

School Name: _____ Grade Level: _____ Trip Dates: _____



Flat Rock OEE Event Planner and Informational Packet

1 day Trip

Hello! We are thrilled to have your school at Flat Rock River YMCA Camp this year, to participate in our Outdoor Environmental Education program! Please review this packet closely, and let us know if you have any questions.

This packet is used in providing the best experience for your school, and mandatory in the planning process of your trip. Please return the completed packet as promptly as possible in order to ensure our team is able to meet your group's needs, and create an experience that is a valuable and memorable experience for all who attend.

The final pages, after the "STOP" sign are yours to keep. They have key information for you to share with all Teachers, Parents and Students.

Planners **MUST** be turned in **AT MINIMUM** 14 days before your trip.

GROUP DETAILS

Faculty Contact: _____ (Email) _____ (Phone) _____

Billing Contact: _____ (Email) _____ (Phone) _____

ARRIVAL day: Su M T W Th F Sa

Check-In: _____ AM / PM

DEPARTURE day: Su M T W Th F Sa

Check-Out: _____ AM / PM

Group Numbers:

Male: Students _____ Teachers _____ Chaperones _____

Female: Students _____ Teachers _____ Chaperones _____

Grand Total:

Group Objectives:

Please tell us a little about your students. Let us know what your objectives are. Whether it be team building, education, or just a fun it is important in creating a unique experience for your specific group.

MEAL DETAILS

Number of tables: _____ (Number of Guests /10)

Dietary/Health Concerns: *(Allergies, Vegetarians, etc.). Please us the next page for additional.*

<i>Name(s)</i>	<i>Dietary Concern / Allergy</i>

Outdoor Education Meal Order Form

In Order to help the Flat Rock YMCA Kitchen serve you better, please choose from the following meals for your stay. If not returned at least 2 weeks before your arrival, Flat Rock will use a standard menu comprised of options from below. Be sure to select meals for every day you will be at Flat Rock.

*If there are multiple groups on site, the group who returns selections first will have priority.

*Flat Rock will happily make reasonable accommodations for the dietary needs listed above.

Lunch Entrée Choices (Please pick 1)

(Salad Bar, PB&J Bar, and Fruit Bar are served with every lunch):

___ Cheese Hamburger, French fries, corn

___ Corn dog, tater tots, apple sauce

___ Grilled cheese sandwich, chicken noodle or tomato soup

___ Chicken tenders, mac & cheese, pea & carrots

PROGRAMMING DETAILS

Number of Trail Groups: _____ (Please create your Trail Groups prior to your arrival at camp.)

*There are pages in this packet which have pre-made documents to help organizing and splitting up your students. You do not have to use these, they are simply for your convenience.

* There are brief class descriptions in the information section of this packet.

	<u>Science & Nature</u>	<u>Group Work</u>	<u>Outdoor Pursuits</u>	<u>History Alive</u>
<u>1-Hour Classes</u>	<ul style="list-style-type: none"> ➤ Bugs! ➤ Eco Experiments ➤ Fen Ecology ➤ Forest Ecology ➤ Geology ➤ Habitats ➤ Pond/River Ecology ➤ Reptiles & Amphibians ➤ Wild Edibles 	<ul style="list-style-type: none"> ➤ The Beast ➤ Team Ground Initiatives 	<ul style="list-style-type: none"> ➤ Archery ➤ Canoeing ➤ Discovery Hike ➤ Fishing ➤ Maps & Orienteering ➤ Outdoor Cooking ➤ Wild English ➤ Survival ➤ Tracking 	<ul style="list-style-type: none"> ➤ Indiana Trail 1818 ➤ Native American Studies ➤ Pioneer Life ➤ Candle Making
<u>2-Hour Classes</u>	<ul style="list-style-type: none"> ➤ Astronomy/Planetarium 	<ul style="list-style-type: none"> ➤ Alpine Tower ➤ Town Meeting ➤ Team Initiatives (w/ Low Ropes) 		<ul style="list-style-type: none"> ➤ Archaeology ➤ Indiana Trail – Interactive Learning (requires 3 hours)

*Please choose 6 hours of class time. If you choose a 2-hour class, please write the class title in two spaces.

(Example): 1. Alpine Tower 3. Canoeing 5. Archery
 2. Alpine Tower 4. Fen Ecology 6. Pond/River

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

1 DAY SAMPLE SCHEDULE

9:30 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
Arrive	Hour #1	Hour #2	Lunch	Hour #3	Hour #4	Hour #5	Hour #6	Depart

FIELD JOURNALS

- Please supply field journals for our students (free of charge).
- We will supply our own field journal (please send Flat Rock a copy in advance).

TRADING POST (Shirts, hoodies, fleece jackets, sunglasses, flashlights, water bottles, ponchos, etc.)

- Please make time for my group to utilize the trading post.
- Please add one personalized shirt for every student.
- We will not utilize the trading post at this time.

OTHER SPECIAL NOTES:

If sending multiple groups then please complete a separate
Event Planner for each –Thank You!



This is the end of the pages you need to return. Please keep a copy for yourself, and return via email to Kirby at kreis@indymca.org, or fax to 765-525-6730. The rest of this packet is for you to keep and share with teachers and chaperones.

Waiver

Flat Rock River YMCA Camp requires EVERY participant or guardian to sign a waiver. This waiver must be brought with the lead teacher and given to Kirby upon arrival. The waiver is below:

Waiver/Release Form

I give permission for myself (or if written below, my child) to participate in camp activities. I understand that there are risks associated with any program requiring physical activity. I agree that it is my responsibility to receive clearance from my physician before participating in this or any physical activity. I further understand and agree that the Young Men’s Christian Association of Greater Indianapolis (“YMCA”) does not assume any financial responsibility for medical expenses and/or compensation for any injury that I may suffer or loss or damage I may incur during or resulting from participation in this program or any other activities sponsored by the YMCA or conducted at the YMCA’s facilities. I promise and agree on behalf of myself, my heirs, agents, assigns, executors and administrators not to sue and agree to waive, release, discharge, and hold harmless and indemnify the YMCA, its agents, employees, members and all other personnel or entities acting on its behalf from all claims, demands, rights and causes of action of any kind, whether arising from my own acts or those of the YMCA. I hereby waive all claims for personal injury or property damage, suffered by me, my spouse, my partner, or family member in connection with or arising out of my participation in any YMCA program or activity, now or in the future, and I accept, assume and incur all responsibility for the risk of injury from such activity and exercise. I further agree to hold harmless and indemnify YMCA for any and all costs, including legal fees, incurred as a result of any claims for personal injury or property damage suffered by me, my spouse, my partner, or family member in relation to my participation in this or any future programs sponsored by the YMCA or conducted at the YMCA’s facilities.

Signature

Printed Name

Childs Name if under 18

Address

City, State, Zip

Date

Flat Rock Lesson Guide

Science & Nature: Objectives and Descriptions

Bugs!

Learn about the diversity of insects that live in Indiana. Students will collect and learn to identify as many of the 24 Orders of Insects as we can locate. Students will identify important physical characteristics of insects that aid in this identification.

Ecological Experiments

Students will identify a question and plan an experiment to address that question. They will help set-up or maintain an experiment in progress, and collect data from a third experiment. Analysis of the data will take place at the end of camp or will be forwarded to the school.

Flat Rock Fen

What is a fen? Visit the Flat Rock fen: rated a "Class A" site by the Dept. of Natural Resources. What rare species are present here? What is unique about this habitat? Students learn about extinction, habitat protection, and threats of pollution.

Forest Ecology

This class is designed to teach students an appreciation for the uniqueness of the forest community. An emphasis is placed on the life cycles, tree identification and groupings, forest uses, and nutrient cycling. Seasonal plants and wildflowers will be highlighted.

Geology

Students will be introduced to rocks and minerals native to Indiana. They will gain an understanding of how these rocks are formed, and recognize their importance in nature, as well as their value to us as humans. The class includes erosion, fossils, their formation, and identification.

Habitats

Students gain a better understanding of different habitats. Students learn the basic needs of animals which must be met in each habitat as well as human impact on different affected habitats.

Reptiles & Amphibians

See examples of reptiles and amphibians as available. How are amphibians and reptiles classified among animals? Learn about specific reptiles and amphibians. The students will also have the opportunity to meet some live reptiles and amphibians.

Pond & River Ecology – Combined

Pond Ecology / River Ecology (4th-8th grades)

What ecological relationships exist here? Use equipment to study and take samples. What plants and animals are found here? Learn about the adaptations that help species live in their habitats, and the impact of pollution on these species. A combined course is offered for younger audiences, or in-depth, individual classes for older students.

Wild Edibles This class covers the uses and identification of wild plants. Special herbs, roots, and salads are a part of this "hands on" opportunity. Includes an overview of available medicinal and poisonous plants. *Instructors will emphasize that students should consider every plant as poisonous.*

Group Work: Objectives and Descriptions

Alpine Tower

(2 hours) - The Alpine Tower, like the Teams Challenge Course and Rock Climbing, requires 2 hours to execute properly. Please note that it will take two hours to get a group of 15 students up and down 50 feet of tower. Large school groups may not be able to get all their students on the tower in their allotted time. *When possible* we will take time from enrichments to complete the rotation. Extremely wet conditions may prohibit climbing. Please indicate an alternate class(es) in case of rain.

Team Initiatives

(1 Hour) – Team Initiatives focuses on using games and activities to bring a group closer together. The games and activities will teach cooperation, communication, fairness, trustworthiness, and caring. In this short time we get to see the minds of our students work in ways they haven't before. We will see quiet reserved students become loud leaders and a variety of other emotions.

Teams Challenge Course

(2 hours) - This is an exciting course. Through a series of progressive obstacles the group understands the decision-making processes that are involved in cooperative efforts. A staff member facilitates each group of students for this class. Two- and three-hour versions of this class get to utilize the camp's low ropes course.

Rock Climbing

(2 hours) - Students are introduced to the sport of rock climbing in an actual limestone quarry on-site. They will learn the names of the equipment as well as what is involved in the care of this equipment. Each student has an opportunity to try either a "crevice" or "corner" climb. The quarry is approximately 30 feet deep. Please note that limestone "sweats" when wet and the quarry must be closed to climbing after heavy rain. Please indicate alternate class(es) in case of rain.

The Beast

(1 hour) - A team activity with a focus on cooperation and communication, students must recreate an object that can only be viewed by one team member, collected by another, built by a third, etc.

Town Meeting

(2 hours) - This activity will allow students to take on different roles of a community in a town meeting. Each group will be assigned a different town group and will need to investigate their group's objectives in the community. They will then need to apply those objectives to ideas on what to do with a large sum of land donated to the town. The group will present a diagram and speech to support their decision what to do with the piece of land donated to the fictional town of Flat Rock.

Outdoor Pursuits: Objectives and Descriptions

Archery

Learn safety procedures surrounding archery. Learn to hold, aim and shoot a bow and arrow. Practice the skill of archery safely, gain expertise.

Canoeing

Learn safety procedures surrounding canoeing. Learn how to size a paddle and PFD. Learn elementary canoeing procedures such as boarding, paddling, and unloading. Canoe on our pond and enjoy the outdoor experience.

Discovery Hike

Hikes are punctuated with 'teachable moments' surrounding plants, animals, habitats, pollution, etc. This is a chance for students to be exposed to various sections of the property that are not normally seen.

Fishing

Learn safety procedures surrounding fishing. Practice fishing, using "catch and release" in our pond. Learn to identify fish, and their role in the ecology of the pond.

Maps/ Orienteering

Learn parts and use of a compass. Learn to navigate using direction and distance. Follow basic orienteering course(s).

Survival

Learn basic issues surrounding survival in a wilderness or accident situation · Learn basics of food, water, shelter, warmth, and rescue practice.

Outdoor Cooking

Students will learn how to start a fire and cook their own meals over an open flame. Warning: this class is extremely delicious!

Wild English

Students are introduced to nature writing, both non-fiction prose and poetry, and practice during and after a short nature hike. This can be coordinated with an ongoing journaling project in your classroom at school.

Living History: Objectives and Descriptions

Indiana Trail 1818

Students role-play as a pioneer family traveling to the Indiana countryside. Early settlers of the Indiana territory faced different struggles than we face today. This class simulates families settling the area and some life and death hardships they could encounter. This is an interactive means to experiencing history. The class is designed for mature students.

Pioneer Life

What is a pioneer? How does s/he relate to who we are today? Students will uncover the answers as well as experience pioneer activities that might include cooking with an open fire, spinning wool, a cider press and sample crafts.

Archeology

Learn the meaning and practice of archeology. Students practice a mock dig, using good technique and data recording. They "piece together" the artifacts to hypothesize a story about the culture.

Native American Games

Recognize similarities and differences between various Native American tribes and their cultures. Learn to play various games borrowed from natives, such as Buffalo Robe, Flinch, Rattle, Stick ball, Knee Coup, or Tail Tag. Learn the value of these games as part of native culture.

Ways of the Old Days (WOTOD)

You are about to go back in time, so get ready to travel to the year of 1822. Each group will take the role of a family that has just arrived in the newly formed Decatur County in the new Union State of Indiana. As a family you will be exploring your new area and meeting new people. It is important to ask questions at each meeting to gain any information you can about the area. It is also important for family members to stay together, seeing as this is a new and strange location.

Students will learn about the importance of getting land, how people in 1822 traveled, what they carried, and what types of clothes they wore. Some of the characters they may meet include Native Americans, carpenter, a sheriff and a school teacher. Some of the stations may include making corn husk dolls, playing pioneer games, making buzz saws, candle making, preparing Johnny cakes and wood processing.

Camp Strong

Flat Rock YMCA Camp has started a new responsible feeding program. Camp Strong focuses more on healthy eating practices, physical fitness, and portion control rather than making sure that students eat everything on their plates. Camp Strong will include mini lessons during meals that teach students about related topics such as appropriate portions, compost, farm to table, fun exercises etc. At the last meal students will be asked to take the "Camp Strong Pledge". If all students participate in the pledge the school will receive a post on the Camp Strong Wall in our Dining Hall. For more information on camp strong please contact Kirby at kreis@indymca.org.

Booking Procedures

We try to pencil-in a school for the equivalent time next year while they are here for their program. Dates will be on-hold, for 30 days, for the following season. Schools will be books on a first come, first serve basis after that also taking into account our scale for "Highest/Best Use of Camp". As soon as we receive your school's deposit (20% of expected minimum), we can guarantee your reservation. Upon booking, teachers must provide a guess of how many total guests will be attending. This number can be changed up to 2 weeks before your arrival. After that you will be billed for the amount contracted unless your numbers go up. For schools that come in below contracted numbers you will be given a 10% grace fluctuation. **We can guarantee exclusive use of camp when a group has a guaranteed seasonal minimum, otherwise, we reserve the right to book more than one school at a time.** We will make every effort to coordinate with each group for a smooth program.

Billing Procedures

Within the time the group is at camp, Kirby will find a time to sit down with the lead teacher and collect the final number of students, chaperones, and teachers. A billing report will be generated for the school. This billing report will be used to generate an Invoice which will be sent to the school or

via email whichever is specified by the teacher. Your group will be billed for the actual number of paying guests or the contracted amount, allowing a 10% fluctuation if under the contracted amount. Payment is expected in the form of a check within 30 days. After 30 days an interest rate of 1.5 % will be accrued. Schools may apply for scholarships. One scholarship per 25 children will be available. Scholarship applications must be made in advance.

Medical Care

Medical care is the school's responsibility, as it would be on any field trip. Check your school's policy on administering medication and first aid. We recommend you bring along a first aid kit. Our staff have American Heart Association First Aid and CPR certifications. Some staff have slightly higher certifications such as Emergency Oxygen Administration, Wilderness First Responder, and Wilderness First Aid but are trained to send medical care to school officials when it is appropriate. Any medical forms are the school's responsibility. A camp health form document is available upon request. We have a volunteer ambulance service in St. Paul. Local pharmacies are Kroger, Wal-Mart, and CVS in Shelbyville and/or Greensburg. Major Hospital is 12 miles away in Shelbyville. We ask that students with Inhalers or Epi pens carry an extra one with them (or with a chaperones) during the day, while they are with their naturalist.

Packing List

Essentials:

- Sleeping bag and Pillow
- Toiletries (toothbrush, toothpaste, Soap, Washcloth, towel)
- 2 pairs of shoes
- Raingear
- Disposable camera
- Money for camp store

Seasonal items:

- Swim suit, water sandals
- Sun block
- Hat
- Water bottle
- Jacket and/or long-sleeve layers

Leave at Home:

- Knife or weapon of any kind.
- Flammables or fire starting chemicals of any kind.
- Pets
- Personal electronic items.

Driving Directions

From Indianapolis to camp is about 45 minutes.

Take I-74 towards Cincinnati.

Take EXIT 123 - St. Paul and Middletown.

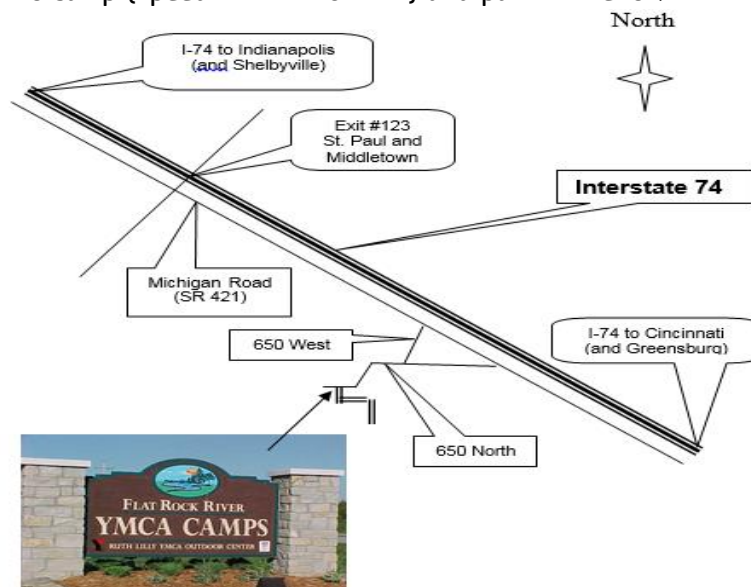
Take a LEFT onto Michigan Road (SR 421), at the Flat Rock sign.

Drive about a mile and turn RIGHT, at the Flat Rock sign onto 650 W.

Take the RIGHT at the Flat Rock sign onto 650 N.

Camp entrance is on the LEFT, past the dairy farm.

Please drive slowly into camp (Speed limit is 10 MPH) and park in the lot.



Fires

Fires are allowed only with adult supervision and in designated fire pits. Please make 100% sure that the fire is out prior to leaving it. A water bucket can be furnished upon request. The correct way to put out a fire is to pour water on and around the entire fire and stir the coals with a stick. Firewood is provided at or around each fire pit. You may use only fallen sticks (not logs) to start the fire. Please do not pull limbs off of live trees.

Emergency Info

Upon arrival we will conduct an orientation with both students and chaperones. During the Chaperone orientation information will be given on what to do and where to go in the event of an emergency. If there is an emergency at a time when a staff member is not present, such as night time, please call **765-525-6730**. This will prompt you to dial **7** for an emergency. This will direct the call to all of our Program Directors.

Chaperone Expectations

Congratulations! You have taken the greatly needed and appreciated responsibility of a Parent Chaperone. You are one of the lucky ones who gets to witness first hand you child and their friends learning and experiencing things in an environment totally unknown to them. There are a few expectations that go along with this responsibility.

- The purpose of OEE is to promote understanding of and care for people and nature, through experiential education. The classes will link with school curriculum, focusing on aspects best done out of the classroom, and outdoors; including aspects like sensory experience in nature, data collection and processing, critical thinking, moral development, real group learning experience, fun, reflection and inspiration.
- Camp naturalists will lead programs. Teachers will be there to help with program operation.
- **The role of the adult chaperones include: supervision during program activities, meals, and overnight in cabins. Also, supervision during the breaks between activities during which children may need to get ready in cabins, change clothes, get a drink, play informal sports and games, etc.**
- Advice about working with children at camp: Children need clear rules which are to be followed, for their safety, as well as the smooth operation of the program. We expect the same behavior standards at camp as in school. Student behavior that takes from the experience of others, or is a flagrant rule violation could result in being sent home.
- Bedtime: This can be a project, but rewarding. Keep the group together as much as possible. Lower student activity and energy levels in steps. Example: Everyone inside, everyone in sleeping clothes, all in beds, only quiet voices, story time, lights out, flashlights out, no talking, good night!
- Medical needs are the school's responsibility. It is most convenient for people to receive medications in the dining hall. Safety first, of course!

Planning Templates for Teachers

The following are templates for you to use to ensure your students are split into the appropriate groups. They will need to be in 3 groups: Field groups, Cabin Groups, and meal table groups. **The lead teacher will work with Kirby on the number of students in each group and the number of groups per category. Kirby will assign cabins and relay this information to the lead teacher in order to create cabin groups.**

If you would like specific names for your Field Groups please let Kirby know, otherwise they will be given default animal names. If you elect to choose your own names, please make them so they can be put in alphabetical order.

Some schools may elect to split their students in a different way for table groups and that is just fine.

Student/ Chaperone Field Group Planner

	Ants		Bobcats		Crows
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
9		9		9	
10		10		10	
11		11		11	
12		12		12	
13		13		13	
14		14		14	
15		15		15	
16		16		16	
17		17		17	
18		18		18	
19		19		19	
20		20		20	

Student/ Chaperone Table Planner (10 chairs each)

	Table 1		Table 2		Table 3
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
9		9		9	
10		10		10	

Student Nametag Planner

We suggest that teachers assign a Trail Group and Table Group to each student prior to their arrival.

Many schools create name tags for each student. This is not mandatory, but tend to be very helpful!

STUDENT NAME 1

Trail Group: Bobcats

Table #: 5

STUDENT NAME 2

Trail Group: Deer

Table #: 8