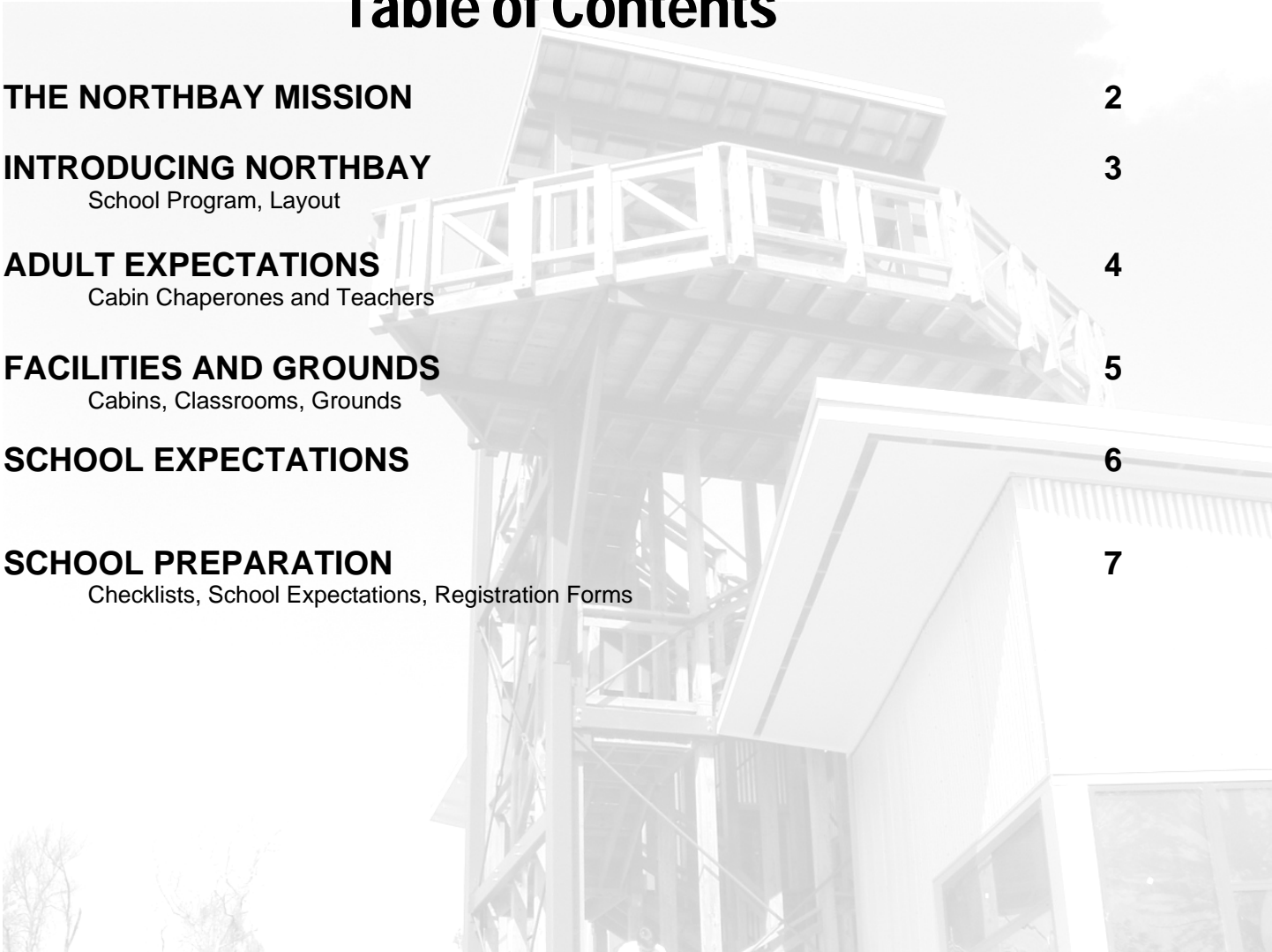


NorthBay

Program Planner for Schools

2009-2010

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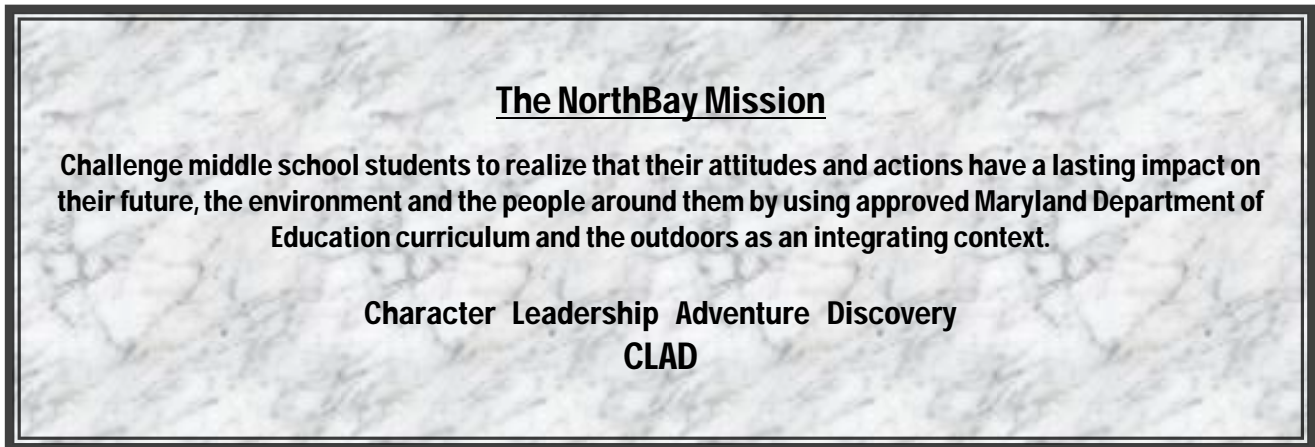


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NorthBay Environmental Learning Center
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The NorthBay Mission

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.



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

Five minutes before each meal there will be a horn that sounds signifying it is time to line up in front of the dining hall. A NorthBay staff member will direct students where to line up and after giving instructions will allow students to enter the dining hall to take their seats. On Mondays at lunch, NorthBay staff will direct students where to sit and will inform them that this is their table for the week. Students sit with their cabin mates during every meal. Do not bring students to the front of the Dining Hall before the first horn! 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. **Adult Cabin Leaders and teachers will have the opportunity to sit 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
9:30 a.m.	Outdoor Class #1
12:00 p.m.	Lunch
1:00 p.m.	Outdoor Class #2
3:30 p.m.	Adventure Elements
6:00 p.m.	Dinner
7:00 p.m.	Activity Time
8:00 p.m.	NorthBay Live; Character Education
9:30 p.m.	Reflection/Cabin time/Prepare for Bed
10:00 p.m.	Lights out!
7:30 a.m.	Wake Up
8:30 a.m.	Breakfast



Adult Expectations

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 CHAPERONES

Adult Cabin Chaperones 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 Chaperone will be attached to a NorthBay class for support and we encourage your active participation with supervision and discipline. We also encourage Adult Cabin Chaperones 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 NorthBay Live ends, help get your kids back into the cabin 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 even at the Ropes Course. NorthBay will provide an instructor for every 20 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 9:15a.m. -11:45 and 1:15-3:30 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 Chaperone 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. 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**.

Cabins & Grounds

CABINS

Lodging is provided in one of 18 different buildings. Each building consists of 2 cabins, 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.

One adult chaperone is required in each room of a cabin. NorthBay asks that schools provide at least half of the cabin chaperones necessary. Realistically, we would like to have each school provide an adult chaperone in each room of a cabin, however, that can sometimes be challenging. Each cabin must have one Adult Chaperone move throughout the week with that group from one activity to another. Students are not allowed in the cabin without adult supervision. It is up to each Adult Cabin Chaperone 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.

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. We would prefer students to leave their cell phones at home, however, that decision will ultimately made by school administration/staff. Students are permitted to use the office phones to call home if a situation occurs that warrants them needing to contact parents/guardians. Adults are asked to use their cell phones privately and keep them out of sight.

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 9 students and 1 adult chaperone. 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 four weeks before visit and an updated final list two 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. ***

*****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 Chaperone 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

NorthBay Administration

horourke@erickson.com

11 Horseshoe Point Ln.

North East, MD 21901

443-967-0500 (phone)

443-967-0501 (fax)



NorthBay

{Date}

Dear School Coordinator:

The staff here at NorthBay is looking forward to sharing a week of great excitement, adventure and learning with your 6th grade students. In an effort to make the planning of this week, {_____}, 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 7-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)
- Diabetes packet to be copied and sent home with any student you are aware of, who has diabetes.
* Please notify NorthBay in advance of these particular students.
- 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)

Time line for return of information:

- **Immediately: Return the NorthBay School Registration form** (the first page after this letter), 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.**
- {_____} is the deadline for student Health/Consent forms to be returned to the school.
- {_____} mail all the Health/Consent forms that have been returned to school back to NorthBay. We strongly suggest that you make copies (of the first page only of the Health/Consent form and any Medication forms) 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.
- {_____} 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 NorthBay Administration at 443-967-0500.

Heather O'Rourke

443-674-9027

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 trip coordinator needs to be on camp 24 hrs/day and available to respond to radio calls as needed. 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 trip coordinator 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 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 6th graders. If both of these are not received 30 days prior to visit, reservation may be cancelled.**

Heather O'Rourke, NorthBay Administration
11 Horseshoe Point Ln.
North East, MD 21901
443-967-0500
443-967-0501 (fax)
horourke@erickson.com

Organizer Signature: _____ **Date:** _____

