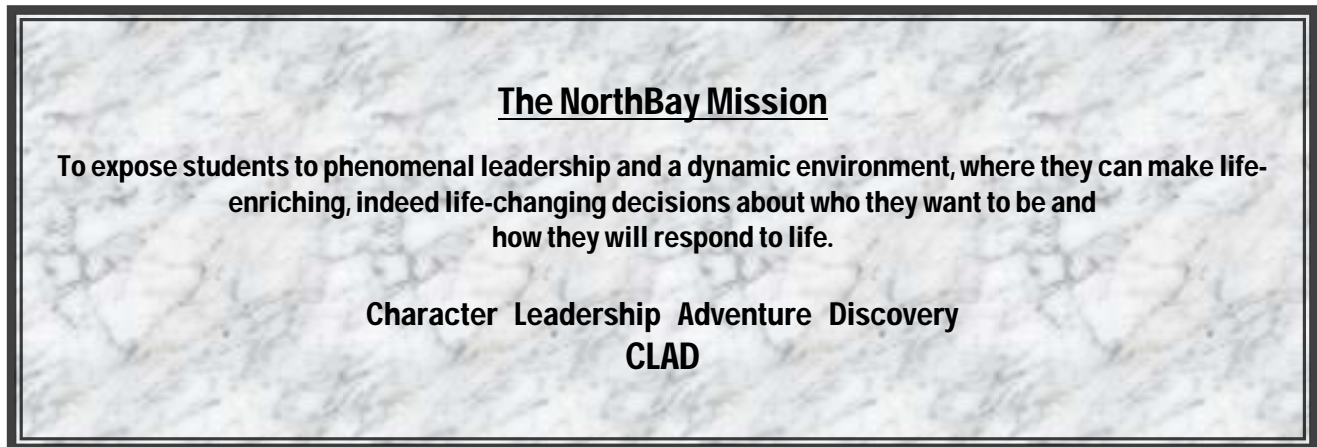
<b>THE NORTHBAY MISSION</b>	<b>2</b>
<b>INTRODUCING NORTHBAY</b> History, Site, School Program, Layout, Customers	<b>3</b>
<b>CURRICULUM: DAY AND NIGHT</b> The IEEIA curriculum, evening program content and activities	<b>4</b>
<b>THE NORTHBAY PROGRAM</b> Classrooms, Clothing, Dining, Schedule	<b>5</b>
<b>ADULT RESPONSIBILITIES</b> Adult Cabin Leaders & Teachers	<b>6</b>
<b>FACILITIES AND GROUNDS</b> Cabins, Classrooms, Grounds, Recycling, Food Service	<b>7</b>
<b>SCHOOL PREPARATION</b> Checklists, School Expectations, Registration Forms	<b>9</b>

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# The NorthBay Mission

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**NorthBay** is a residential environmental learning center designed to introduce students to the exciting field of environmental science through immersion into that environment, and simultaneously give each student a profound experience in leadership and character development. It offers participation in outdoor experiences and focuses on ecology and science, personal growth, team building, and outdoor adventure experience.



## NorthBay's Core Values... "CLAD"

### Character

**The result...**life skills learned, courage tested, lives change. Our core curriculum focuses on providing kids with the opportunity at every turn to "raise the bar" in their own lives.

### Leadership

**The goal...**NorthBay's "true north", the finest faculty and program staff, academically excellent, servant leaders who model superb leadership and relational skills for every student.

### Adventure

**The mode...**action, fun, challenge, enthusiasm, affirmation and exploration. boating, hiking, water sports, music, athletics, ropes courses, zip lines, climbing walls...endless anticipation.

### Discovery

**The medium...**environmental education; teaching, exploring the Bay, the Canopy, the Wetlands...unparalleled location and great curriculum create a state of the art learning experience.



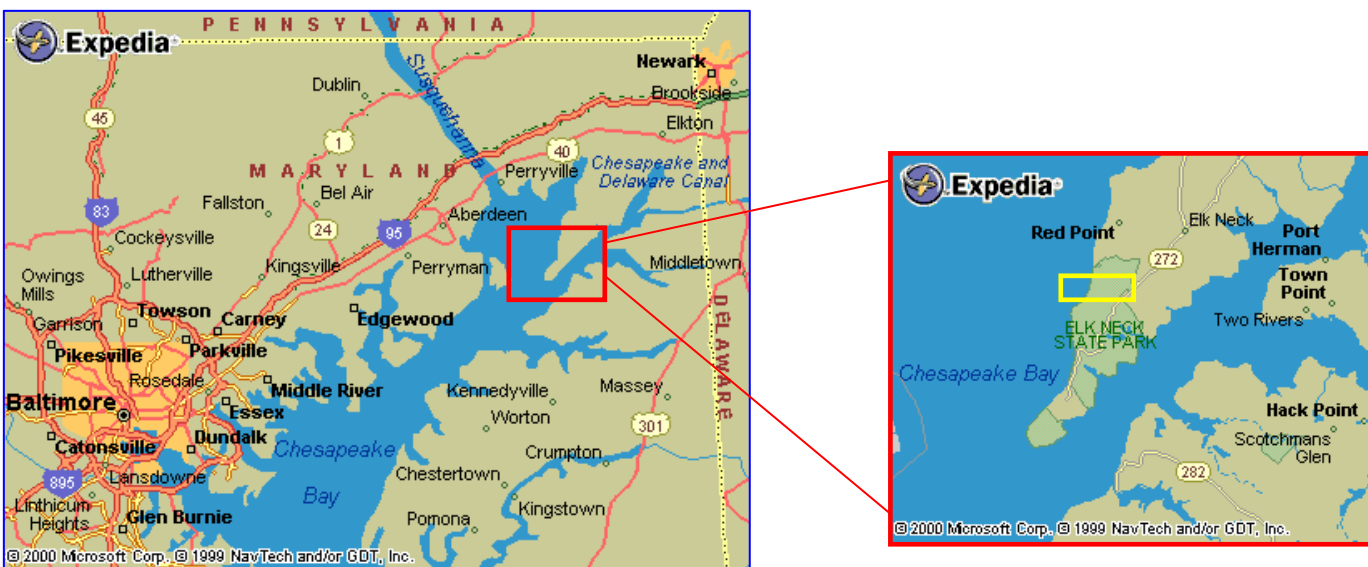
# Introducing NorthBay

## History

Since our establishment in the spring of 1996 by the Erickson Foundation, NorthBay has strived to provide students across the state of Maryland with critical exposure to real world environmental issues and inquiry based learning. Working with the Maryland Department of Natural Resources, the perfect piece of land was identified in early 2001, in the State Park on the Elk Neck peninsula. In October of 2002, the Maryland Board of Public Works unanimously approved a lease of 98 acres for the NorthBay project, launching an unprecedented public/private partnership. In 2005 NorthBay opened its doors as **a premier environmental learning center**. Each year, over 10,000 students, teachers, parents, Adult Cabin Leaders, and youth leaders from across Maryland and the surrounding regions will make NorthBay their destination to participate in residential environmental education and youth adventure camping.

## The Site

The NorthBay campus consists of 98 acres of land leased from the State of Maryland, with access to all 2000 acres in Elk Neck State Park. Home to two major semi-tidal wetlands on the north and south sides of camp, an extensive trail system through the forest, and a mile of sandy beach along the Chesapeake Bay, NorthBay creates an ideal, unique environment for students to learn and grow. Trails, covering rugged terrain, lead to the many overlooks, wetlands, and activity sites.



## The School Program

At NorthBay, the outdoors is the classroom, and it is spectacular! Anchored by an *environmental education center* focused on experiencing hands-on, outdoor environmental science in the field, the program will serve 350+ (primarily middle school) students, teachers and Adult Cabin Leaders each week of the school year. The 5 day/4 night experience will deliver to students a meaningful outdoor education experience, combined with exposure to exceptional leadership, and a focus on life skills and leadership character development in a high adventure setting. Class offerings are extensive and integrate with the Maryland Voluntary State Curriculum and content standards.

# Curriculum

## **SUMMARY: Environmental Science & Character Education**

### **Introduction:**

Specializing in sixth-graders from around Maryland, NorthBay will present every school week a two part program focused on delivering a state of the art environmental education program, and influencing students in the most compelling manner possible regarding issues of character, healthy choices, and their future. 350 sixth graders each week, 10,000 each school year, and 100,000+ over the next decade will come face to face with the NorthBay experience.

### **The IEEIA Model:**

*Investigating and Evaluating Environmental Issues and Actions* (IEEIA) was developed by Drs Hungerford and Volk in the late 70's and has been used by teachers with great success in the classroom for a few decades. It goes beyond a science curriculum model. In fact, the student instructional objectives are 40% math/science, 30% social studies, and 30% language arts. **The goal of the model is to use environmental issues as integrating contexts to teach students critical thinking skills**, and to have students investigate issues without bias thus arriving at their own conclusions. Unlike many programs, the teacher/leader does not communicate a pre-conceived message regarding a particular issue, but leads students to derive their own conclusions and actions. This method is applicable to all topics, not just the environment.

### **IEEIA and Environmental Education at NorthBay:**

The academic curriculum reflects the latest science, an emphasis on technology, and a hands-on, outdoor classroom approach. Five distinct ecosystems are available for study in this bayfront location, and every piece is designed to meet the mandates of a "meaningful bay experience", along with MSDE requirements for each grade level. Sixth grade is the core audience. NorthBay's curriculum has been developed by MSDE authors and is endorsed by the Maryland State Department of Education.

### **Character Education at NorthBay:**

The program and message here is designed to convince students that education and life-long learning is the key to having the finest options and choices for a life well lived. Throughout the week, NorthBay will address in persuasive formats the issues which can kill a student's future, e.g. dropping out, drugs, and early pregnancy. These are symptoms of a way of thinking characterized by loss of hope, and a belief that "my choices do not impact my life". The entire focus of the week will deliver a new way of thinking which features the power of choices that lead to healthy life options, and how the commitment to education is their key to the future.

### **Integration of the message:**

The IEEIA model and the academic focus on environmental education are easily linked to the character development message and drive home both spheres of learning. For example, the subject of erosion in the environment is complementary to the message about erosion of character; invasive species lends a discussion point to drugs and consequences; restoration=healing; buffer zones=appropriate personal boundaries; pollution =toxic life choices etc.

### **Why Sixth Grade?**

From a human development perspective, 6<sup>th</sup> graders are for the first time at an age where they are able to step outside of their current reality and ask more abstract questions such as, "Where am I headed?", "Who do I want to be?", or "What part do I play in our world and environment which makes a difference?"...so it is crucial to not only give them the opportunity to ask such questions, but to teach them substantive skills to fill in the blanks. This critical age presents a child who is able to think abstractly about the future, before they might have made seriously toxic choices which might limit their future.

### **Parents Note:**

Parents are children's primary moral educators. NorthBay helps support the home by fostering a love for education along with critical thinking skills which lead to positive choices and great futures. The NorthBay program features the family as the best and foremost place for a child to gain knowledge and wisdom for making great choices, and growing up well.

# Program

## CLASSROOMS and CLOTHING

Classes meet all over camp and students spend an average of 75% of their class time outside. **Students are expected to come to class dressed appropriately for all weather conditions;** they will be outside even in the cold and rain. Dressing in layers is recommended and boots are always a good idea. Feet will be in wet areas in every season. Layers can always be taken off and put on accordingly. Students will find that some parts of camp are warmer than others. During months with snow, mittens or gloves, hats, and a good jacket are essential to provide adequate warmth. Good rain gear is another essential during warmer months. Adult Cabin Leaders will know their schedule before the day begins and help students to prepare accordingly.

## DINING HALL and MEALS

There is one horn announcing before each meal. The first horn (5 minute warning) calls everyone to the Dining Hall where they gather on the surrounding porches. Teachers and Adult Cabin Leaders enter upon arrival after hearing the first horn, and select a table. Do not bring students to the Dining Hall before the first horn! The second horn allows students to enter at once and sit down. There will be announcements & music from the stage before students dive in for the food.

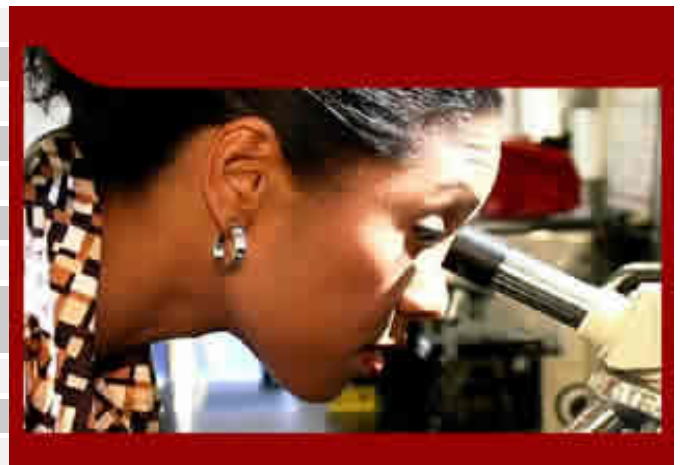
**NorthBay takes time with meals to make them full of surprises, fun, relationship oriented, nutritious, and tasty.** Meals are served family style, and each table will have one student/adult per meal, who will go to the kitchen to pick up the food. One student/table will buss the table during clean up, after all of the plates have been stacked and cleaned and other items. **Adult Cabin Leaders and teachers should spread out and eat meals with the students,** guide conversations to process their experience, and supervise the food service and clean up. Students are not required to eat every food item...in order to prevent waste, please do not take food you will not eat. Adults closest to spills are requested to go to the kitchen and ask for appropriate clean up materials.

Pre and post meal class called "Food 101" will be assigned to each cabin once during the week. In this class, students learn about service to others, food waste, composting, and recycling as they trace a food item from seed to the dinner table and beyond. It's fun and essential to the success of each meal at NorthBay!

If someone in your group has dietary needs due to a health condition, please call in advance to discuss them, and help NorthBay to prepare.

## A TYPICAL DAY AT NORTHBAY...

7:30 a.m.	Wake up
8:30 a.m.	Breakfast
9:00 a.m.	Field Studies, Adventure and Discovery
12:00 p.m.	Lunch and Social Time
1:00 p.m.	Field Studies, Adventure and Discovery
4:00 p.m.	Recreation and Activity Time
6:00 p.m.	Dinner at Dining Hall
7:00 p.m.	Evening Programs on Character Activity Time
9:30 p.m.	Journal/Reflection/Cabin Discussion
9:45 p.m.	Quiet Time / Prepare for Bed
10:00 p.m.	Lights out!



# Adult Responsibilities

NorthBay observes a “two person rule”, whereby no adult is ever alone with a child. Students must be under adult supervision at all times while at NorthBay. No corporal or physical punishment is permitted while at NorthBay. No swearing, derogatory or obscene language will be tolerated, especially toward our student guests. All visitors not arriving with a scheduled group must register at the Bowers Center office, and wear the weekly wrist band. **If you observe an adult on campus without a wristband, please notify NorthBay staff.**

## ADULT CABIN LEADERS

Adult Cabin Leaders provide critical supporting roles to the NB program. Schools should do their best to provide adult leaders in a ratio of 1:18, adults to children. Every Adult Cabin Leader will be attached to a NorthBay class for support and we encourage your active participation with supervision and discipline. We also encourage Adult Cabin Leaders participation in the evening program which typically lasts for 75-90 minutes each night. This time focuses on character education and its integration with daily classes. **Most importantly, we need your active presence during activity time for kids in the late afternoon between the hours of 3:30 pm – 6:00pm.** This is a good time for interaction with your kids, and allows you to participate in some of the very cool options offered by NorthBay in climbing walls, zip lines, swimming, and boating, as well as both NorthBay stores. Please, **at all times** know where your kids are, and move as a group, even during free time.

During nighttimes your role takes on multiple spheres of responsibility. After the cabin bell, help get your kids in as soon as possible. Soda machines will be turned off. We suggest you sleep nearest to the door. This is your chance to facilitate a brief discussion with kids re: the day, and especially re: the content of the evening program. Sit the kids in a circle on the floor and use the questions provided by the evening hosts. This can be a real highlight. Also, please encourage kids to journal their thoughts during this cabin time. Relax and enjoy them!!!

If a school has not provided enough, or Adult Cabin Leaders leave camp for any approved reason, then we will ask visiting teachers to step into the breach and function in those supervisory roles at night and during free time.

## TEACHERS

Visiting teachers are integral to the NB program and we will make every effort to give prior orientation to visiting teachers. Every teacher will be attached to a NorthBay class and will co-teach or play a supporting role, even at the Ropes Course. NorthBay will provide an instructor for every 10-15 students depending on the nature of the class. We limit most classes to 20 students in order to provide the best experience possible. Daytime classes run from 9:30a.m. -12 noon and 1:30-4:30 p.m. We encourage teachers to actively participate in classes and aid with supervision and discipline. We also encourage your participation in the evening program which typically lasts for 75-90 minutes each night. This time focuses on character education and its integration with daily classes. Activity time for kids in the late afternoon and in the evening after the program is at your discretion though it is a good time for interaction with your kids, and allows you to participate in some of the very cool options offered by NorthBay in climbing walls, zip lines, swimming, and boating, as well as both NorthBay stores. **To the best of our ability given total student & Adult Cabin Leaders numbers, teachers may stay in one of our hotel-style rooms at Upper Camp.**

NorthBay is forging new ground in outdoor environmental education by implementing an **Investigating and Evaluating Environmental Issues and Actions (IEEIA) curriculum**. In this curriculum, scientific skills are used to explore real-world environmental issues facing the NorthBay site. Using NorthBay as a real world living laboratory, students are trained in issue investigation, scientific methods and processes so they can explore environmental issues they identify in their schools and communities. In addition they are inspired to take action to help remedy the issue.

**Teachers should prepare themselves for a less structured learning environment at NorthBay.** Kids will be excited, run around, and be louder than usual, especially early in the week. As the week progresses students settle in to the learning style and relax. Some discipline items will arise, some kids will need to go home, just like at school. But NorthBay encourages you to join in the fun which gives this learning environment its unique impact

# Facilities & Layout

The main campus is located a half mile down the camp driveway, overlooking the bay and a beautiful center green. Paved and elevated walkways make travel throughout camp exquisite. Boys and girls cabins are separated by a grassy field and found at two different slopes, making it impossible for kids to see one another's cabins. All parts of the lower camp are closed to vehicular travel, and the 5 miles of forest hiking trails surrounds you as you walk around camp.

The major learning centers on the lower site are located on a bluff overlooking the Chesapeake Bay. **Horseshoe Point and Hog's Back** (the education headquarters) have 7 classroom/meeting areas, and houses the **Frog Spit Café** and the **NorthBay Trading Company** (camp store). There is also an art studio, video lab, computer lab, a 3 story indoor rock climbing wall and a game room. The **Turkey Point Theater**, seating 500, serves as a large group instruction classroom, meeting place, and presentation headquarters. **Rocky Point**, (the outdoor skills center), houses up to four classrooms, and features an outdoor climbing wall, and gym sports. **Blackbeard's** (the dining hall), seats over 400 for a wonderful family style dining experience.

On the beach, a wet-lab called **Anchorage** serves as the waterfront headquarter. It houses various aquatic restoration projects and contains live feed aquariums and microscopes. **Spatterdock** overlooks the pool, and contains men's and woman's locker rooms, as well as a snack bar.

The **18 cabins** on the lower site contain 360 beds for students and Adult Cabin Leaders. On upper camp in **the Roost**, there are 16 single rooms for visiting teachers, and another 96 dorm style beds available for smaller groups or overflow. The **Bowers Center** administration building is open from 8:30am - 5:30pm daily and also houses the NorthBay **Wellness Center**.

## Site Advantages

- Water, Beach, Bay front setting.  
*-free of sea nettles and jellyfish.*
- A large variety of environmentally significant and diverse ecosystems.  
*-The Bay, tidal and non-tidal wetlands, forest, field, and beach are all here.*
- An accessible location that eases transportation cost burdens.  
*-Located 1 hour from Baltimore, access is easy and affordable.*
- Outstanding adventure opportunities where students learn and have fun.  
*-The waterfront and forest setting supply an endless variety of adventure.  
-Along with zip lines, climbing walls, ropes course and boats!*
- Adequate boundaries on all sides to avoid interference with neighbors.  
*-Bordered by wetlands and the Bay, NorthBay is removed and private.*
- Acreage enough (100 +, mostly level) to support a program for 450+.  
*-NorthBay has 99 acres under lease, surrounded by another 350 acres for camp use.*
- A safe place where learning and discovery can occur.  
*-the natural boundaries provide a safe location for keeping track of all students at all times.*
- A location where project development produced a net beneficial effect on the site.  
*-NorthBay will close in the canopy benefiting the FIDS population, remove old septic fields, and develop potential habitat for Submerged aquatic vegetation and fish with the pier and breakwater, perform exotics removal and management, bay grass restoration, wetland creation, and environmental investigations that will add to our body of knowledge and assist in the environmental management of many sites.*



# Cabins & Grounds

## CABINS

Lodging is provided in one of 18 different cabins. Each cabin consists of 2 rooms, with 5 bunk beds each, for a total sleeping capacity of 10/room and 20/cabin. If needed, you can add a mattress to the floor for 11-12 people total. Inside the cabin, next to each room is a bathroom. These bathrooms can be opened up and shared between both sides of the cabin, or closed if you wish to remain separate. Our cabins are **heated and air conditioned**, and separated by gender across the main green. Group size and male-female ratio will influence cabin assignments. **Boys and girls are NEVER allowed to be in or around a cabin of the opposite gender!** Students will move through classes and activities all week with their cabin-mates. Teachers should make careful cabin assignments so that students will feel comfortable with their cabin-mates for the week.

**For the supervision of each student, schools must provide 1 Adult Cabin Leader for every 18 students. Each cabin must have one Adult Cabin Leader** who will move throughout the week with that group from one activity to another. Students are not allowed in the cabin without adult supervision. Teachers will not be staying with the kids unless they so choose, so it is up to each Adult Cabin Leader to make sure the students in their cabin are where they are supposed to be at all times. Group coordinators are expected to deal quickly with disruptive students.

NorthBay has **quiet hours** from 10:30 p.m. - 6:30 a.m. for both students and adults. Adults and teachers should respect quiet hours and only use designated areas for meetings after 10:30 p.m.

**Groups are required to clean their cabin area prior to departure.** This includes picking up all trash, sweeping floors, and wiping down the bath area. Don't forget your personal items! Cabins are cleaned and checked prior to your arrival; and inspected again prior to your departure, with charges made for broken, damaged or missing items, and for insufficient cleaning. Let's make it look just as nice for the next group!

**\* Alcohol is prohibited on campus during a school week. Smoking is prohibited outside of the designated area.**

**NorthBay does not allow students to have radios, CD players, or other electronic equipment; please notify children not to bring these items.** We ask that adults follow similar guidelines, thus setting an example which encourages children to spend time on relationships. NorthBay will incorporate plenty of music during the week. Students who bring electronic items will be asked to turn them into the office upon arrival. They will then be returned on Friday.

**Cell phones brought to camp by students will be locked in cabin safes and only available for use at designated times. Students are permitted to use the office phones to call home during designated times throughout the day.** Adults are asked to use their cell phones privately and keep them out of sight. Office phones are available in camp for use by all.

## GROUND

**Please use pathways between buildings.** Collecting of live plants and animals on NorthBay grounds, except when part of a scheduled activity with a NorthBay instructor, is not allowed. No one is allowed to sit on the rails of balcony or bridge areas in order to avoid a fall. Wetland areas are sensitive and fragile, and should only be entered with NB staff.

**The ropes course and other outdoor study sites are absolutely off limits when a NorthBay instructor is not present to insure safety.** Boats (sailboats, canoes and kayaks) may only be used during appropriate classes or in assigned hours during free time.

# Checklists

## School Checklist

- ✓ Sign & Return **School Registration & class lists** to NorthBay Admin.
- ✓ Schedule with NB staff a **Student/Teacher orientation** prior to NorthBay trip if desired.
- ✓ Send home **NorthBay Packet** (cover letter, Parent Info, Health/ Release, and Medication Form)
- ✓ Prepare and execute needed procedures for medications at NorthBay.
- ✓ Assign students (9) and Adult Cabin Leaders (1) to cabin groups of 10. (assignment sheets provided separately)
- ✓ Return student forms and cabin assignments to NB at least 21 days prior
- ✓ Come to NorthBay!

## Teacher Responsibility Checklist

- ✓ Participate in classes as a co-teacher or support teacher.
- ✓ Move around during activity time and play with kids. Learn all their names.
- ✓ Encourage kids to relax and try everything. Create a “vacation” atmosphere.
- ✓ Use this great amount of time to form deeper relationships with kids, especially those who don’t stand out.
- ✓ Be a “first-responder” in matters of discipline when it threatens safety or the quality of the experience for any student participant.
- ✓ Watch out for “kids on the edge”, either as over or under compensating participants.
- ✓ Participate as mentors and encouragers for HS student Cabin Leaders, and step in to the breach if they are not present in the cabin or during activity time.
- ✓ Remind kids to get to activities, get meds, and relax.
- ✓ Participate with kids in evening program after dinner.
- ✓ Enjoy time with your colleagues and relax in your own place at night

## Adult Cabin Leaders Responsibility Checklist

- ✓ Stay with your kids during activity time and free cabin time (3:30pm – 6:00pm).
- ✓ Know their names, and win the “right to lead”.
- ✓ Encourage kids to relax and try everything. Create a “vacation” atmosphere.
- ✓ Use this great amount of time to form deeper relationships with kids, especially those who don’t stand out.
- ✓ Be a “first-responder” in matters of discipline when it threatens safety or the quality of the experience for any student participant.
- ✓ Watch out for “kids on the edge”, either as over or under compensating participants.
- ✓ Remind kids to get to activities, get meds, and relax.
- ✓ Participate with kids in evening program after dinner.

# School Expectations

Schools visiting NorthBay must provide the people outlined below. We will ask you to designate these individuals ahead of time upon completion of your registration form in order to ensure that you have the best possible NorthBay experience.

## BEFORE COMING TO NORTHBAY:

1. **Select One Trip Organizer** responsible for providing NorthBay with all of the necessary documentation:
  - Completed School Registration form
  - Cabin Room assignments
  - Adult Cabin Leaders List
  - All completed and signed Health Consent forms & Medical forms-(if needed)

NorthBay cabins sleep 18 students and 2 Adult Cabin Leaders in 2 inter-joined rooms of 10. Therefore, groups should be arranged accordingly by gender in groups of 9 children/1 Adult Cabin Leader. The school's Trip Coordinator will provide NorthBay with a preliminary typed list two weeks before visit and an updated final list one week before the visit. This list should also include names of teachers staying in our hotel-room accommodations in Upper Camp. With advance notice, we will work with you to provide fill-in Adult Cabin Leaders, and we will also accommodate minor changes in student attendance upon arrival at NorthBay.

Health forms are due to NorthBay at least 3 weeks prior to your arrival. Medications need to be collected on the day of the trip and delivered to the NorthBay nurse upon arrival. \*Please see medication guidelines on following page.

## WHILE AT NORTHBAY:

2. **One point person (administrator or teacher) on site** available to be contacted 24 hours a day to assist with emergencies, parent management, and to be the primary point of contact for NorthBay. This person may be called upon for:
  - Student emergencies working with the NorthBay Nurse or Dean of Students
  - Transportation during the night and therefore must have an accessible vehicle.
  - Disciplinary actions which require the use of the NorthBay In School Suspension (ISS) Program called TurnAround. The NorthBay Dean of Students will be the responsible party for TurnAround until 5:00 PM. The visiting school is required to staff in school suspension between 5:00 PM and 8:00 AM. If this is not possible, those students in TurnAround (ISS) during those times must be sent home.

**\*NorthBay's TurnAround Program (ISS)** is designed to take a student out of the regular NB classroom when he/she is having trouble behaviorally, and help them receive a substantive experience which will get them back into the mainstream NB adventure. Our goal is to keep them at NorthBay all week if possible, and we will try hard to keep every child. This experience directed by the NB Dean of Students, will make use of a vast menu of modified NB curriculum, disciplinary writing, service participation, and much more.

**\*\*\*Both a driver and car/van** on standby for transporting students home due to either illness or disciplinary problems. If NorthBay must provide this service, the school will be billed for mileage as well at staff time.\*\*\*

**\*\*\*Cabin counselors (parents or teachers)** to stay in cabins with students at a ratio of 1 cabin Adult Cabin Leader per 18 students. If the school cannot provide enough Adult Cabin Leaders, NB must be notified at least 2 weeks prior to the trip or may be billed \$350/Adult Cabin Leader provided.\*\*\*

**While preparing for your visit, please remember two other pieces of information:**

- We want all of your sixth graders to come to NorthBay, even those you might be inclined to keep at school for disciplinary reasons. Please do not prevent kids from coming to NorthBay as a form of punishment as we find that this divides the class and has a negative impact on the ongoing change we affect in schools.
- We need your most outgoing & adventuresome teachers to accompany children on this excursion – teachers who are willing to participate in outdoor classes with the children whether it be hiking, roaming the wetlands, handling animals, etc. It is our experience that a lack of participation on the teachers’ part sends a similar message to the children, so please come with an open mind and attitude.

**Materials and Resources for Schools, Teachers, and Parents**

On-line Program Planner for Schools: <http://www.northbayadventure.com/educators/NBProgramPlanner.pdf>

NorthBay Virtual Tour: <http://www.northbayadventure.com/property/tour.html>

NorthBay Curriculum Video: <http://www.northbayadventure.com/educators/curriculum.html>

What to expect (cabins, meals, and teachers): <http://www.northbayadventure.com/educators/whattoexpect.html>

Information for Parents: <http://www.northbayadventure.com/parents/index.html>

Property Map: <http://www.northbayadventure.com/property/map.html>

Directions to NorthBay: <http://www.northbayadventure.com/contact/directions.html>

**NorthBay Contact Information:**

Heather O’Rourke, Administration, [horourke@erickson.com](mailto:horourke@erickson.com)

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North East, MD 21901

443-967-0500 (phone)

443-967-0501 (fax)



October 17, 2007

Dear School Coordinator:

The staff here at NorthBay is looking forward to sharing a week of great excitement, adventure and learning with your 6<sup>th</sup> grade students. In an effort to make the planning of this week, **December 10<sup>th</sup> – 14<sup>th</sup>, 2007** as seamless as possible, we are sending your school everything you should need to register your students and to inform parents and teachers of their responsibilities.

Enclosed are the following:

- The School Planner – a 13-page document of general information about NorthBay for your staff
- Parent Information and Health/Consent forms to be sent home with every student (four page packets)
- Teacher and Adult Responsibilities sheets
- NorthBay Adult Health/Consent forms for teachers and counselors
- Cabin assignment sheets (to be filled out by the school)
- Room requests for teachers (hotel-style rooms)
- NorthBay Orientation DVD and PowerPoint Presentation
- Stamped, addressed envelope to return the forms to NorthBay

Time line for return of information:

- **Immediately: Return the NorthBay School Registration form** (the last page of The School Planner), along with a complete class list. You may fax (443-967-0501) or mail this, but it is **extremely** important that we get this information and have the name of your school contact person.
- **As soon as possible:** Distribute the Parent Information and Health/Consent packets to the students to take home. This is also a good time to hand out the Teacher and Adult Responsibilities sheets.
- **Also, as soon as possible:** Call your district office to arrange **bus transportation**.
- **November 15<sup>th</sup>** is the deadline for student Health/Consent forms to be returned to the school.
- **November 17<sup>th</sup>** mail all the Health/Consent forms that have been returned to school back to NorthBay in the stamped, addressed envelope we have provided. We strongly suggest that you make copies (of the first page only of the Health/Consent form) and keep them for backup. Also, include your student cabin lists and teacher room lists. NOTE: We recognize that you probably will not have all of your forms in by this date, but it is critical that you send us whatever you do have. We need this time to enter the information into our computer system and for our nurse to follow up on any incomplete health forms.
- **Wednesday, November 28<sup>th</sup>** is the absolute deadline for returning Health/Consent forms and registering new students. These final forms should be faxed to our office as you receive them (443-967-0501). Any changes to your cabin lists are also due at this time.

**For any questions or concerns, please do not hesitate to call administration at 443-967-0500.**

**Heather O'Rourke**

443-674-9027

[horourke@erickson.com](mailto:horourke@erickson.com) (email)

# NORTHBAY SCHOOL REGISTRATION FORM

*Please return this form as soon as possible.*

School Name: \_\_\_\_\_ District \_\_\_\_\_  
Principal: \_\_\_\_\_ email: \_\_\_\_\_  
Assistant Principal: \_\_\_\_\_ email: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Dates Attending: \_\_\_\_\_ Estimated number of students: \_\_\_\_\_  
Estimated number of adults: \_\_\_\_\_

**MANDATORY TRIP COORDINATOR** - organizing liaison between school and NorthBay responsible for compiling & sending the following necessary documentation to NorthBay three weeks prior to trip: cabin assignments including adult cabin leader names, Health Information/Consent forms for all students attending, Medication forms, teacher room list.

*Name:* \_\_\_\_\_

*Phone:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Email:* \_\_\_\_\_

**While at NorthBay** - The emergency contact (typically trip coordinator) needs to be on camp 24 hrs/day and available to respond to radio calls as needed. The in-school suspension teacher/administrator also needs to be available 24hrs/day while at NorthBay and ready and willing to respond to any and all disciplinary issues having to do with their school. The emergency driver has to have his/her own personal vehicle at NorthBay and be available to make hospital runs as well as to take children home (for disciplinary issues). **The emergency driver and the emergency contact cannot be the same person** given that one needs to be on camp at all times and one may be called off of camp at times. These people can be assigned upon arrival to NorthBay but we would prefer they be assigned in advance.

**Emergency Contact - available 24 hours/day while at NorthBay:**

*Name:* \_\_\_\_\_ *Title:* \_\_\_\_\_

*Cell Phone:* \_\_\_\_\_

**In School Suspension Teacher/Administrator while at NorthBay:**

*Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Title:* \_\_\_\_\_

**Emergency Driver while at NorthBay:**

*Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Title:* \_\_\_\_\_

**\*Please sign & return a copy of this page via mail, fax, or email and include a complete class roster of your 6<sup>th</sup> graders. If both of these are not received 30 days prior to visit, reservation may be cancelled.**

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North East, MD 21901  
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[horourke@erickson.com](mailto:horourke@erickson.com)

**Organizer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

