Welcome to Glen Helen!

Since 1956, the Outdoor Education Center has been dedicated to providing experiential learning opportunities for children and adults. We help students develop critical thinking skills, lifelong learning habits, and life skills that will help them become successful and productive members of the community.

Teachers affirm that time at Glen Helen encourages better quality relationships between students themselves and between students and teachers, and that these changes endure long after their Glen Helen experience is complete.

Our Mission

to provide science-based, experiential learning in the outdoors while fostering respect for the natural environment, and empowering people to act in its interest.
How do we accomplish our mission?
The Outdoor School aligns our curriculum with Ohio state standards, programming in earth & life sciences, and including elements of social studies, math, and English language arts. Each of our eleven Outdoor School lessons closely aligns with Ohio Academic Content Standards, is evaluated regularly, and evolves with state and national standards.

Our outdoor classroom offers students the chance to connect classroom content with real-world experience. Through experiential and instructional methods, students are encouraged to ask questions, gather information, discover knowledge, draw conclusions, and form opinions.

The interpersonal, confidence-building benefits from the Outdoor School experience come from our emphasis on positive youth development. To this end, we focus on building resiliency, independence, social-emotional intelligence and other developmental assets to assist our students in becoming competent and contributing members of their schools and broader communities.

We understand that schools and teachers are under a multitude of competing pressures, and that committing to provide your students with an immersive outdoor experience such as Outdoor School is a time-intensive undertaking. We sincerely appreciate your dedication to your students and your support of our mission and programs. We are honored and grateful to be partners in the education of your students.

Our Commitment to Inclusion
We want every child and teacher to feel welcome at Glen Helen. This is a place for learning and growing. We strive to make it a safe space in the truest sense of the word. We are committed to creating access for every child. If anyone in your group needs accommodation to be their most successful selves here, let us know and we will do everything we can to make it happen.
Planning Timeline and Checklist

Beginning of School Year – The Basics!
- Inform (or remind) students and their parents about your upcoming trip to Glen Helen!
- Receive the new Outdoor School Planning Guide via e-mail + USPS.
- Arrange for transportation to and from Glen Helen.
- Arrange for additional chaperones, if necessary. We require a minimum of 1 chaperone per dorm, but recommend more for larger groups, up to a total of 10.

1-3 Months Prior to Visit – Organize your Group!
- Contact the OEC to request a parent slideshow program if desired, at 937-767-7648 or mblackwell@glenhelen.org.
- Begin collecting fees, health care forms, and if necessary, campstore forms and envelopes.
- Copy and distribute Guidelines for Chaperone to teachers and chaperones.
- Copy and distribute camper information including the OEC Health Care Form and Allergy Action Plan.
- Expect a first contact phone call or email from our Program Coordinator.
- Arrange for an optional pre-trip or post-trip program through our Extension Naturalist. For an additional fee, the Extension Naturalist will come to your school for an exciting introduction or follow-up to Glen Helen Outdoor School!

2-3 Weeks Prior to Visit – Finalize Numbers and Lesson Requests!
- Submit your Program Information Sheet at least 3 weeks prior to your arrival, and go over details with the Program Coordinator by phone (937-767-7648). Your Program Information Sheet can be submitted by mail, e-mail, or through our on-line form.
- Finalize dorm assignments and number of trail groups with the Program Coordinator, assign your students to a dorm and prepare trail group lists.
- Collect any outlying: camp fees, health forms, and campstore forms and envelopes.
- Plan indoor and/or outdoor activities, games, stories or journals for dorm time.
- Finalize the students who want insurance, complete the List Report and Insured Activity Record and bring with you to the OEC.

Miscellaneous Things – Don’t Forget to Bring…
- A completed Health Care Form for each attending student.
- Finalized List Report and Insured Activity Record for those students who will be using our insurance.
- 1 ream of recycled paper
- 1 alarm clock for each dorm
- 1 large box of garbage bags for those without raincoats (and those who can’t seem to fit everything back into their luggage at the end of the week…)

1 Week After Visit – Payment!
- Expect an invoice for the full amount, including student fees, teacher meals, & other fees
Looking Ahead: 2020-2021 Registration Dates

November 2019 – It’s Never Too Early to Plan Ahead!
● Expect to receive registration forms for the upcoming school year in November 2019.
● When requesting dates for next year, please consider in-service dates, holidays, and testing dates.
  • In the spirit of equality and sharing responsibility, in general, we request that schools alternate yearly attendance in warm months (September/October, April/May) and cold months (November/December, January-March). This spreads out the challenges and benefits of the seasons more equally amongst everybody.

December 6, 2019 – Priority Deadline!
● 2019-2020 Registration Forms are due Friday, December 6! Weeks DO fill quickly, so please submit registration forms as early as possible for a better chance at receiving your first choice!
● Please be as realistic as possible when providing number of students.

January-February 2020 – Notification of Dates!
● Expect to hear from our Director, Michael Blackwell, about your upcoming year dates.
● Once confirmed, you will receive a contract that includes your arrival and departure dates, program fees, minimum and maximum number of students, our policy on contractual changes, and our cancellation policy.

March – 2020-2021 Contracts Due!

NOTES:
General Outdoor School Registration Policies

Minimum and Maximum Number of Students

Minimum Numbers: We ask that schools estimate their attendance on their registration forms, contracts and six-week prior to trip check in, very carefully and accurately. This allows us to maximize your experience and our resources. In past years, we had a penalty if schools missed their projected attendance targets. We now think we can best serve the reality and needs of schools by being more flexible. As long as schools are hitting their projected attendance numbers within + - 5%, we should be able to avoid having any kind of penalty or fee associated with slight differences between projected and actual numbers. We know it’s complicated to get students to the Glen and we appreciate all you do to make it happen!

Maximum Number: If you wish to bring more than the maximum number of students stated in your contract, please contact us as soon as you know! Because your school may be sharing the Outdoor Education Center with another school, we may not be able to accommodate additional students beyond the stated maximum. We have an absolute maximum of 100 students.

Arrival and Departure Times
Schools are expected to arrive between 10-11am (no sooner than 10am) on the first morning of their week. Schools should plan to leave the Outdoor Education Center between 12-1pm (no later than 1pm) on their last day. Please notify us early of any unavoidable exceptions or delays.

Fees
You can expect to receive an invoice within 1 week of the end of your visit. Please collect camper fees before students arrive at the Outdoor Education Center. Checks are payable to Glen Helen Outdoor Education Center. Payment is due within 30 days after you receive your invoice.

We believe very strongly that every child should have the opportunity to visit the Outdoor Education Center, regardless of economic situation.

Please note the following:

- Schools are billed for the number of students present at arrival.
- Please be realistic in your projections for student attendance.
- If a student leaves for medical reasons, partial refunds may be made for up to 50% of the registration fee, depending on the time of the student’s departure.
- Students sent home for behavioral reasons are not eligible for refunds.
- Schools that help us recruit a new school on to the Outdoor School schedule during the current or following year will receive a discount of $5% discount on their next visit.

Cancellations

☐ If cancellation becomes necessary prior to 8 weeks before arrival, the contracted school will pay 30% of the total fee based on the minimum number
of students stated in the contract. If cancellation is necessary 0-8 weeks before arrival, the contracted school will pay 70% of the total fee based on the minimum number stated in the contract.

☐ In the event of a weather-related school district closure on an arrival day, contracted 4-day schools will revert to the 3-day program and contracted 3-day schools will revert to a 1.5-day program and be charged accordingly. If total cancellation is necessary due to weather-related school district closure, the contracted school will make every attempt to reschedule the visit for the full duration. If rescheduling is not possible, the contracted school agrees to pay 30% of the total fee based on the minimum number stated in the contract.

Damages
The school will be billed for any damages that are not a result of normal wear and tear.

Medication
Teachers are responsible for keeping track of and administering medications, with the exception of Epipens and inhalers, which may be carried by students if they are deemed responsible by their families and teachers, or carried and administered by their Naturalists if necessary.

A physician’s explanation and signature are required for both prescription and non-prescription medications if the dosage or schedule to be followed is different from the prescription or manufacturer’s dosage or schedule.

Teacher and Chaperone Attendance
A minimum of one teacher or chaperone is required to oversee the activities of each dorm. We ask that each school have at least one teacher or administrator on the premises at all times, and at least one teacher who is present and oversees the entire duration of your school’s visit. At any one time, your combined teacher/chaperone attendance should not exceed 10 persons. For overnight accommodations, there are four (two bunk beds) available to teachers in each dorm. Please consider dorm genders when planning chaperone arrangements.

To ensure student safety, all chaperones must be pre-screened by the affiliated school/school district. This is the responsibility of the school/school district and should include items such as background and police checks as appropriate, following school district policy for volunteers as it would for any other school program. A signature of a school/school district representative will be required to certify that this check has been accomplished and that the volunteer has been cleared for participation.

We find parents to be eager and enthusiastic supporters of our program! When selecting chaperones, please keep in mind that chaperones must be comfortable supervising large numbers of children. Please meet with chaperones before arrival at the Outdoor Education Center to communicate student behavior expectations for the dorms. If chaperones are to assist with an overnight, they should arrive no later than 8pm and may depart as early as 8am in the morning. Teachers, parents and other chaperones assisting must be given a copy of the Guidelines for Chaperones.
prior to their arrival at the Outdoor Education Center.

**Teacher and Chaperone Observation**

We encourage teachers and chaperones to observe and actively participate in activities! If you would like to do so, please let any of the administrative staff (lead Naturalists or Directors) know, and we will gladly pair you with a trail group. When possible, we request that the first hike of the week be unobserved to give the Naturalists time to establish rapport with the group.

**Camp Store**

Please ask students to fill out the Camp Store Order Form at home. Students should bring this form with the exact amount of cash in a sealed envelope to camp when they come. The Camp Store is only open at 3:30pm on the first day of camp. We strongly urge your students not to bring any other money with them to camp.

**Telephone Calls**

Students are not permitted to make or receive phone calls except in case of emergency. Parents/guardians will be notified immediately of severe behavior problems, injury, or illness. Students are not permitted to have cell phones at the Outdoor Education Center. We also ask that adults silence cell phones and use them sparingly.

**Smoking**

Smoking is not permitted in Glen Helen.

**Head Lice Check**

To ensure a positive experience and the safety and health of your students, please be sure to conduct a head lice check at your school prior to departure for Outdoor School.

**Electronics**

Cell phones, smart phones, radios, music players, video games, and other electronic devices are not permitted to be carried or used at the Outdoor Education Center. We ask that teachers and chaperones set a good example for students by limiting their public use while at the Glen. Teachers are welcome to bring laptops for use during your stay. Wireless internet is available in the main Lodge at the Outdoor Education Center. Please do not allow students to use the laptop for any reason.

**Appropriate Footwear**

All participants should wear closed-toed shoes with good ankle support at all times unless inside the dorms. Students regularly hike several miles a day over rocky terrains so flip-flops, crocs and other types of open sandals are not appropriate footwear outside the dorms. Please help us to enforce this with your students.

**Hike Preparedness**

At the conclusion of every meal, a naturalist will announce what should be worn or brought to the following hike lesson. This announcement is to ensure the group’s comfort during the lesson. Please help us by ensuring that all students are following these instructions before departing the dorm for their lessons. Please also ensure that all Epipens and inhalers remain with the intended student as they depart.
Dorm & Trail Group Assignments

Dorm Assignments
Dorm assignments will depend on the number of schools in attendance, the number of boys and girls, and the number of teachers and chaperones. Dorm assignments will be discussed with the Program Coordinator during the week before your school’s arrival. Often, schools can choose which dorms their students are in, but please do not assign dorms and wings until you have confirmed your sleeping arrangements with the Program Coordinator. Once final arrangements have been made, it is the school’s responsibility to assign wings, bunkmates, and chaperones.

Hickory & Sycamore Dorms
Hickory and Sycamore each sleep a total of 32 students and 4 adults. Each dorm has a common room for socializing and two sleeping wings, Blue Jay and Cardinal, for students. Each wing has bunk accommodations for 16 students. There are showers, sinks* and toilets in each wing. Adjacent to each wing is a small private room with the bunk accommodations for 2 adults.

Cedar Center Dorm
Cedar Center sleeps a total of 36 students and 4 adults. There is a common room for socializing and a separate kitchen area. Cedar Center is split up into two wings, Blue Jay and Cardinal, each with bunk accommodations for 18 students. There are showers, sinks* and toilets in each wing. There is one private room with bunk accommodations for 4 adults.

*Please Note: We DO NOT provide hand towels in the dorms. We encourage you to bring a few designated towels for the students to dry their hands after washing.

Trail Group Assignments
Plan for trail groups of 8-13 students. The number of trail groups will depend upon the number of available Naturalists, the number of schools and students in attendance and other special grouping needs. The Program Coordinator will work with you to determine the number of groups assigned based on these needs. Please make every attempt to have the groups assigned and emailed to the Program Coordinator no less than 1 week before your visit! If there are changes in your attendance or group members, please bring an updated list with you to turn in to the Program Coordinator upon arrival.

Please do not assign trail groups until the number of groups has been confirmed with the Program Coordinator. Take care when assigning trail groups, and strive for a balance in gender, personality and behavior. Please let us know ahead of time if you have any special grouping needs.
Things to be filled out before arrival

For Students:

Health Care Forms
In order for a student to attend the Outdoor School program, we must have a completed copy of the Outdoor Education Center Outdoor School Health Care Form. The school is responsible for ensuring that each Health Care Form is filled out in its entirety including the parent or guardian signature. Please refer to the Medication section for these specifics. Please be sure to use this year's form, as it may have changed. If you have a pre-existing school health information form on file for your students, you may be able to use it in place of the Glen Helen form. Ask your Glen Helen Program Coordinator for more information.

For students with severe food or environmental allergies, we also provide an Allergy Action Plan form to assist us in better serving the health and wellbeing of these students. This form is filled out by the child’s physician, and outlines an action plan in the event that contact with an allergen occurs.

Student Dietary Needs
With proper notification, we are able to accommodate a variety of food allergies and special diets. For medical diet restrictions, a parent or guardian may pack special food for a student. A teacher is responsible for ensuring any packed food makes it from the kitchen to the student during mealtimes. There should be no outside food unless we are unable to accommodate dietary restrictions.

Student Insurance
Students are required to be covered by accident and illness insurance during their Outdoor Education Center experience. This insurance can be either their own medical insurance or provided through the policy that Glen Helen has with the Special Markets Insurance Consultants, Inc. Schools may insure all students or just those who do not have adequate coverage. The insurance policy premium is $1.40 per student for a 4-day period and $1.05 per student for the 3-day period (35¢ per day).

Procedure for insuring students:

- Before your visit, fill out the Insured List Report and bring it with you to the Outdoor Education Center. Additional names can be added on a blank sheet of paper. Upon arrival, please give the forms to the Outdoor Education Center Business Manager to ensure coverage.
- Make copies of the Insured List Report and Activity Record for your school files.
- Please do not bring payment to the Outdoor Education Center. Any additional insurance fees will be added as miscellaneous charges to your final Outdoor School invoice, which will be mailed after your visit.

NOTE: In order for students to be insured on the bus, the school departure time and arrival time (not the Outdoor Education Center arrival and departure time) must be noted on the forms. If you have any questions regarding the coverage, you may contact the insurance company at 1-800-727-7642.
For Glen Helen Outdoor Education Center:

Program Information Sheet
Our Program Coordinator will contact you approximately four-five weeks before your trip to aid in the planning process. Please return the Program Information Sheet at least 3 weeks before your arrival.

You may submit your Program Information Sheet any of the following ways:
Online: www.glenhelen.org, hover over Outdoor Education, click on Residential Outdoor School, click on Outdoor School Program Information Form.
Email: oecprograminfo@glenhelen.org
Mail: 1075 State Route 343, Yellow Springs, Ohio, 45387
Fax: 1-937-767-6655
Glen Helen Outdoor School Curriculum

The Glen Helen Outdoor School curriculum is aligned with Ohio Academic Content Standards, with a strong focus in the sciences. Students who visit the Outdoor School experience a wide variety of lessons, which integrate experiential learning in our ecological communities.

For a four-day program, teachers choose five lessons, and for a three-day program, teachers choose three lessons. Lesson selections can be made on the Program Information Sheet or online, and should be returned to our Program Coordinator at least 3 weeks prior to your visit.

Provided below are lesson descriptions and objectives for each of our lessons. On our website, you will find more details on alignment between our curriculum and Ohio content standards. Reading and writing activities, which correspond to English Language Arts Common Core standards, are incorporated throughout the experience, as are 21st century student outcomes, as defined by the Partnership for 21st Century Skills. Where applicable, objectives that include 21st century skills are highlighted as well, although these skills are also interwoven throughout the entire experience.

Lessons Included for Every School

Certain experiences are a part of every visit to the Glen. Every school will participate in:

- an introductory “Discovery of the Glen” hike
- a bird talk
- a reptile talk
- a visit to the Yellow Spring
- Weather data measurement and report
- a lesson on nocturnal life with an animal ambassador and a night hike

Discovery of the Glen

While in the Glen, students are immersed in an entirely new experience and environment with different roles and responsibilities. Discovery activities teach observation skills and heighten one’s experience in nature. They are used to get the students in tune with their surroundings, and provide enhanced meaning to their Glen Helen experience.

Experience and learning research support dedicating some time for students to get to know each other and their naturalist, to feel safe and comfortable in a new environment, and to understand “the rules of the road” of this new experience. This gives them the greatest possibility for a successful trip.

1. Students will adapt to a new schedule of activity during their time in the Glen.
2. Students learn responsibilities for bunk and dining room set-up and clean-up.
3. Students will work together to achieve wasted food goals throughout the week.
4. Students will fill diverse roles within their dorm and trail groups.
5. Students map and explore the physical spaces of the Outdoor Education Center campus.
6. Students use their five senses to make observations about their natural surroundings.
7. Students learn each other’s names and their naturalist’s name, and vice versa.
8. Students undergo simple cooperative challenges to begin to work together.
9. Students learn the basic rules of the Glen that facilitate health, safety and a positive experience.
10. Students understand the unique schema of Glen Helen: We’re an outdoor school, a place where learning is participatory, scientific, creative, fun, social, and usually out-of-doors. But we are a school, we are here to learn, and sometimes that takes attention, effort, and concentration; but it will be worth it!

Nocturnal World
Students will meet some of the nocturnal residents of the Raptor Center, explore Glen Helen at night and learn about the special adaptations of nocturnal animals. Sensory awareness activities during the hike will teach students how to use their senses to navigate in the dark. On clear nights, students will stargaze and learn constellations.
1. Students become aware, comfortable, and respectful of the nocturnal world and the creatures that are active within.
2. Students describe adaptations of various nocturnal animals and how they help each animal to fill its respective niche.
3. Students describe the lunar cycle and its various effects on Earth.

Weather
Students learn basic weather concepts, such as relative humidity, barometric pressure, and cloud formations. As a trail group, students collect weather data at the Glen Helen weather station and share the results with the rest of the students at a determined mealtime.
1. Students illustrate the water cycle.
2. Students define weather terms, such as barometric pressure temperature, wind speed, and wind direction.
3. Students use weather instrumentation to collect and record data.
4. Students interpret weather data and predict patterns.
5. Students communicate findings to classmates.

Lessons for Schools to Choose From:

Birds
Students visit the Glen Helen Raptor Center to view and learn about Ohio’s birds of prey. Students also discover the songbirds of the area through a trip to the bird blind, and explore bird adaptations with hands-on activities in the Bird Room.
1. Students describe the place of raptors in local food webs and food chains.
2. Students observe bird adaptations and describe their functions in the ecosystem.
3. Students use binoculars to observe and identify local songbirds.
4. Students collect songbird data at the bird blind.

Cooperative Activities and Learning (Co-op)
Students are presented with a series of challenges, which encourage cooperation and teamwork. Challenges develop trust between group members, encourage logical thinking in problem solving and build students’ sense of self-confidence.
1. Students work together in order to successfully meet challenges.
2. Students develop trust between group members.
3. Students problem-solve to overcome challenges.

**Critters**

This lesson introduces students to the amazing adaptations of animals found in Glen Helen. Students also create food chains and webs to explore relationships between animals within an ecosystem. The highlight of this lesson is the opportunity to hold or touch either an Eastern box turtle or a Corn snake.

1. Students name the different animal classes represented in Glen Helen, and learn what characterized each animal class.
2. Students describe various adaptations of Glen Helen fauna and relate to habitat requirements.
3. Students observe animal adaptations, while handling sample live animals.
4. Students use observation skills to identify evidence of animals in the Glen.

**Cultural History**

During this introduction to the cultural history of the area, students learn about the native peoples that inhabited Glen Helen and about pioneers during westward expansion. Students also visit to the Hopewell burial mound located in Glen Helen and view ancient artifacts.

1. Students explore the native populations of Ohio from pre-history through the early 1800’s.
2. Students examine what life was like for pioneers and Native Americans in the Northwest Territory.
3. Students explore the relationship between Native Americans and pioneers.
4. Students explain how Native Americans and pioneers used natural resources.
5. Students observe a Native American burial mound and Native American artifacts.

4, Social Studies – HIST (Heritage): Various groups have lived in Ohio over time
4, Science – LS (Earth’s Living History): fossils can be compared to one another and present day organisms

**Environmental Problem Solving (EPS)**

Students learn about human impacts, hypothesize solutions, and sharpen critical thinking skills in this lesson. Students also investigate ways in which the earth’s resources may be used sustainably.

1. Students explain ways that humans impact the planet.
2. Students explore local environmental problems and hypothesize solutions.
3. Students differentiate between renewable and non-renewable resources.
4. Students cite ways in which they can help reduce their own impact on the planet

**Forest Ecology:**

Students explore the Glen Helen forest, and learn about the interrelationships that make it a functioning ecosystem. Students use a dichotomous key to identify trees, learn how trees make their own food, and take a special hike to the Glen Helen Pine Forest.

1. Students observe and differentiate forest communities of the Eastern deciduous forest using a dichotomous key for tree species identification.
2. Students explain that living organisms in a community are interconnected and interact with one another in various ways.
3. Students differentiate between producers, consumers, and decomposers.
4. Students illustrate a food chain and food web of Glen Helen.
5. Students explain the process of photosynthesis.

Geology
This lesson explores the geologic features found in Glen Helen, including potholes, rock creep, cascades, limestone caves and glacial valleys. Students will learn how glaciers have shaped the Ohio landscape while witnessing evidence of their presence. A hike to the Yellow Spring is a highlight of this lesson.
1. Students observe and differentiate the geological forces that shaped Glen Helen.
2. Students observe fossils and can explain that fossils form from preexisting plants and animals, and how they were formed in Glen Helen.
3. Students differentiate between physical and chemical weathering.
4. Students explain the rock cycle.
5. Students differentiate between igneous, sedimentary, and metamorphic rock.

Meadow, Thicket, Forest
Students visit ecosystems that represent three successional stages: a meadow, a thicket, and a forest. Students learn about succession, explore these diverse habitats, and visit Baldwin Pond.
1. Students explain the concept of succession, observe three successional stages, and record characterizing data.
2. Students take soil samples and differentiate characteristics of soil in each phase of succession.
3. Students define the terms ecosystem and niche, and explain that each organism has a niche within an ecosystem.

Stream Investigation
**Warmer months only, approximately April - October**
Students conduct a scientific experiment to determine the pollution levels of a local stream. Equipped with nets and buckets, students search the waters for macroinvertebrates, and collect data on physical and chemical properties.
1. Students investigate the relative health of a local stream through experimentation with macroinvertebrates.
2. Students gather data on physical and chemical properties of a stream.
3. Students describe ways that they can conserve water and mitigate water pollution.
Section II. Forms and Resources for Teachers

Program Information Sheet

Online version is here: https://www.glenhelen.org/outdoor-school
Feel free to use the paper copy if that suits your needs better.

GENERAL INFORMATION

School: __________________________ County: ________________________
Phone: __________________________ Email: __________________________
Arrival Day: ______________________ Arrival Time: ____________________
Departure Day: ____________________ Departure Time: ________________

Arrivals between 10 and 10:30 am and departures between 12 and 1pm are preferred.

How will you be arriving? (Please indicate number of each.)

Car: ________________ Bus: ________________ Other: ________________

Will the luggage be arriving: ___ On the back of the bus? ___ Underneath the bus?
___ Underneath seats of the bus? ___ On separate trucks/vehicles? ___ Other:________

STUDENTS

# of Girls: ______________________
# of Boys: ______________________
Total #: ________________________
Grade(s): ______________________

Food allergies, sensitivities, religious exemptions, etc that we need to plan for? Number of children
and a summary of their issues:
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
Significant medical or behavioral issues with children that we need to plan for? Kids working with aides? Limited mobility? Limiting Injuries? Severe disabilities? Severe Autism or spectrum diagnoses? Any accommodations that we need to prepare for; anything else we should know:

________________________________________________________________________

________________________________________________________________________

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TEACHERS/CHAPERONES  Please list teachers’ names and # of chaperones attending.
Combined teacher/chaperone attendance should not exceed ten people unless arrangements are made in advance.

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please sign to certify that your volunteer chaperones have been cleared for participation, following school and/or school district policy for volunteer chaperones.

Print Name: _______________________________________

Signature: _______________________________________

Any Children who can’t have their Picture taken? _____________________________________

________________________________________________________________________________________

LODGING
The Program Coordinator will make dorm assignments during the week before your arrival. We will honor preferences whenever possible. Please mark which dorm(s) you prefer, including number of students and which gender would be there.

___________________ Hickory (holds 32 students + 4 supervising adults)

___________________ Sycamore (holds 32 students + 4 supervising adults)

___________________ Cedar Center (holds 36 students + 4 supervising adults)

PROGRAM SELECTION
Certain experiences are a part of every visit to the Glen. Every school will participate in an introductory “Discovery of the Glen” hike, a bird talk, reptile talk, a visit to the Yellow Spring, weather measurement and report, and a night hike. All students will have an opportunity to see a snake or turtle, visit the Raptor Center and prepare a weather report to be presented after each meal.

The lessons you choose will be the core academic learning elements of your student’s experience. Please choose your specific lesson selections below. For lesson descriptions, see the curriculum section in this Outdoor School Planning Guide. More detail is at
https://www.glenhelen.org/outdoor-school. Also, feel free to indicate any specific themes, concepts, or activities that you would like our staff to focus on. Please contact the Program Coordinator if you would like assistance in making selections (call 937-767-7648 or email oecprograminfo@glenhelen.org).

For the 4-day program, teachers should choose up to five lessons, and for the 3-day program, teachers should choose up to three lessons from the following: (circle your choices)

Birds
Cooperative Learning
Critters

Cultural History
Environmental Problem Solving
Forest Ecology

Geology
Meadow, Thicket, Forest
Stream Investigation
(warmer months)

RECREATION
Each day at 4:30pm, we offer a variety of recreational activities for your students to choose from. Are there any favorite activities that you would especially like included in your week?

EVENING PROGRAMS
On the first night of your stay, Naturalists will share a program of songs, stories, and skits that are educational and entertaining. It will also include interactive games or activities for the students to do during a portion of the program. We invite teachers to prepare a skit as a group and participate in other roles (the kids love this!) On your final night, nocturnal guests from the Raptor Center will greet students before they head out into the night for an activity filled Night Hike.

Are there any evening program activities that you would especially like included in your week?

During a 4-day program, teachers and chaperones are responsible for the evening program on the second night. Schools have been very successful making this special by creating a dance, a town hall meeting, game nights, etc. What are your plans for your evening program? Will you need any special equipment?

SNACKS
The Outdoor Education Center will provide a snack each afternoon. Your school may choose to provide an evening snack. Snacks should be healthy and unrefrigerated. Please help us reinforce our emphasis on environmental awareness by using our reusable cups and plates and by choosing snacks with as little packaging as possible. Do you intend to provide an unrefrigerated evening snack each night?
Guidelines for Teachers and Chaperones

Supervision - At least one teacher or chaperone must be on OEC grounds at all times. (One exception: if teachers would like to go Yellow Springs or Young’s dairy for a meal all together, they may alert the Director to ensure coverage during this time. At all other times, at least one teacher or chaperone must be on the OEC grounds.)

Children are to be supervised by an adult at all times in the dorms: before and after all meals, 3:30pm-4:30pm, and from 8:45pm-9am. Please enforce the buddy system - every student should have at least one other student with them at all times. When teachers and chaperones are well prepared for dorm time, a positive outcome can be expected. Many schools bring age-appropriate board games, cards or activities. Sometimes the kids have a hard time settling down for sleep, so stories to read aloud, or quiet songs to sing can be really helpful.

Setting Expectations
We ask that teachers communicate dorm expectations to chaperones before arrival, so that all chaperones are enforcing the same rules. Glen Helen staff will provide a dorm orientation for your students and staff upon arrival.

Dorms
Upon arrival, we ask that you complete a bunk sheet outlining which student is sleeping in which bed. It is your decision whether to assign bunks or allow students to choose, but please be sure that children who are risk for sleepwalking and wetting the bed are in bottom bunks. Adequate sleep is important to a successful visit! Be sure students are in bed at a reasonable time, no later than 10:30 pm, please. Please refrain from telling scary stories. Please keep the dorms locked when no one is there; do not loan keys to students.

Appropriate Footwear
We ask that all participants wear closed-toed shoes with good ankle support at all times unless inside the dorms. Flip Flops and Crocs are not examples of appropriate footwear outside the dorms. Please help us enforce this with your students.

Hike Preparedness
At the conclusion of every meal, a Naturalist will announce what should be worn or brought to the following hike lesson. This announcement is to ensure the group’s comfort during the lesson (i.e. rain poncho, sweatshirt, full water bottle, have used the bathroom, etc.). The students are then sent to the dorms to prepare for this activity. Please help us by ensuring that all students are following these instructions and are prepared before departing the dorm for their lessons. Please also ensure that all Epi-Pens and inhalers remain with the intended student as they depart.

Hike and Activity Observation
We highly encourage teachers and chaperones to observe and actively participate in activities. If you would like to do so, please let any of the administrative staff know and we will gladly pair you with a trail group. In general, we request that the first hike of the week be unobserved to give the Naturalists time to establish rapport with the group. When teachers and chaperones accompany hikes, we ask that they be supportive and deferential to the naturalists (unless of course there is a matter of
Illness & Accidents
Please let the Naturalist and Admin ON know if a student is ill and/or cannot participate in a hike or activity. If a student has a fever over 100 degrees F, is throwing up, or has a communicable disease he/she will be sent home immediately. Please notify the Naturalist and the Admin ON if a student will be sent home.

An incident report must be filled out for any illness or for any accident that requires the opening of a first aid kit. Reports must be turned in to the folder in the Program Coordinators mailbox in the Staff Office of the Lodge. If you need assistance filling out this form please ask the Admin ON.

Medication
Teachers are responsible for keeping track of and administering medications according to the Outdoor Education Center guidelines. We keep a locked medicine cabinet in the student staff office, that teachers can access for over the counter type medicines. Any students treated with our medicine require an accident/illness form to be completed.

Discipline and “Strike” Policies
If your school has a specific “good behavior incentive” policy, it is very helpful to share this with the Program Coordinator prior to your trip! If you use any kinds of tangible incentives (e.g., “Pioneer Bux”) for good behavior, don’t forget to bring them!

We maintain a three-strike policy to aid in discipline on trail. Naturalists are trained in many methods of discipline and may choose to give warnings before strikes for behavioral issues. Naturalists also have the option of leaving disruptive students with teachers, returning them to the Lodge during a hike or activity, or requesting the attendance of a teacher or chaperone on trail.

Teachers and chaperones may also give strikes. Notify the Admin ON immediately if any student is given a strike in the dorm or elsewhere. Naturalists will also inform the Admin On if they give a strike, who will in turn, alert the teachers and chaperones. Please check the strike chart in the Staff Office and record strikes with the Admin On as soon as they are given so that everyone has an accurate sense of a student’s current level of sanction.

Strike 1: Given when a student misbehaves, this is often used as a warning.

Strike 2: Given if the student continues to misbehave or misbehaves again. At this time the student must call home in the presence of a teacher to explain why each strike was given and to remind the parent or guardian that if a third strike is received, the parent or guardian will be asked to pick the child up immediately.

Strike 3: Students may be given a third strike for continued misbehavior. The parent or guardian will be asked to pick the child up immediately. If the parent...
or guardian is unable to come, arrangements will be made to take the student back to school or home.

**Super Strike** - a “Super Strike” can be issued at the discretion OEC Director or Assistant Director, for infractions that put the safety of any student or member of the staff at risk. Behaviors eligible for a super strike include physical fighting, intense bullying, inappropriate contact, very threatening language, and sneaking away from a trail group or a dorm. If one of these incidents occurs in the dorm, teachers or chaperones should alert the Admin On, who will immediately contact a Director. When a Super Strike is being considered, teachers, staff, the student, and the Director must meet to determine the outcome. If, after consultation among all parties, a Super Strike is issued by the Director, the student must go home immediately.

**No refunds are given if a student is sent home for disciplinary issues.**

**Mid-Week Meeting**
Four-day groups will have a mid-week check-in meeting at 3:20pm on Wednesday afternoons to talk about how the week is going. Teachers will meet with Naturalists in the Lodge while chaperones or Naturalists supervise students in the Dining Room or Fire Circle.

**Camp Store**
The store will only be open at 3:30pm on arrival day. The Program Coordinator will explain the procedures of Camp Store during the teacher orientation.

**Evening Snacks**
If you provide an evening snack for your students, please use our cups and dishes rather than disposables. A Lead Naturalist ON will be available to assist you with preparation and clean-up in the kitchen. Please do not keep any food in the dorms unless it is emergency food for a diabetic student. Please enforce this policy with your students to avoid critters showing up in the dorms.

**Mealtimes**
All meals are served family-style in the dining hall, with the exception of All Day Hike lunch. Each meal follows a simple format with one Naturalist leading the meal. Please remember to model good behavior, and follow all directions of the announcer, including not talking during announcements.

Vegetarian and/or vegan options are served at each meal. The cook makes enough so that teachers and chaperones may taste any dish, but we ask that you eat primarily what you signed up for. There may not be enough for non-vegetarians and non-vegans to have a full serving.

**The Golden Dustpan Award**
Dorm clean-up takes place after breakfast each morning. Dorms are inspected by Glen Helen staff around 10am and the results of which dorm or wing won the Golden Dustpan are announced at dinner.
Smoking
Smoking is not permitted in Glen Helen.

Electronics
Televisions, radios, tape/CD players, video games, cell phones and other electronic devices are not permitted at the Outdoor Education Center unless they are part of an educational or special activity. We ask that teachers and chaperones set a good example for students by leaving these items at home and silencing cell phones, using them privately throughout your visit. Do not allow students to use your cell phones. Teachers and chaperones may bring laptops to use during your stay. Wireless internet is available in some buildings at the Outdoor Education Center. Please do not allow students to use the laptop for any reason.

First Aid
Basic supplies are in your dorm bag. Other supplies are located in the Staff Office in the Lodge. Let the Admin ON know if something is missing or in low supply. Please complete an Accident and Illness Report form if you use any first aid supplies to treat a student.

Maintenance
Promptly report maintenance needs or damages to the Director, Assistant Director, or the Admin ON. We will do our best to address any needs promptly. Any damage caused by students will be billed to the school.

Phones
The phone in the Staff Office is for school and Outdoor Education Center business use only. Student calls are limited to emergencies and notifying parents or guardians of second or third strikes.

Public Visitors
The Raptor Center and hiking trails are open to the public. Public visitors are not allowed in Outdoor Education Center buildings. The restrooms in the Lodge and dorms are for school and staff use only. Public restrooms are located at the Glen Helen Building or at Trailside Museum across the preserve.

Evaluation & Feedback
An exit feedback meeting will be held on the last day during the morning hike. Please move your items out of the dorms promptly following breakfast in order for our maintenance team to prepare the dorms for weekend groups. The meeting can be scheduled immediately following this to provide adequate time for feedback. We appreciate your candid reactions to the program, the leadership, the facility, and the food. We may also ask you to fill out a written evaluation.
## Four Day Outdoor School Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Arrival Day</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Departure Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 8:00</td>
<td></td>
<td>Please send weather &amp; set-up groups to Lodge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 - 8:45</td>
<td></td>
<td>BREAKFAST</td>
<td>Naturalists eat with their trail group</td>
<td></td>
</tr>
<tr>
<td>8:45 - 9:00</td>
<td></td>
<td></td>
<td>Students clean dorms &amp; prepare for morning hike</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>On Friday, they pack up and move luggage to main camp area by 9:15</td>
<td></td>
</tr>
<tr>
<td>9:00 - 11:00</td>
<td>School Arrival &amp; Orientation</td>
<td>Morning Hikes (begin at 9:00)</td>
<td>Morning Hike (begins at 9:15)</td>
<td></td>
</tr>
<tr>
<td>11:00 - 12:00</td>
<td>Nats meet with trail groups</td>
<td>Students in dorms with teachers</td>
<td>Please send weather and set-up groups to the Lodge @ 11:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LUNCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 - 12:45</td>
<td></td>
<td></td>
<td>LUNCH</td>
<td>Departure</td>
</tr>
<tr>
<td>12:45 - 1:15</td>
<td></td>
<td>Students in dorms with teachers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:15 - 3:30</td>
<td></td>
<td>Afternoon Hikes</td>
<td>Followed by Snack from 3:20-3:30</td>
<td></td>
</tr>
<tr>
<td>3:30 - 4:30</td>
<td></td>
<td>Send students in groups of 10-15 up to the Lodge for Campstore</td>
<td>Teacher meeting with Naturalists</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students in dorms with Teachers</td>
<td>Students return to dorms after snack</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30 - 5:30</td>
<td></td>
<td>4:30 Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30 - 6:00</td>
<td></td>
<td>Students in dorms with teachers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 - 6:45</td>
<td></td>
<td>DINNER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:45 - 7:15</td>
<td></td>
<td>Students in dorms with teachers to prepare for evening program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:15 - 8:45</td>
<td>Naturalist Evening Program</td>
<td>Teacher’s Evening Program</td>
<td>Night Hike (time dependent on sunset)</td>
<td></td>
</tr>
<tr>
<td>8:45 ++</td>
<td></td>
<td>Students and teachers have snack then go to dorms</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**
### Three Day Outdoor School Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Arrival Day</th>
<th>Day 2</th>
<th>Departure Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 8:00</td>
<td>Please send weather &amp; set-up groups to Lodge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 - 8:45</td>
<td>Breakfast</td>
<td>Students clean dorms &amp; prepare for morning hike</td>
<td></td>
</tr>
<tr>
<td>8:45 - 9:00</td>
<td></td>
<td>On Friday, they pack up and move luggage to main camp area by 9:15</td>
<td></td>
</tr>
<tr>
<td>9:00 - 11:00</td>
<td>Morning Hike</td>
<td>Morning Hike</td>
<td>Morning Hike</td>
</tr>
<tr>
<td>11:00 - 12:00</td>
<td>Nats meet with trail groups</td>
<td>Students in dorms with teachers</td>
<td>(Departure Day hike begins at 9:15am)</td>
</tr>
<tr>
<td>12:00 - 12:45</td>
<td>LUNCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:45 - 1:15</td>
<td>Students in dorms with teachers</td>
<td></td>
<td>Departure</td>
</tr>
<tr>
<td>1:15 - 3:30</td>
<td><strong>Afternoon Hikes</strong></td>
<td>Students in dorms with teachers</td>
<td></td>
</tr>
<tr>
<td>3:30 - 4:30</td>
<td>Followed by snack from 3:20-3:30</td>
<td>(Send groups of 10-15 up for Campstore on Arrival Day)</td>
<td></td>
</tr>
<tr>
<td>4:30 - 5:30</td>
<td><strong>4:30 Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30 - 6:00</td>
<td>Students in dorms with teachers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 - 6:45</td>
<td><strong>DINNER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:45 - 7:15</td>
<td>Students in dorms with teachers &amp; prepare for evening program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:15-8:45</td>
<td><strong>Evening Program</strong></td>
<td><strong>Night Hike</strong></td>
<td>(time dependent on sunset)</td>
</tr>
<tr>
<td>8:45 ++</td>
<td>Students and teachers have snack then go to dorms</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**
Sample Menu

This is a sample menu only! A menu will be provided prior to your visit or upon arrival. Menus are subject to change. Please notify us of any food allergies on the Program Information Sheet at least 3 weeks in advance, so that we can plan for the necessary accommodations.

<table>
<thead>
<tr>
<th></th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>DINNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>Chef’s Choice</td>
<td>Chef’s Choice</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>Veggie Option</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:20 Snack</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dessert</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUESDAY</td>
<td>Chef’s Choice</td>
<td>Chicken Patty Sandwich Fries</td>
<td>Lasagna Garlic Bread Salad</td>
</tr>
<tr>
<td></td>
<td>Veggie Option</td>
<td>Boca Chicken</td>
<td>Spinach Lasagna</td>
</tr>
<tr>
<td></td>
<td>3:20 Snack</td>
<td>Apples</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dessert</td>
<td></td>
<td>Pudding</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>Eggs Sausage Oranges Cereal Oatmeal</td>
<td>Potato Soup Rolls Carrot Sticks</td>
<td>Chicken Fried Rice Egg Rolls</td>
</tr>
<tr>
<td></td>
<td>Veggie Option</td>
<td>Vegetable &amp; Noodle</td>
<td>Veggie Fried Rice</td>
</tr>
<tr>
<td></td>
<td>3:20 Snack</td>
<td>Bananas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dessert</td>
<td></td>
<td>Pineapple Bake</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>Yum Yum Bars Yogurt Fruit Cereal Oatmeal</td>
<td>Sloppy Joes Tots</td>
<td>Sliced Turkeys Potatoes Green Beans</td>
</tr>
<tr>
<td></td>
<td>Veggie Option</td>
<td>Lentil Joes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:20 Snack</td>
<td>Brownies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dessert</td>
<td></td>
<td>Chocolate Chip Cake</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>Pancakes Fruit Sauce Cereal Oatmeal Fruit</td>
<td>Fish Sticks Mac &amp; Cheese</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>Veggie Option</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dessert</td>
<td></td>
<td>Cookies by Students</td>
</tr>
</tbody>
</table>
List Report

Account Information

Activity Number: __________________________

Premium rate is: $3.50 per person per day

Dates of activity: Beginning date: ________________ Time: __________________

Ending date: ________________ Time: __________________

Groups to be covered: __________________________________________________________

Destination: Glen Helen Outdoor Education Center

Report prepared by: ____________________ Daytime phone number: ( )

Instructions
List the names of the individuals to be insured.
After each activity complete this form and return original to Special Markets.
Make a copy of this form for your records.

Name
1. ____________________ 21. ____________________
2. ____________________ 22. ____________________
3. ____________________ 23. ____________________
4. ____________________ 24. ____________________
5. ____________________ 25. ____________________
6. ____________________ 26. ____________________
7. ____________________ 27. ____________________
8. ____________________ 28. ____________________
9. ____________________ 29. ____________________
10. ____________________ 30. ____________________
11. ____________________ 31. ____________________
12. ____________________ 32. ____________________
13. ____________________ 33. ____________________
14. ____________________ 34. ____________________
15. ____________________ 35. ____________________
16. ____________________ 36. ____________________
17. ____________________ 37. ____________________
18. ____________________ 38. ____________________
19. ____________________ 39. ____________________
20. ____________________ 40. ____________________

Calculate your premium due: Number insured X Fee = $ Amount due

Special Markets Insurance Consultants, Inc.,
2615 First Road
Stevens Point, WI 54481
(715) 341-2281  fax (715) 341-6126
Guidelines and Forms for Parents & Guardians:
Thank you for choosing Glen Helen!

History
Our center began in 1956, with two buildings constructed by Antioch students. It has grown to include a central lodge, three student dorms, a craft building, a raptor center and staff living space. We are located in the beautiful 1,000-acre Glen Helen Nature Preserve, which has been declared a National Natural Landmark and a National Environmental Study Area by the National Park Service.

What is Outdoor Education?
Outdoor education means using the environment as an integrating context for learning. Educators are increasingly seeing the value of authentic learning that occurs through real-world experience. It is our hope that by developing a relationship with nature, students will gain an appreciation and a desire to be good stewards of our natural resources. Each day your child will have two major field trips in the Glen, which include activities centered on themes such as ecology, geology, or cultural history. They will also do crafts, music, sports, drama, and of course relax a little and enjoy hot meals served family style.

What is positive youth development?
Your child’s personal development is just as important to us as is their awareness and connection to the world around them. At Glen Helen, students have the opportunity to grow in understanding, kindness, independence, and perseverance. We believe in providing a safe space for your child to overcome challenges and learn valuable life lessons. Most students, after a week of working together outdoors, bring home a deeper respect for each other, their teachers, and their parents or guardians.

Photos
Occasionally, our staff may take photos and/or videos of trail groups doing activities for use in marketing. By sending your child to camp you authorize Glen Helen to take and use photos and/or videos for the purposes of marketing in print, electronic, or on the Internet. Students will not be identified by name without further authorization from a parent/guardian. If you do not want your student photographed, contact us directly at OECPrograminfo@glenhelen.org.

For most students, their time at Glen Helen is an unforgettable experience. Many adults believe that their week at Glen Helen as a child was one of the most meaningful events of their school years! Thank you for sharing your child with us, we promise to take good care of them and teach lots of important lessons.

Sincerely,
The Staff of the Glen Helen Outdoor Education Center
Frequently Asked Question for Parents and Guardians

Where is the Outdoor Education Center?
The Outdoor Education Center is located off of State Route 343 on the north side of Yellow Springs. Mail for students should be addressed to them at 1075 State Route 343, Yellow Springs, Ohio, 45387. The emergency telephone number is 937-767-7648.

Can I call my child while they’re at camp?
Students are not able to receive phone calls, except in emergencies. Students are not permitted to call home. However, parents and guardians will be notified immediately of severe behavior problems, accidents, or illnesses.

Who will be supervising my child at camp?
Your child will be supervised closely by teachers and chaperones from your child’s school or by Outdoor Education Center staff at all times. Our qualified staff includes college graduates who come to Glen Helen from all over the country to learn, teach and serve. They all are trained to work with children, have current First Aid and CPR certification, and have undergone federal background checks.

Where do the students sleep at Glen Helen?
The students are housed in secure, comfortable dorms with electricity, central heat, clean restrooms and showers. Supervision in the dorms is provided by teachers and chaperones coming from your school.

What is the food like at camp?
Three complete meals are served each day, plus afternoon snack, and your child will not go hungry. Parents may send supplemental food only if their child has medical dietary restrictions. Food should be sent with teachers and distribution is to be coordinated by teachers throughout the week.

What will happen if my child gets sick or injured at camp?
In the case of accident or illness, a parent or guardian will be contacted immediately. Each staff member is certified in First Aid and CPR. We have basic first-aid supplies on site and are located just minutes away from Greene Memorial Hospital and Miami Township Fire and Rescue.

Should my child be insured at camp?
Each child must be covered by some form of accident insurance before arrival at the Glen. If a personal or school policy is not in effect, the Center can provide the required insurance for 35¢ a day for the period of their stay. Contact your child’s teacher if you are interested.

Can my child buy Glen Helen merchandise while they’re at camp?
We sell a variety of items at our Camp Store. If your child’s school chooses this option, you can find a list of sample items and prices at the end of this packet. Or you can ask their teacher at school. Students must bring the exact amount of money in cash in a sealed envelope labeled with their name. Please do not send additional cash with your child.
Outdoor School Suggested Packing List

Field exploration is central to the Outdoor School experience, so your clothing choices can mean the difference between a great week and a very uncomfortable one. If you don’t have some of the essential items, you can substitute or improvise: Ponchos can be used as raincoats, two sweaters and a windbreaker can serve as a heavy jacket.

*Remember that you'll be carrying ALL OF YOUR OWN LUGGAGE, so don’t bring more than you can carry up a small hill, through gravel, in one trip!*

**Essentials**

**Bedding**
- Pillow + Fitted twin sheet + sleeping bag. Please bring an extra trash bag labeled with your name to place bedding in when you leave.

**Clothing** (all should be marked with name tapes or indelible ink; SEE COLD WEATHER CONSIDERATIONS ON FOLLOWING PAGE!)
- 1 pair pajamas (appropriate for the season)
- 1 waterproof rain coat or poncho
- 3-4 pairs underwear
- 4 shirts
- 2 pairs of pants

**Footwear**
- 1 pair sturdy shoes
- 1 extra pair of sturdy shoes or boots
- 1 pair other shoes (sandals for shower)
- 4-5 pairs socks (you can never have too many socks!)

**Cold Weather Considerations (Late October – Early March)**

The key to staying warm in the cold is dressing in LAYERS:

- **Wicking Layer** – closest to the body, wicks away sweat and moisture. Polypropylene, nylon, thermax, wool, silk are all better than cotton on this bottom layer!
- **Warmth Layer** – fleeces, sweaters, and sweatshirts to insulate you. Can be 1 or a few, depending on how cold it is.
- **Weatherproof Layer** – something water- and wind-proof to keep the elements out.

In Fall or Winter, please add (or substitute) the following to your clothing list:
- 1 warm hat or ear covering (very important!!)
- 1 winter coat or fall jacket
- 1 set of long underwear or extra pairs of warm pajamas for layering purposes
- 2 pairs warm mittens or gloves (Very important!!)
- 3-5 pairs warm socks (in cold months, warm socks are extra important!!)
- 1-2 sweatshirts or sweaters
- 1 pair waterproof boots that can fit with wiggle room over 1-2 pair of socks
**Toiletries**
- 1 reusable water bottle
- 1 small daypack to carry during hike lessons
- 1-2 towels + washcloths
- Soap in a box
- Shampoo + conditioner
- Toothbrush + toothpaste
- Comb/brush
- Lip balm
- Deodorant
- Cloth napkin for mealtimes (we do not use paper napkins!)

**Optional**
Bathrobe, slippers, compass, camera, binoculars, small field notebook, quiet games for dorm time, tissues, non-aerosol bug spray, sunscreen, a book.

**Do NOT bring:** Weapons of any kind (including pocket knives), electronics of any kind (including cell phones, iPods, radios, hand-held games), money (other than Campstore), hair dryer/curling irons/straighteners, chewing gum, candy.
GLEN HELEN OUTDOOR SCHOOL HEALTH FORM

School ________________________________Grade _______

Child’s Name ____________________________Birthdate________________Age ________Sex ______

Street Address__________________________________________________________

City________________________________________State__________Zip ______

Parent/Guardian 1______________________________Guardian at the Address Above? Y / N

Phone ________________________________Phone (W)________________________

Parent/Guardian 2______________________________Guardian Reside at Address Above? Y / N

Phone ________________________________Phone (W)________________________

Emergency Contact Other Than Parent/Guardian_____________________________________

Relationship to Child______________________________Phone (H)________________Phone (W)___

HEALTH HISTORY

Child’s Physician__________________________Phone________________________Date of Last Visit________

Are Immunizations up to date? __________Date of Last Tetanus _____Date of Hepatitis B Vac,____

Please Check All Past and Present Health Concerns

___ADD  __________Bedwetting  __________Hemophilia  __________Nightmares

___ADHD  __________Diabetes  __________High Blood Pressure  __________Psychiatric

___Allergies  __________Eating Disorder  __________Hypoglycemia  __________Sleepwalking

___Asthma  __________Hearing Loss  __________Insomnia  __________Seizures

___Athletes Foot  __________Heart Disease/Defect  __________Muscular Disorder  __________Ulcers

Please explain the above health concerns.

Please list FOOD, MEDICINE and/or ENVIRONMENTAL allergies or special needs:

____________________________________________________

____________________________________________________

____________________________________________________

Please explain any recent infectious disease.

____________________________________________________

Any limitations of physical activity necessary?

____________________________________________________

Are there any other behavioral or medical concerns we should be aware of?

____________________________________________________
MEDICAL INSURANCE

Name of Medical Insurance Company_______________________________________Phone Number__________________________

Name of Policy Holder______________________________________________________

Policy Number______________________________________________________________Group Number__________________________

All students are required to have coverage by accident and illness insurance during their stay. This insurance can be provided through the policy that Glen Helen has with the Special Markets Insurance Consultants, Inc. Will this child be insured by the Accident/Illness policy offered through Glen Helen?  Y / N

If yes, please make arrangements for coverage and payment with the coordinating teacher at your child’s school.

MEDICATIONS

IMPORTANT: The Outdoor Education Center’s first aid cabinet is stocked with first aid supplies, over-the-counter medications, and treatments for minor afflictions. Are there any over-the-counter medications or treatments that your child may NOT have due to allergy or parental/guardian preference?____________

Please list all prescription and non-prescription medications being brought to Glen Helen.

- For both prescription and non-prescription medications, a physician’s explanation and signature are required if a medicine dosage or schedule to be followed is different from the prescription or manufacturer’s dosage or schedule.
- We recommend that your child be examined by his or her physician before arrival at Glen Helen.
- For prescription medications, the medications must be in their original containers and the child’s name, dosage and schedule listed on the original container must be correct.
- For non-prescription medications, the medications must be in their original containers and the dosage and schedule on the container will be followed.

<table>
<thead>
<tr>
<th>Name of Medication</th>
<th>Dosage and Schedule</th>
<th>Purpose of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Physicians Signature__________________________ Date________________ Phone________________

(Required only if there are prescription medications or dosage variations on prescription or non-prescription meds.)

PARENT/GUARDIAN AUTHORIZATION (signature required for attendance)

The information contained in this form is correct, to the best of my knowledge, and the child described herein has permission to engage in all Glen Helen Outdoor Education Center activities, except as noted. I hereby consent to the following:

- authorization for consent for treatment may be given by any teacher or administrator of my child’s school or school district or by the Outdoor Education Director or Assistant Director, any of whom may sign all documents necessary to obtain such treatment;
- the administration of any and all necessary medical treatment by a licensed physician or dentist either at his/her office or at a hospital;
- and the transfer of the minor, if necessary, to a specialty hospital, such as children’s hospital.

I understand that the parent/guardian is fully responsible for the child’s transportation if he/she is dismissed for disciplinary, behavior, or medical reasons. I absolve Glen Helen Outdoor Education Center and all of its employees of any and all liability, financial and/or otherwise arising from participation in the Outdoor Education Center program and/or the administration of medication to the child named herein under the terms of this release. I understand that Glen Helen Outdoor Education Center is not responsible for payment for any medical expenses incurred during participation in the program.
Anaphylaxis Emergency Action Plan

Patient Name: ___________________________ Age: ___________________________

Allergies: ___________________________

Asthma □ Yes (high risk for severe reaction) □ No

Additional health problems besides anaphylaxis: ___________________________

Concurrent medications: ___________________________

Symptoms of Anaphylaxis

MOUTH itching, swelling of lips and/or tongue
THROAT* itching, tightness/closure, hoarseness
SKIN itching, hives, redness, swelling
GUT vomiting, diarrhea, cramps
LUNG* shortness of breath, cough, wheeze
HEART* weak pulse, dizziness, passing out

Only a few symptoms may be present. Severity of symptoms can change quickly.
*Some symptoms can be life-threatening. ACT FAST!

Emergency Action Steps - DO NOT HESITATE TO GIVE EPINEPHRINE!

1. Inject epinephrine in thigh using (check one):
   □ Adrenaclick (0.15 mg) □ Adrenaclick (0.3 mg)
   □ Auvi-Q (0.15 mg) □ Auvi-Q (0.3 mg)
   □ EpiPen Jr (0.15 mg) □ EpiPen (0.3 mg)
   Epinephrine Injection, USP Auto-injector- authorized generic
   □ (0.15 mg) □ (0.3 mg)
   □ Other (0.15 mg) □ Other (0.3 mg)

Specify others: ___________________________

IMPORTANT: ASTHMA INHALERS AND/OR ANTIHISTAMINES CAN'T BE DEPENDED ON IN ANAPHYLAXIS.

2. Call 911 or rescue squad (before calling contact)

3. Emergency contact #1: home________________ work________________ cell________________
   Emergency contact #2: home________________ work________________ cell________________
   Emergency contact #3: home________________ work________________ cell________________

Comments: ___________________________

__________________________
Doctor’s Signature/Date/Phone Number

__________________________
Parent’s Signature (for individuals under age 18 yrs)/Date

This information is for general purposes and is not intended to replace the advice of a qualified health professional. For more information, visit www.aaaai.org. © 2013 American Academy of Allergy, Asthma & Immunology 7/2013
### OUTDOOR SCHOOL CAMPSTORE ORDER FORM

Camper Name: ____________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Size (Youth M-L, Adult S-XL)</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glen Helen Hooded Sweatshirt</td>
<td></td>
<td></td>
<td>$36.00</td>
<td></td>
</tr>
<tr>
<td>Glen Helen T-shirt</td>
<td></td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Glen Helen Green Baseball Hat</td>
<td></td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Glen Helen Knit Beanie</td>
<td></td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Glen Helen Stainless Steel Water Bottle</td>
<td></td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Glen Helen Blue Drawstring Backpack</td>
<td></td>
<td></td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>Glen Helen Ceramic Coffee Mug</td>
<td></td>
<td></td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>Glen Helen Lanyard</td>
<td></td>
<td></td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Zoo Book: spiders, nocturnal animals, snakes, birds of prey, butterflies, deer, animal babies, hummingbirds</td>
<td>book choice:</td>
<td></td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Sticker Book: butterflies, birds of prey, wildflowers, snakes, insects, forest animals</td>
<td>book choice:</td>
<td></td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Hand Lens</td>
<td></td>
<td></td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Glen Helen Wristband</td>
<td></td>
<td></td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Postcard with Stamp</td>
<td></td>
<td></td>
<td>$1.50</td>
<td></td>
</tr>
<tr>
<td>Postcard</td>
<td></td>
<td></td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>Pencil</td>
<td></td>
<td></td>
<td>$1.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total purchase price:**

The Glen Helen Campstore is open at 3:30pm on arrival day. Please send your student with this order form and the exact amount of cash (no checks please) in a sealed envelope with your child’s name clearly marked on the outside. We will do our best to accommodate size and color choices.

Thank you!