

# ISLANDWOOD™



## TEACHER PLANNING MANUAL - BRINGING YOUR CLASS TO ISLANDWOOD 2022-2023



Dear Teachers:

First and foremost, thank you for providing your students the opportunity of a residential outdoor learning experience. We know this is a big undertaking on your part, especially if this will be your first time to attend our School Overnight Program, and that communication and preparedness are keys to a successful trip.

The Teacher's Manual is a first step in giving you the planning support you need. Within it, you will find timelines and checklists of things to do before your trip, information packets for parents, students and chaperones, release and medical forms, and other vital information. Feel free to duplicate any pages as needed.

We also encourage you to attend one of our three Connecting Classroom workshops held at IslandWood throughout the year. These cover logistics, curriculum, and our School Partnerships Program. They offer you the chance to tour IslandWood and to partake in activities that your students will be doing at IslandWood. These workshops are free, include lunch, and offer clock hours. Watch for email invitations.

Lastly, I look forward to helping you with the logistical side of your trip. I'm only a phone call or email away from answering any questions. Please don't hesitate to contact me!

Joan Hutchinson  
Registrar

**Cover Photo: Team Bog – Kitsap Lake Elementary**

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## IslandWood Contact and Website Information

**IslandWood Main Office 4450**

**Blakely Avenue NE**

Bainbridge Island, WA 98110-2257 Tel  
206.855.4300

Our office hours are 8:30 a.m. – 5:00 p.m. Monday through Friday. A pager is available on the main office number after these hours to contact overnight staff in emergencies.

**Registrar: Joan Hutchinson**

For questions about the School Overnight Program or help with any logistics of your trip:

Email: [joanh@islandwood.org](mailto:joanh@islandwood.org) Telephone: 206-855-4305

IslandWood website: [www.islandwood.org](http://www.islandwood.org)

IslandWood: curriculum: [Learn.IslandWood.org](http://Learn.IslandWood.org)

## CHECKLIST

### Begin as soon as possible

- Attend an IslandWood Connecting Classroom Workshop. These are held three times a year—usually August, November, and March--to help teachers prepare for the trip to IslandWood.
- Schedule a parent orientation. Contact the Registrar to schedule a staff member to speak to the parents about your upcoming trip.
- Begin chaperone selection. See section in manual on selecting chaperones.
- Arrange transportation. If using ferry, see "Ferry" section in pre-trip details for reduced rates. Arrival time is 11:30 a.m. Monday (Tuesday, if you are coming during a Monday holiday week.) Departure time is 11:30 am on Thursday.
- Estimate the cost of your trip and make preliminary arrangements with your business office. Begin fund-raising and/or collecting funds from parents.
- Send IslandWood release forms home with students, teachers & chaperones. Don't forget to assign a due date for their return!

### At least one month prior to visit.

- Reconfirm your number of students coming to IslandWood by emailing [joanh@islandwood.org](mailto:joanh@islandwood.org).
- Schedule a student orientation. Contact the Registrar to schedule
- Conduct a chaperone orientation meeting. Distribute Chaperone Packet and forms.
- Distribute Student/Parent information packets that include the "What to bring/What not to bring" info.
- Complete & return the **IslandWood Pre-trip Questionnaire** by mail or email. This form will help us tailor the IslandWood experience to your class and students.
- Begin working on templates for field groups, dining tables, and lodge rooms for students and adults. The Registrar will send you customized templates approximately four weeks before your trip.
- Have all teachers who are coming on the trip read and sign the "IslandWood Policy for School Visits."
- Contact your school nurse to make sure all students with allergies have a completed School Health Report or a doctor's Food Allergy Action Plan on file. IslandWood will need a copy of the reports or plans before your trip.

### At least one week prior to visit

Send all forms listed below to Joan Hutchinson, Registrar. Forms may be mailed or scanned.

- IslandWood Release Forms for students, chaperones & teachers**
- School/Nurse Health Plans or Food Allergy Action Plans for any child with allergies**
- Field Group, Dining Table, and Lodge Room assignments for all students, teachers and chaperones**
- Signed IslandWood Policy for School Visits**

### A day or two before your trip

- Make your name tags with name, field group, lodge, room, and dining table. Adults must also have name tags. (If the Registrar has your paperwork at least one week before your visit, she will be happy to send you a spreadsheet with all names & assignments to aid you in making name tags!)

## Planning Details

**Cost of Trip:** Tuition for 2022-23 is \$395 per student for the 4-day program and \$325 per student for the 3-day program, *less* any IslandWood scholarship amount per student you may have been awarded. One teacher per 25 students is free. One chaperone per ten students is \$260 for the 4-day program and \$215 for the 3-day program. ***There is no cost breakdown for partial stays. Drop-in visitors are not allowed. Any pre-arranged day visitors from the school are charged a per diem rate.*** Contact the Registrar if you would like an estimate of the cost of your trip. You will not be billed until after your visit.

**Ferry:** Your entire group of students/chaperones can travel on the Washington State Ferries (WSF) at highly reduced rates if your school 1) completes the online WSF advance travel notification and safety form **at least 72 hours in advance** of your trip, and 2) each vehicle driver presents a letter on **school letterhead** to the ferry ticket seller stating the purpose of the trip, the date, the approximate time, and the approximate number of travelers in that vehicle. More information on school group travel and a letter template can be found on the [WSF website](#). The customer service number for WSF is 206-464-6400.

**Parking:** If you arrive by bus or car, there is plenty of parking in our lot. However, our driveway cannot accommodate charter buses over 40' in length. Regular school bus size is no problem

**Car:** We encourage your group to arrive by bus or carpool, but we advise at least one adult to bring a vehicle. IslandWood has a staff car available for emergencies. but your school may need a car for unexpected errands or pick-ups and drop-offs at the ferry for any late-arriving or early departing adults or students. Taxis are also available on Bainbridge but there is no regular public transport from IslandWood to the ferry.

**IslandWood Orientations:** An IslandWood staff member will give separate student and parent/guardian orientations before your trip. We recommend the adult orientation as soon as needed to get parents/guardians on board or to start any fundraising. Student orientations are best given 1-2 weeks prior to your trip to get the kids excited (but not too early!) and to help the students retain the info from the orientation. Feel free to call the Registrar at 206-855-4305 or email [joanh@islandwood.org](mailto:joanh@islandwood.org) to schedule.

**Field Journals:** IslandWood provides field journals for every student during their stay which they will use and take with them when they leave.

**Field Groups:** Groups are generally 10-12 students each but may vary with the number of instructors we have available and the number of students on campus each week. Templates for dividing the students into groups will be sent to you by the Registrar approximately four weeks before the trip. Each field group will have one IslandWood instructor and one chaperone provided by your school.

**Chaperones:** We require one adult chaperone provided by your school for every field group. Chaperones may be parents, teachers, or other school staff members. Chaperones are a vital part of your stay at IslandWood. For this reason, they merit a separate discussion later in this section.

**Release Forms:** Everyone coming to IslandWood (students, teachers and chaperones) must have a completed IslandWood release form. Please collect & send these forms to IslandWood at least one week before the trip. Please do not wait for any stragglers before sending as the info on the forms is needed by IslandWood staff in advance to help prepare for your group. Copies of the release forms are included in the forms sections of this manual.

**Medication:** IslandWood staff is not authorized to give medication to any child or adult at IslandWood. Schools are responsible for obtaining authorizations and administering any needed medication.

**First Aid:** All instructional staff members are Wilderness First Aid and CPR certified or higher. In the event of allergic reactions, all instructors carry Benadryl and are trained to administer epinephrine. Epinephrine is carried in the field by coordinators and is stocked in designated buildings on campus.

**Meals/Snacks at IslandWood:** Except for lunch on the first day, IslandWood will provide all meals and snacks during your stay. Please do not bring food or snacks to IslandWood other than a portable lunch to eat at the Friendship Circle on the first day. Food is not allowed in the lodges.

**Dining Tables:** The Registrar will send you templates of the dining tables before your trip for you to use to assign tables to your students.

**Special Dietary Needs:** If any student or adult in your group has special dietary needs due to health conditions, allergies, or cultural or religious preferences, be sure these are included on the IslandWood Release Form. This form needs to be signed and returned to IslandWood at least one week in advance. Our kitchen staff can accommodate most special needs; however, advance notice is required.

**Food Allergies:** There is a list of FAQ's about Food Allergies and IslandWood at the end of this section.

**Lodge Rooms & Assignments:** We primarily use three lodges (Bird's Nest, Invertebrate Inn, and Mammal's Den) for the School Overnight Program. Each lodge can accommodate up to forty students and six adults. Children and adults sleep in separate rooms.

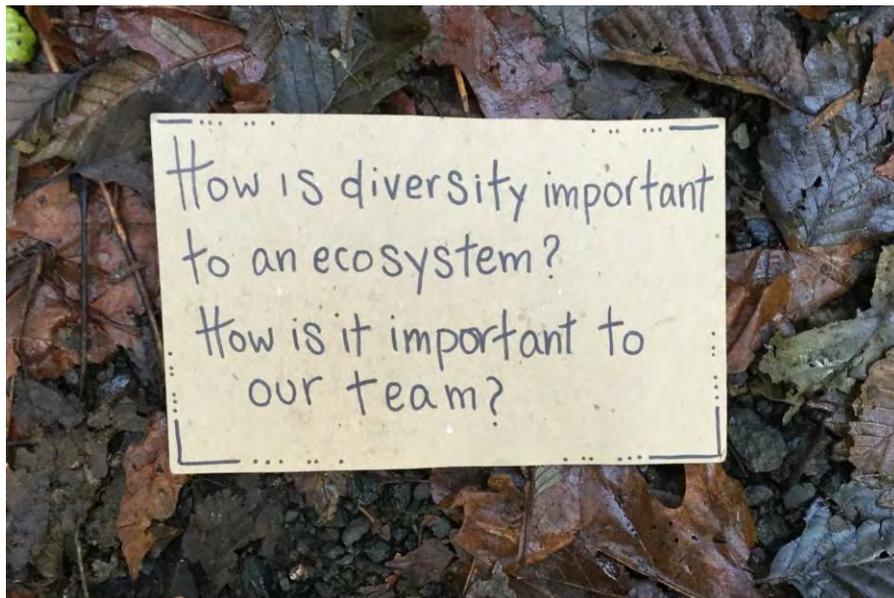
- ◆ Each student sleeping room in **Bird's Nest**, **Mammal's Den**, and **Invertebrate Inn** has two bunk beds and can hold four students. If necessary, a queen-sized Murphy bed can be folded down to accommodate a fifth student. Twenty students and three adults can sleep downstairs and twenty students and three adults can sleep upstairs.
- ◆ There are two adult sleeping rooms on each floor of the lodge. One of the rooms on each floor has a queen bed. The other room on each floor has two twin beds.
- ◆ Each student and adult room has a private bath with separate areas for shower, toilet, and sink.
- ◆ During some weeks, we will use our larger fourth lodge. **Ichthyology Inn** has sixteen identical rooms, eight on each floor. Each room has two twin upper bunks and two queen-sized lower bunks. Up to four students or four adults can sleep in each room, each in their own bed. All bedrooms have a private bath.
- ◆ The Registrar will send you templates of your assigned lodge rooms approximately four weeks before your trip. It is important to have reconfirmed your student numbers by this time.



**IslandWood Behavior Expectations:** All students should have the opportunity to learn, be safe, and enjoy their experience at IslandWood. "Behavior management" looks quite different in our outdoor science experiential living and learning spaces than in traditional classroom settings. Here, active learning and listening can manifest as noisy, play-centering chaos, or lively group discussion.

You'll see IslandWood instructors and their students enacting culturally responsive, cooperative learning environments, including establishing agreements for how to be in community together. Instructors and groups work throughout the week to find solutions that recognize the needs of every child, knowing that participation may look different for different students.

IslandWood has expectations for safe and appropriate student behavior that are listed in our Student Behavioral Expectations in the Student/Parent forms section of this manual. IslandWood staff work collaboratively with schools to make responsive, ongoing decisions supporting each student's full participation in the community and the learning experience.



We may choose to send a student home if they act in ways that have ongoing negative impacts for the field group, including, as an extreme case, violence towards another individual or persistent behaviors that place the student or other students at risk.

During the hours in the evening and during the night when the teachers and chaperones are responsible for student supervision, you may have your own set of consequences for any behavioral issues that arise. If you are having difficulties with a student in the evenings and are considering sending him/her home, please discuss it with our School Overnight Program Coordinator before taking action. We prefer that no child be sent home for behavior reasons without meeting with an IslandWood staff member to discuss the situation. Often we are able to work together with you to help the student become a positive contributor to the group experience. Any student sent home needs to be checked out with the Registrar or person on call.

**Wheelchair Accessibility:** The buildings at IslandWood are accessible to people with disabilities, although some of the gravel pathways may be difficult. Most of our field structures are accessible as well. We welcome and encourage all students to attend IslandWood but we request to be informed in advance of any students in your group with special needs. This will help our instructors plan a safe and valuable experience for each student. Students or adults requiring wheelchairs must bring their own.

**Sharing IslandWood with Other Schools:** The Registrar will let you know if you are sharing the IslandWood campus with another school. We are happy to facilitate any pre-visit contact between schools if requested by either school's teachers.

**Packing:** Use the "What to Bring, What Not to Bring" list included in the Student/Parent Forms section of this manual for helping your students pack for IslandWood. We recommend that parents pack *with* their child and not *for* their child.

**Bedding:** Bedding for students and adults is provided by IslandWood. This includes sheets, pillows, and blankets.

**Gear Room:** Please encourage your students and adults to bring as much of their own gear as possible. IslandWood does have raingear, hats, gloves, water bottles, backpacks, etc., available for borrowing. It is not necessary for your students to buy this gear if they do not have it at home.

**Name Tags:** Make name tags for every student and adult coming to IslandWood. Name tags need to be worn at all times except in the lodges. Name tags must include name, field group, lodge, room, and dining table. Name tags should be durable enough to last through the entire stay and in all weather.

**Prepare for Free Time in the Lodges:** Students have free time in the lodges every day from 4:15 pm to 6:00 pm. Each lodge has a play field in front for outdoor games, and some books and board games for indoor play. The students and adults may also want this time to relax, shower, etc. The important thing to remember is that the kids will need supervision from your adults. (Our instructors are off-duty at this time.) There is a "Chaperone Scheduling Chart" in the chaperone section of this manual to help you determine in advance who will be in charge where and when.

**Establish a Bedtime Routine:** Having a nighttime ritual is important at IslandWood, especially as you may have some students who have never been away from home overnight. One suggested routine: after the evening programs (around 8:15 p.m.) have the kids gather together in the great room of the lodge for some quiet activity like journaling or reading a story aloud; at 9:00 have the kids go to their rooms and settle into bed but with lights still on; at 9:30 have chaperones selected ahead of time to go into each room, tuck and tell the kids goodnight and turn off the lights. It's sometimes hard to enforce the quiet time and lights out rule the first night, but the kids (and you!) will appreciate it as you face your first full day in the field the next morning.

**Stewardship in the Lodges:** We ask that everyone help contribute to their community by being stewards in the lodges. Remembering to remove shoes, boots and outer clothes in the mudroom, throwing all litter in the garbage cans, and picking up personal items from the common room helps keep the lodges clean. Each lodge is stocked with emergency cleaning supplies, such as body fluid removal kits for cleaning up vomit. There is no onsite cleaning crew or janitorial service during your visit. Recycle and compost bins are available in the dining hall and at the friendship circle. On the last day, all students will pack up and straighten the lodge before breakfast. Your help in facilitating these acts is appreciated.

**Security:** IslandWood is a closed campus. We do not allow drop-in visitors. People arriving at IslandWood apart from their group's arrival need to be registered ahead of time, check-in at the front desk, be met by a member of their school, and wear a name tag on campus. All IslandWood staff members have had background checks through ESR (Employee Screening Resource) and WATCH (Washington State Highway Patrol). Our front gate is locked from 5:00 p.m. to 7:00 a.m. A gate code will be given to your teachers after they arrive in case they need to leave IslandWood and return after gate closure.

**Rule of Three:** IslandWood has a policy aimed at preventing situations where one (nonparent) adult is alone with a child. If a child arrives late, for example, two staff members will walk that child out to meet his field group. Or, if an adult needs to take a child to the restroom, the field group instructor will ask another child or two to accompany them. This rule is enforced for both the safety of the children and legal protection of the adults.

**Children and Adults in the Lodges:** Many children who come to IslandWood are anxious about being away overnight from their parents for the first time. Important goals of the School Overnight Program include giving children the chance to rise to new challenges, to overcome fears, to create a strong bond with their classmates, and to become stewards of their room--their "home away from home." With this in mind, our lodges were designed for adults and children to sleep in separate rooms. (IslandWood defers to the schools to make exceptions for doctor-approved medical reasons.) We ask that schools never allow parents to sleep with children other than their own to avoid any situations that might test the Rule of Three above.

**Wellness Room:** Our administration office has a Wellness Room with two beds and a bathroom that children can rest in if feeling sick or tired during the field day. An adult from the school needs to be nearby. The room has a see-through glass window and connects with the staff kitchen and common area.

**Child Telephone Use:** Please let students and parents know ahead of time that we do not allow children to have cell phones or use the phones at IslandWood. Teachers and chaperones will be able to call the parents in an emergency; likewise, parents should only call IslandWood if there is an emergency. Emergency messages will be relayed to students as soon as possible. (All instructors carry radios in the field.) Non-emergency messages will be given to the teachers to give to the child at their discretion after the field day. Adults will have access to a telephone at the office during the daytime and in each lodge during off hours.

**Emergency Phone Instructions:** The IslandWood main office number is (206) 855-4300. If it is after hours, for EMERGENCY ONLY, call the main office number and the messaging system will prompt you to leave your contact information. A member of our staff will be paged and return your call as soon as possible.

**Insurance:** Students and adults are responsible for their own health insurance.

**IslandWood Policy for School Visits:** We require every teacher coming to IslandWood to read and sign this form (in the teacher forms packet) to familiarize yourselves with our rules. As a school, we have many of the rules you would have at your school (no unauthorized visitors, no weapons, no smoking, etc.) plus some that are particular to an overnight outdoor center.

**Gift Shop:** The gift shop will not be open to students. If your adults wish to visit the gift shop, we can arrange a time during your visit.

**Last-Minute Preparation:** Look over the Arrival Day instructions (page 13) to familiarize yourself with what to do on the day you leave for IslandWood.

**Unloading the Buses:** IslandWood staff will unload your luggage onto carts and line up the carts on the cart trail. Your students will disembark the buses by lodge and pull the carts to the lodges.

**Lodge Orientation:** At the lodges, an IslandWood instructor will give a brief lodge orientation. The students will unload the carts and have a first look at their rooms.

**Student Orientation:** At approximately 12:30 p.m., everyone will gather at the Friendship Circle. The students will eat the lunches they brought while the instructors introduce themselves and give the students an idea of their schedule over the next few days.

**Adult Orientation:** All of the chaperones and teachers will attend an Adult Orientation from 4:00 – 4:30 pm on the first day. Instructors will remain at the lodges with the students and lead group games until adults return. During the first Friendship Circle, there will also be time for adults to meet briefly with instructors to discuss any concerns before field study begins.

**Field Study:** Field groups will be dismissed from Friendship Circle by name and the first field day will begin. On Tuesday & Wednesday, the field study day begins at 9:00 a.m. and ends at 4:15 p.m. On Thursday, the field study day is from 9:30 a.m. to 11:30 a.m.

**Departure:** The closing ceremony will be held at the Friendship Circle on Thursday at 10:50 am followed by the boarding of the busses at 11:30. The ferry departs for Seattle at 12:20 pm. We *highly* recommend that someone from your school contact your transportation provider while you are at IslandWood to confirm the departure date & time for the busses.

**IslandWood Meals:** Our kitchen staff serves kid-friendly, seasonal foods using organic produce and sustainably raised meat. Vegetarian, vegan, and gluten-free alternatives are available at every meal to anyone who requests this in advance on their dietary form.

**Dining Hall:** Breakfasts and dinners are served family style in the dining hall to help create a sense of community. Students and adults will be assigned to one dining table for the entire visit.

**Lunches:** Lunch ingredients are carried into the field on Tuesday and Wednesday and assembled and shared by field groups. On Thursday, bagged lunches will be sent home with the students and adults to eat on the ferry home. Schools not taking the ferry may eat their bagged lunch before they depart IslandWood.

**Snacks:** IslandWood will provide snacks. Please do not bring any food to IslandWood. Food is not allowed in the lodges

**Coffee and Tea:** Freshly brewed coffee and tea will be available for adults only in the dining hall throughout the day starting at 7:00 am.

**Kitchen Stewardship:** Students from every school serve as kitchen helpers. Kitchen helpers show up at the dining hall 30 minutes early for each meal and are responsible for setting tables. Table captains are chosen at each meal to help serve food and organize clean-up.

MEAL	Kitchen Helper Reporting Time	Serving Time	Ending Time
Breakfast	7:00 a.m.	7:30 a.m.	8:15 a.m.
Dinner	5:30 pm	6:00 p.m.	7:00 p.m.

## Food Allergies & IslandWood: Frequently Asked Questions by Teachers

**1) Do I need to notify IslandWood in advance if any of my students has a food allergy?**

Yes, IslandWood can accommodate most food allergy requests with prior notification.

**2) What paperwork does IslandWood need as notification?**

We need the IslandWood Student Release form completed by the parent. If the parent has checked “yes” to a food allergy, we also need a Food Allergy Action Plan completed by a doctor.

**3) Is there a particular Food Allergy Action Plan required?**

No, most doctors have one they prefer. Any plan is acceptable as long as it is signed by the doctor and identifies the allergen, symptoms, and medicines prescribed. Here is [one example](#) from the Food Allergy Research and Education organization.

**4) Can our School’s Health Plan be substituted for a Food Allergy Action Plan?**

If your school health plan contains the same information as above (allergen, symptoms, medicines) and your school’s health care professional has verified and signed that the information is accurate and up to date, we will accept that plan.

**5) What if my student has food sensitivities or preferences but has never been diagnosed with a food allergy?**

In that case, the parent should check “no” to food allergies on the release form and complete the food request box instead. Food requests include food sensitivities, food preferences, religious practices, lactose intolerance, behavior modification, etc.—any food requests that have not been medically diagnosed.

**6) Can parents see a sample menu for IslandWood’s School Overnight Program?**

Yes, on our [website](#). Highlighted items may be clicked on to open the recipe and/or ingredient list.

**7) Who should I contact for further information?**

Contact IslandWood Chef Jim White at 206.855.4391 or jimw@islandwood.org. You may also direct parents to IslandWood but please send us the signed Food Allergy Action Plan or School Health Plan before referring the parent.



Photo by Donna Souter

## Selecting Chaperones

**Our Chaperone Policy:** We require one adult chaperone from your school for every field group. Field groups are approximately 10-12 students each. Any interested, committed adult may be a chaperone, although most schools bring parents or school staff. Teachers may also be chaperones. We require chaperones to remain with the same field group for the entire stay. Ideally, your school would bring enough adults to cover each field group and one extra teacher not assigned to a group.

**Parents are not allowed to be in the same field group as their children. This is an IslandWood policy.** If there is a medical reason that requires an exception, please call the Registrar ahead of time to make arrangements.

**Chaperone Role:** During the field day, the chaperone role is mainly one of enthusiastic support. Chaperones stay with the group throughout the day and follow the instructor's lead as to when to be an active participant and when to be an observer. They also help to enforce behavior standards outlined by the IslandWood instructor. To build each field group into a cohesive team, chaperones stay with the same group throughout the week. Chaperones will be further briefed on their role during adult orientation the first day. We encourage active communication throughout the week between instructors and chaperones, especially if any questions arise as to roles or group dynamics.

Outside of the field day, the chaperone assumes a more active role. Working with the teachers, chaperones will supervise the kids from 4:15 p.m. until the evening program, then after the evening program to the next morning's Friendship Circle gathering. Duties may include some or all of the following: organizing games during the free time at the lodges; bringing the kids to the dining hall for meals; being in charge of a dining table; helping kids prepare for the evening programs (led by IslandWood instructors); comforting children who are homesick throughout the night, etc.

**Chaperone Selection.** The number of chaperones you may bring to IslandWood is limited by the number of field groups your school will have and the number of adult beds you have been assigned. **Before promising spots on the trip to parents, please wait to see how many field groups you have been assigned or call the Registrar to get the maximum number of chaperones you are allowed.** If you have more parents interested than spots to fill, here are criteria to look at to help make your selections easier:

1. Chaperones must be willing to be in groups during the day that do not contain their children. Parents may be with their children in lodges at night and at the same dining tables.
2. Chaperones must commit for the entire stay, Monday through Thursday.
3. Chaperones need to be comfortable disciplining children other than their own, including children from another school.
4. The chaperone must be physically fit to keep up with kids all day on a 255-acre campus.
5. Chaperones should include a mix of men and women if you are bringing boys and girls.
6. Chaperones need to be mindful that IslandWood is a school, not a camp. Their role may be more passive than they are used to if they have attended camps with kids in the past, and governed by more rules: no smoking, no alcohol, no outside guests, etc.
7. Adult attitudes and involvement have a significant impact on the experience students have at IslandWood. The best chaperones are role models for living cooperatively, learning with enthusiasm, and enjoying the outdoors.

**Chaperone Alternatives:** A few schools have a tradition of bringing high school students as chaperones on their outdoor trips. If you bring high school chaperones, they must be at least sixteen years old, have release forms signed by their parent/guardian, and must have training by IslandWood staff before the trip. Please contact the Registrar well ahead of your trip to arrange training.

**Trouble Recruiting Chaperones:** If your school is having trouble recruiting chaperones, please contact the Registrar. We might be able to provide some help but we need adequate advance notice.

**Chaperone Meeting:** Once you have selected your chaperones, a pre-trip meeting of chaperones and teachers is advised. At this meeting, distribute and discuss the information sheets and forms that are included in the Chaperone Forms section of this manual.

**Teachers in the Field.** An extra teacher not assigned as a chaperone must stay with a field group for the day but may move to another field group on subsequent days to observe different students.

## Driving Directions to IslandWood

**From the Bainbridge Ferry Terminal** (Approximately a 10-minute drive to our campus)

1. Drive up the hill from the ferry to the second stoplight, turn left onto Winslow Way.
2. At the next four-way stop, turn right onto Madison Avenue and continue to the next four-way stop at Wyatt Way.
3. Turn left onto Wyatt Way.
4. Continue on Wyatt, rounding the back of Eagle Harbor (water will be to your left).
5. The road will fork; take the right fork up the hill. You are now on Blakely Avenue.
6. Continue straight on Blakely Avenue. In approximately one mile you'll see Blakely Elementary School on your left.
7. IslandWood is the first driveway on your left after Blakely Elementary School. The street address is 4450 Blakely Avenue NE.
8. Continue on the wooded driveway up the hill. Bear left to the parking area. Follow pathway to Welcome Shelter and look for signs to the trail to the Main Center.

**From Kitsap Peninsula** (Poulsbo and beyond)

1. From Poulsbo, drive south on Highway 305 towards the Bainbridge ferry terminal.
2. At the second stop light (Sportsman's Club / Manitou Beach), turn right onto Sportsman's Club Road.
3. Continue on Sportsman's Club, crossing New Brooklyn Road and then High School Road. (About one mile total)
4. After crossing High School Road, you will arrive at a stop sign at Finch Road. Turn left onto Finch Road and continue to the next stop sign at Wyatt Way.
5. Turn right onto Wyatt Way
6. Continue on Wyatt, rounding the back of Eagle Harbor (water will be to your left)
7. The road will fork; take the right fork up the hill. You are now on Blakely Avenue.
8. Continue straight on Blakely Avenue. In approximately one mile you'll see the Blakely Elementary School on your left.
9. IslandWood is the first driveway on your left after Blakely Elementary School. The street address is 4450 Blakely Avenue NE.
10. Continue on the wooded driveway up the hill. Bear left to the parking area. Follow pathway to Welcome Shelter and look for signs to the trail to the Main Center.

## Arrival Day

**Arrival Time:** 11:30 a.m. Monday (or Tuesday, if Monday is a holiday). If you are coming from Seattle, the ferry departure time is at 10:40 a.m. (The ferry system has been experiencing staff shortages this year so it is always a good idea to double-check the [ferry departure times](#), as they may change.) We recommend anticipating any traffic and allowing extra time to get to the ferry dock. Our staff and instructors will be at the Arrival Shelter at 11:30 to give your students an enthusiastic welcome and to unload your luggage. If you inadvertently arrive early, please keep all students in the buses and send one adult to notify our front desk.

**Illness:** If a child's or adult's health is questionable on arrival day, please keep them back. If they recover quickly, they can always join us a day late. Bringing an ill child or adult could result in someone having to travel to Bainbridge to pick them up or, worse, the possible quick spread of illness to others in the lodges.

**Lunch:** Make sure that every child and every adult has a lunch and a bottle of water with him or her. Lunch will be eaten by the students outside in the Friendship Circle shortly after you arrive.

**Luggage:** If your school will be in more than one lodge, be sure to indicate which lodge each piece of luggage will be going to. The best way to do this is to *color-code the luggage by lodge with colored masking tape or with colored yarn*. IslandWood instructors load the luggage onto carts by lodge and rely on the color-coding to ensure that each piece of luggage is sent to the correct lodge. After luggage is loaded, students will be allowed off the bus and will pull carts to lodge.

**Bus seating:** Please load the students and their luggage on the bus by lodge (i.e., all students and their luggage from the Mammal's Den in the same bus—or same section of the bus—to streamline the unloading process).

**Name tags:** Make sure that every child and adult is wearing a name tag that includes name, field group, lodge, room, and dining table.

### Upon Arrival at IslandWood:

- An instructor will meet your bus at the IslandWood gate and ride with you to the Arrival Shelter. (If you arrive by car, you will be directed to the parking lot where staff instructors will meet you with luggage carts.)
- Sign in with the Registrar and verify final numbers.
- Inform the Registrar of any changes you may have made in the field group, lodge, or dining table assignments.



## IslandWood School Overnight Program Daily Schedule

Time	Monday	Tuesday	Wednesday*	Thursday
7:00		Wake Up! Prepare for the day.		
7:30		Breakfast/kitchen help		
8:30		Gather clothing & gear for field study	8:30-9:30 Lodge cleanup; Gather clothing & gear for field study	
<b>9:00-12:30</b> 	<b>11:30 Arrival</b> Welcoming Lodge Orientation	<b>Field Study:</b> Gather at Friendship Circle, Greet, Intro, Team, Gear, Go! 		<b>9:30: Field Study</b> 
12:30-4:15		Lunch, <b>Field Study</b>	<b>11:30 Head Home!</b> 	
4:15-6:00	4:00-4:30 Adult Orientation	Lodge Time & Meal Set-ups		
6:00-7:00	Dinner			
7:15-8:15	Evening Program (night hike, campfire, etc.)			
8:15-8:30	Return to Lodge			
8:30	Reflection/Journaling with teachers			
9:00	Quiet Time			
9:30	Lights out!			

**\* Wednesday for teachers:**

12:00– 1:00: Debrief lunch with one teacher from each school and IslandWood staff in the private dining room.

## Teacher Packet

**All forms need to be completed & returned at least one week before trip**

**IslandWood Pre-Trip Questionnaire:** The more information you can provide on this form the better, as we use this in matching instructors to groups, and the instructors use this to plan their week with your students.

**School Health Plans or Food Allergy Action Plans.** These must be submitted for any child whose parent has noted an allergy on their child's IslandWood release form. While it is the parents' responsibility to submit this information to the school, it is the school's responsibility to relay it to IslandWood.

**IslandWood Policy for School Visits:** Please have each teacher coming to IslandWood read and sign this form to familiarize themselves with IslandWood's policies.

**IslandWood Release Form for Adults 18 yrs. and older:** Every adult who comes to IslandWood must complete this form. Please return them to IslandWood along with the Student and Chaperone Release Forms. If you have stragglers, please don't wait before sending the majority of forms to IslandWood. You can fax or scan the stragglers up to 9:00 am on the Friday before your trip. After that deadline, no new forms or students will be accepted.

**Templates for assigning field groups, dining tables, and lodge rooms: THESE ARE NOT INCLUDED IN THIS MANUAL!** These will be sent to you by email approximately one month before your trip, when your number of students has been confirmed. Please return one week before your trip—by email, if possible.

**School Visitor Form:** This form must be completed and returned in advance of any school day visitors.



## **Name Tags**

Don't forget name tags for students and adults. They can be as simple or as creative as you like, but they should be durable enough to last for several days. (This can be a fun pre-trip project for the students and a good way for them to become acquainted with the plants and animals represented by their table and room names.) Labels should contain the following information:

<p><b>FIRST NAME</b></p> <p><b>FIELD GROUP</b></p> <p><b>DINING TABLE</b></p> <p><b>LODGE</b></p> <p><b>ROOM</b></p>
--

If you have your release forms and assignments returned to IslandWood at least one week before your trip, the Registrar would be happy to send you an Excel worksheet listing names, groups, dining tables, lodges and rooms for all attendees to make it easier for you to create name tags. Email [joanh@islandwood.org](mailto:joanh@islandwood.org).



**ISLANDWOOD**  
Pre-Trip Questionnaire

The earlier we receive this completed form, the better we can tailor your School Overnight Program experience to your specific academic and social needs. If more than one class is attending from the same school in the same week, please work together as a teaching team to complete one form for the whole group. Thank you!

- 1) What is the name of your school
- 2) Which teachers will be attending IslandWood this year?
- 3) How will your students arrive at IslandWood?  
 Private vehicles  
 Buses How many?
- 4) How will luggage arrive at IslandWood?  
 on bus with students  
 in private vehicles with teachers & chaperones  
 in separate luggage van or truck
- 5) What are your primary learning objectives for this trip?
- 6) Indicate (✓ ) how familiar your students are with the following concepts:

	No Previous Instruction	Concepts Introduced	Strong Understanding
<b><u>NGSS Practices</u></b>			
<i>Asking Questions</i>			
<i>Planning Investigations</i>			
<i>Constructing Explanations</i>			
<i>Using Evidence</i>			
<i>Communicating information</i>			
<b><u>NGSS Core Ideas</u></b>			
<i>Stewardship/Human Impact (5.ESS3)</i>			
<i>Interdependence in an ecosystem (5.LS2)</i>			
<i>Earth's systems &amp; the role of water (5.ESS2)</i>			

(See reverse side)

7) Is there anything in particular you would like our instructors to know about your classroom/school culture or your student population?

8) Please identify students who may face particular challenges in coming to IslandWood. This information will help our instructors with pre-trip planning to increase the success level for all students. With advance notice, we may also be able to match instructors with special skills or learning objectives to these students:

Student Name	Academic Challenge	ELL: Primary Language	Behavioral Challenge	Physical Challenge	Suggestions for Success

If you need more space, please attach additional pages.

## IslandWood Policy for School Visits

1. Drop-in visits by family members, friends, or colleagues are prohibited.
2. Any visits by school staff members who are not staying the week as a chaperone **must be prearranged** with the Registrar. Visitors are charged a per diem rate that is added to the school's invoice.
3. Any meals provided by IslandWood that are not included as part of the School Overnight Program (for example, lunch on Mondays for those who forget to bring their own) will be charged to the school.
4. Except for lunches on arrival day, please do not bring food to IslandWood. Food is not allowed in the lodges.
5. The possession or consumption of alcoholic beverages and/or illegal drugs is prohibited.
6. Smoking is not allowed in any building, on the trails, or in the forest.
7. Weapons are prohibited on campus.
8. Students may not bring candy, gum, or personal electronics (iPods, etc.) to IslandWood.
9. Student cell phones are not allowed at IslandWood. Adult cell phones are to be turned off while in the field. Lodge phones are for adult use only.
10. Schools may not use IslandWood's field structures or teams course without an IslandWood staff member present.
11. Students may not leave the campus without a chaperone, teacher, or parent who must sign the student out with the Registrar.
12. Swimming is not allowed in the pond or estuary.
13. Supervision is required in the lodges and is the responsibility of the school's teachers and adult chaperones.
14. Before departure from IslandWood, please follow the departure procedures posted in the lodges and in your lodge binder.
15. Respect the natural beauty of IslandWood by properly disposing of trash or recycling, not disturbing plants or animal life, and by staying only on marked trails unless directed elsewhere by an instructor.
16. Quiet hours are from 9:30 p.m. until 7:00 a.m.
17. Any incidences of live head lice reported or noticed just prior to your visit or immediately after your visit will be relayed to IslandWood so that we can maintain a lice-free facility.
18. Any child or adult displaying or reporting signs of illness will not be allowed to accompany the group to IslandWood.
- 19.

**I have read the above information. I understand the policy at IslandWood and our school's responsibility to follow it. If I have any questions about the above, I will contact the IslandWood Registrar.**

Teacher \_\_\_\_\_ Teacher \_\_\_\_\_

Teacher \_\_\_\_\_ Teacher \_\_\_\_\_

Teacher \_\_\_\_\_ Teacher \_\_\_\_\_

## Lodge Sharing Guidelines

For schools sharing lodges at IslandWood, we recommend the following guidelines:

- Students should never be in the lodges without an adult.
- Students should not enter the other school's hallway without permission from teachers.
- Never enter anyone else's room without first knocking and getting permission.
- Do not touch anyone else's belongings without their permission.
- Observe the Lights Out and Quiet Time from 9:30 pm until 7:00 am.
- Split the mudroom, with one school using the right side and one using the left, in order to make it easier to find shoes and coats.
- Keep the one designated key to the lodge in a secure place that is available to all adults. We recommend the top bookshelf next to the first aid kit.
- Work out a plan to share the Great Room and fireplace.
- Discuss disciplinary measures (i.e., will teachers discipline only their own students, or will they be allowed to discipline students from another school, etc.)

These are our suggestions based on listening to teachers who have lodge-shared. You are welcome to add to or change the rules. The important thing is discussing and reaching agreement before issues arise.

The IslandWood Registrar will put teachers who are sharing a lodge in touch who would like to make contact before your trip.

Your IslandWood liaisons will offer to lead a "get acquainted" activity between schools sharing a lodge during the first afternoon of your stay.

# IslandWood Release Form (Adult-18 years and older)

PLEASE COMPLETE BOTH SIDES OF THIS FORM IN INK

**Participant's Name:** \_\_\_\_\_

School/Group: \_\_\_\_\_ Program Dates: \_\_\_\_\_

Participant's Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender Identity: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EMERGENCY CONTACT:

Name: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_

Evening Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

## Please read the following carefully before signing:

I am familiar with the program for which I, the participant, am registering. I understand that this program involves activities of a physical nature that will take place in an outdoor environment and may include hiking on trails and rough terrain and in the vicinity of bodies of water, overnight stays, and walking on high bridges and canopy walkways. I further understand that there are risks associated with these kinds of activities.

**Covid-19 Warning:** An inherent risk of exposure to Covid-19 exists in any area, public or private, where people are present together. Covid-19 is an extremely contagious disease that has been known to lead to severe illness and to death. In addition, there is evidence of asymptomatic cases of Covid-19 whereby individuals may transmit this disease unknowingly to other individuals. By visiting IslandWood, I voluntarily assume all risks related to exposure to Covid-19.

As a condition of participation in this program and/or the use of IslandWood equipment and/or facilities, I agree that I will be fully responsible for any and all personal injuries, property damage, loss of personal property, or any other loss that may result from my participation, and I agree not to hold IslandWood responsible, and their respective agents and employees, to the fullest extent permitted by law, for any damages, liabilities or expenses that result from participation in this program and/or the use by me, the participant, of any IslandWood facilities and /or equipment.

If I am taking any medication, I understand that IslandWood will not be responsible for administering such medication. I hereby give permission to personnel of ISLANDWOOD to authorize any x-rays, tests, procedures, anesthetic, surgery or treatment on behalf of, and to provide or arrange for any transportation of, me, the participant, as may be required in the event of an emergency. If the emergency contacts designated previously cannot be contacted, I hereby give permission to a licensed physician, or other qualified health care provider as may be appropriate, to administer such treatment to me, the participant, as may be necessary under the circumstances, including hospitalization.

**I certify that I have completed the Health History and Health Questionnaire on the reverse side of this form fully and accurately and accept full responsibility for any errors or omissions.**

**MEDIA AUTHORIZATION:** I agree that any photographs or videotape taken by any IslandWood personnel of myself as a program participant shall be the property of IslandWood, and may be used by IslandWood, at its discretion, for any publicity, education, marketing and/or advertising purposes and I hereby consent to and authorize such use without restriction.

**I HAVE READ THE AGREEMENT, AND FULLY UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**BEFORE RETURNING THIS FORM TO YOUR SCHOOL,  
BE SURE TO COMPLETE THE MEDICAL/DIETARY QUESTIONS ON REVERSE!!!**

**Physical Condition**

Please list any physical/medical conditions that would be helpful for us to know in an emergency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you capable of participating in an easy to moderate 3-mile hike, with frequent rest stops? \_\_\_yes\_\_\_no

**Medications**

Are you taking any medications? \_\_\_yes\_\_\_no

If so, please list and describe:

Name of Medication	Dosage & Instructions
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____

**Food Restrictions or Requests**

Please indicate any dietary restrictions due to preference, religious practice, lactose intolerance, food sensitivity, etc. The following are NOT due to a food allergy:

Please circle any that apply:

No meat (vegetarian)

No animal products (vegan)

No pork

No red meat

No nuts

No dairy

No wheat/gluten

Other restrictions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Allergies**

Have you been diagnosed for any food allergies? If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you carry an epinephrine auto-injector for these food allergies?

Yes No \_\_\_

Please name any non-food allergies that you have. (If allergies are severe, medication must be carried):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Miscellaneous**

Is there anything else that you believe is important for us to know in regard to your participation in this program? If so, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Health Care**

Name of physician: \_\_\_\_\_

Physician's Telephone: .

Is participant covered by any medical insurance? \_\_yes\_\_ no

If so:

Carrier: \_\_\_\_\_

Group # \_\_\_\_\_

I.D. # \_\_\_\_\_

Subscriber Name (if different than participant):

\_\_\_\_\_

**\*\*\*Please read and sign the front of this page.\*\*\***



## SCHOOL DAY VISITOR

To maintain security on campus and to aid in the uninterrupted flow of ongoing programs, visitors to IslandWood must check in at the front desk upon arrival and be placed with a field group from their school. A per diem\* charge for the visit will be added to the school's invoice at the end of the week. (Principal/Head of School is exempt from the per diem charge.) Meals for the day, whether attended or not, are included in this charge

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

School: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Expected Arrival Time: \_\_\_\_\_ Expected Departure Time \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_

Field Group to Observe or Particular Student(s) to Assist: \_\_\_\_\_

By signing below, I acknowledge that my visit and per diem charges have been approved by the principal/head at the above school:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\$50: Monday/Thursday  
\$75: Tuesday/Wednesday

\$50: Tuesday/Thursday (3-day week)  
\$75: Wednesday (3-day week)

Ferry schedule: <http://www.wsdot.wa.gov/ferries>

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# Chaperone Packet

**IslandWood Release Form:** All chaperones must read and sign this form. Forms should be turned into the trip organizer at least two weeks before your trip to IslandWood.

**Chaperone Scheduling Chart:** This is for chaperones and teachers to use to schedule student supervision when IslandWood field instructors are not on duty. We do not need a copy of this form.

**What Makes a Great IslandWood Chaperone?**

**Important Notes for Chaperones**

**IslandWood Policy for School Visits**

**What to Bring/What Not to Bring**

**Check out our new chaperone videos!!**

Field Study Experience (English): <https://vimeo.com/174142962>

Field Study Experience (Spanish) : <https://vimeo.com/174143363>

Dining Hall Experience (English): <https://vimeo.com/174144291>

Dining Hall Experience (Spanish): <https://vimeo.com/174144691>



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# IslandWood Release Form (Adult-18 years and older)

PLEASE COMPLETE BOTH SIDES OF THIS FORM IN INK

**Participant's Name:** \_\_\_\_\_

School/Group: \_\_\_\_\_ Program Dates: \_\_\_\_\_

Participant's Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender Identity: \_\_\_\_\_

Address (include city and zip): \_\_\_\_\_ Work

Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EMERGENCY CONTACTS:

1) Name: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_

Evening Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

2) Name: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_

Evening Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

## Please read the following carefully before signing:

I am familiar with the program for which I, the participant, am registering. I understand that this program involves activities of a physical nature that will take place in an outdoor environment, and may include hiking on trails and rough terrain and in the vicinity of bodies of water, overnight stays, and walking on high bridges and canopy walkways. I further understand that there are risks associated with these kinds of activities.

**Covid-19 Warning:** An inherent risk of exposure to Covid-19 exists in any area, public or private, where people are present together. Covid-19 is an extremely contagious disease that has been known to lead to severe illness and to death. In addition, there is evidence of asymptomatic cases of Covid-19 whereby individuals may transmit this disease unknowingly to other individuals. By visiting IslandWood, I voluntarily assume all risks related to exposure to Covid-19.

As a condition of participation in this program and/or the use of IslandWood equipment and/or facilities, I agree that I will be fully responsible for any and all personal injuries, property damage, loss of personal property, or any other loss that may result from my participation, and I agree not to hold IslandWood responsible, and their respective agents and employees, to the fullest extent permitted by law, for any damages, liabilities or expenses that result from participation in this program and/or the use by me, the participant, of any IslandWood facilities and/or equipment.

If I am taking any medication, I understand that IslandWood will not be responsible for administering such medication. I hereby give permission to personnel of ISLANDWOOD to authorize any x-rays, tests, procedures, anesthetic, surgery or treatment on behalf of, and to provide or arrange for any transportation of, me, the participant, as may be required in the event of an emergency. If the emergency contacts designated previously cannot be contacted, I hereby give permission to a licensed physician, or other qualified health care provider as may be appropriate, to administer such treatment to me, the participant, as may be necessary under the circumstances, including hospitalization.

**I certify that I have completed the Health History and Health Questionnaire on the reverse side of this form fully and accurately and accept full responsibility for any errors or omissions.**

**MEDIA AUTHORIZATION:** I agree that any photographs or videotape taken by any IslandWood personnel of myself as a program participant shall be the property of IslandWood, and may be used by IslandWood, at its discretion, for any publicity, education, marketing and/or advertising purposes and I hereby consent to and authorize such use without restriction.

**I HAVE READ THE AGREEMENT, AND FULLY UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**BEFORE RETURNING THIS FORM TO YOUR SCHOOL,  
BE SURE TO COMPLETE THE MEDICAL/DIETARY QUESTIONS ON REVERSE!!!**

**Physical Condition**

Please list any physical/medical conditions that would be helpful for us to know in an emergency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you capable of participating in an easy to moderate 3-mile hike, with frequent rest stops? \_\_\_\_yes\_\_\_\_no

**Medications**

Are you taking any medications? \_\_\_\_yes\_\_\_\_no

If so, please list and describe:

Name of Medication	Dosage & Instructions
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____

**Food Restrictions & Requests**

Please indicate any dietary restrictions due to preference, religious practice, lactose intolerance, food sensitivity, etc. The following are NOT due to a food allergy:

Please circle any that apply:

**No meat (vegetarian)**

**No animal products (vegan)**

**No pork**

**No red meat**

**No nuts**

**No dairy**

**No wheat/gluten**

**Other restrictions:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Allergies**

Have you been diagnosed for any **food allergies**? If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you carry an epinephrine auto-injector for these food allergies?

**Yes No** \_\_\_\_

Please name any **non-food allergies** that you have. (If allergies are severe, medication must be carried):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Miscellaneous**

Is there anything else that you believe is important for us to know in regard to your participation in this program? If so, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Health Care**

Name of physician: \_\_\_\_\_

Physician's Telephone: .

Is participant covered by any medical insurance? yes no

If so:

Carrier: \_\_\_\_\_

Group # \_\_\_\_\_

I.D. # \_\_\_\_\_

Subscriber Name (if different than participant):

\_\_\_\_\_

## Chaperone Scheduling Chart (to be used by Teachers & Chaperones)

We highly recommend completing this so chaperones have a clear idea of when they are needed and--just as important--when they can have a break!

	TIMES	Chaperones Needed (Daily)
WAKE UP AND SHOWER	7:00 – 7:30	Bird's Nest: (2 chaperones) _____ / _____ Mammal's Den: (2 chaperones) _____ / _____ Invertebrate Inn: (2 chaperones) _____ / _____ Fish Tank: (2 chaperones) _____ / _____
BREAKFAST W/STUDENTS	7:30 - 8:30	All Chaperones – One per table
GATHER FIELD STUDY GEAR	8:30 – 9:00	Bird's Nest: (2 chaperones) _____ / _____ Mammal's Den: (2 chaperones) _____ / _____ Invertebrate Inn: (2 chaperones) _____ / _____ Fish Tank: (2 chaperones) _____ / _____
FIELD STUDY TIME	9:00 – 4:15	One Chaperone Per Field Group: 1 _____ 8 _____ 2 _____ 9 _____ 3 _____ 10 _____ 4 _____ 11 _____ 5 _____ 12 _____ 6 _____ 13 _____ 7 _____ 14 _____
LODGE TIMES	4:15 – 6:00	Bird's Nest: (2 chaperones) _____ / _____ Mammal's Den: (2 chaperones) _____ / _____ Invertebrate Inn: (2 chaperones) _____ / _____ Fish Tank: (2 chaperones) _____ / _____
DINNER W/STUDENTS	6:00-7:00	All Chaperones – One per table
EVENING PROGRAM	7:15-8:15	One chaperone with each field group.
BEDTIME PREPARATION	8:30-9:00	Bird's Nest: (2 chaperones) _____ / _____ Mammal's Den: (2 chaperones) _____ / _____ Invertebrate Inn: (2 chaperones) _____ / _____ Fish Tank: (2 chaperones) _____ / _____
QUIET TIME (Lights Out 9:30!)	9:00 – 10:00	Bird's Nest: _____ / _____ Mammal's Den: _____ / _____ Invertebrate Inn: _____ / _____ Fish Tank: _____ / _____

## What Makes a Great IslandWood Chaperone?

Your attitude and positive influence on the students is a key element to the success of this program. We cannot run the IslandWood School Overnight Program without your help! Here are some of the qualities we value in IslandWood chaperones:

### Be a Great Role Model

- Demonstrate responsibility, flexibility, initiative, and integrity
- Show excitement for learning
- Take delight in the natural environment
- Be physically and mentally prepared for being outside and on the trails in all weather
- Be a team player
- Have fun!

### Be Well Informed

- Attend the Monday orientation for chaperones at IslandWood held shortly after your arrival
- Ask questions of the IslandWood instructor if unclear on your role at any time
- Follow the rules and guidelines of the school and of IslandWood
- Communicate with the teacher and IslandWood instructor regularly

### Have a Strong Commitment to the Group

- Arrive and depart with the school and remain throughout the program
- Stay with the field group throughout the day
- Keep the group together on the trails by bringing up the rear
- Participate with your group in evening activities (campfires, night hikes, etc.)
- Take the lead at your dining table to initiate conversation amongst the kids
- Turn your cell phone off during the field or whenever interacting with the kids
- Try to give equal attention to all the kids in your group



## Important Notes for Chaperones

- On arrival day, IslandWood staff will announce and facilitate an orientation for visiting teachers and chaperones. Vital information about the coming week is exchanged at this time. Please plan to attend the orientation and arrive promptly, as the orientation is brief but important.
- Don't forget to bring your own lunch on Monday. We will eat lunch during Friendship Circle.
- Use the "What to Bring, What Not to Bring" checklist (included in this packet) for packing. Don't forget your towels, soap, and slippers for the lodges! Adults may also want to bring a reusable closed mug or thermos to carry coffee/tea into the field.
- Adult chaperones must remain with the same field study group throughout the field day (9:00 am-4:15 pm.) Parents are not allowed to be in a group that includes their own child.
- Inform your IslandWood group instructor if you have expertise in a certain area that you would like to share with the group: medical, botanical, scientific, etc.
- Familiarize yourself with IslandWood rules by reading the IslandWood Policy for School Visits (included in this packet). Despite its outdoor setting, IslandWood is a school and not a camp, and therefore probably more structured than camps you may have attended with your kids or school.
- In addition to assisting the IslandWood instructors during field studies and evening programs, chaperones are responsible for supervising students during these portions of each day. This may include students from other schools.
  - Wake-up: through breakfast and until field time at 9:30 a.m.
  - Free lodge times: 4:15-6:00 pm
  - During meals
  - After the evening program through quiet hours and bedtime
- If a student is too ill or injured to attend the field study group, it is the school's responsibility to provide care in the lodge, or in our wellness room. A chaperone must stay with a student who is ill if a teacher is not available.
- Rotate responsibilities during the early mornings and evenings so that all adults have an opportunity for their own relaxation. We want everyone to enjoy his or her IslandWood experience.

## IslandWood Policy for School Visits

1. Drop-in guests, visitors, or family members are prohibited.
2. Any visits by school staff members who are not staying the week as a chaperone **must be prearranged** with the Registrar. Visitors are charged a per diem rate that is added to the school's final invoice
3. Any meals provided by IslandWood that are not included as part of the School Overnight Program (for example, lunch on Mondays for those who forget to bring their own) will be charged to the school.
4. Except for lunches on arrival day, please do not bring any food to IslandWood. Food is not allowed in the lodges.
5. The possession or consumption of alcoholic beverages and/or illegal drugs is prohibited.
6. Smoking is not allowed in any building, on the trails, or in the forest.
7. Weapons are prohibited on campus.
8. Students may not bring candy, gum, food, or personal electronics (iPods, etc.) to IslandWood.
9. Student cell phones are not allowed at IslandWood. Adult cell phones are to be turned off while in the field. Lodge phones are for adult use only.
10. No use of IslandWood's field structures is permitted without an IslandWood staff member present.
11. Students may not leave the campus without a chaperone, teacher, or parent who must sign the student out with the Registrar.
12. No swimming in the pond, estuary, or harbor.
13. Supervision is required in the lodges and is the responsibility of the school's teachers and adult chaperones.
14. Before departure from IslandWood, please follow the departure procedures posted in the lodges and in your lodge binder.
15. Respect the natural beauty of IslandWood by not littering, not disturbing plants or animal life, and by staying only on marked trails unless directed elsewhere by an instructor.
16. Quiet hours are from 9:30 p.m. until 7:00 a.m.
17. IslandWood reserves the right to have students removed from programs or sent home for illegal activities or if they are disruptive on an on-going basis.

## What to Bring, What Not to Bring (Adult Version)

### Lunch for the first day

### Name tag

### Clothing

Sneakers or hiking shoes  
Extra pair of sturdy walking shoes  
Warm jacket  
Sweater and/or sweatshirt  
Long underwear (in chilly weather)  
T-shirts or other light shirts  
Daily change of underwear  
Daily change of warm, thick socks  
3 pairs of long pants  
1 pair of shorts (in warm weather)  
Warm pajamas  
Slippers (our lodges have a no-shoe policy)  
Hat and gloves (not mittens)  
Plastic bag for dirty clothes  
Rain jacket & Rain pants - if available\*

Optional group equipment  
teachers/chaperones can  
bring:  
Board games, art supplies,  
playground equipment, e.g.  
balls, jump ropes, Frisbees.

### Personal gear

Face masks for 4 days  
Toothbrush and toothpaste  
Shampoo  
Brush or comb  
Bath mat if desired

*\*IslandWood* will loan the  
following to students/adults who  
don't have this gear: backpacks,  
water bottles, raingear, fleece  
tops, gloves, and hats.

### Outdoor activity gear

Backpack  
Pencil  
Water bottle

### Optional gear

Flashlight  
Bug repellent (not spray type), lip salve, sunscreen, sunglasses  
Books and writing materials  
Reusable mug or thermos to carry coffee/tea into the field

Please see reverse side for what NOT to bring!

### What *Not* to Bring!

Money

New clothes or shoes that you don't want to get dirty

Sandals or open-toed shoes

Radios, music players, electronic games

Knives, other sharp items, weapons

Matches or fireworks

Chewing gum, candy, food (other than a bag lunch the first day)

Jewelry or valuables

Alcohol or drugs

AEROSOL SPRAYS (examples: deodorants, fragrances, sunscreens, bug sprays)

**Note:** Make sure you can carry your own bags. Please limit luggage to one suitcase, backpack, or duffel bag, plus one sleeping bag or bedroll. No trunks! A heavy-duty trashcan liner can be used instead of a suitcase. Avoid bringing unnecessary items. IslandWood is not responsible for articles left behind.

# Student/Parent Packet



**IslandWood Release Form** – Includes Medical & Dietary Questionnaire— Complete and sign and return to your child’s teacher at least two weeks before the IslandWood trip

**A Letter to Parents**

**Frequently Asked Questions**

**Student Behavioral Expectations at IslandWood**

**What to Bring/What Not to Bring List**



## **Student Behavioral Expectations at IslandWood To be Read by Students & Parents**

- Each day we will be outside. It is important that each time we leave the lodge we are properly prepared with the required clothing and equipment.
- Each of us needs to bring rain gear, a water bottle and a backpack to field study every day. If you need these, IslandWood has them to borrow.
- We will be away from home overnight. We expect all students to be independent and responsible for their own belongings and behavior.
- The IslandWood experience requires all of us to be in the spirit of cooperation. We do not tolerate harmful behavior towards one another, either physical or verbal.
- Each day we need to be ready with journal and pencil to record observations and reflections.
- Group safety and positive experience require our attention to the adult in charge, whether it is a classroom teacher, the IslandWood instructor, or the person supervising our dining room table.
- There is no swimming in the pond, estuary, or harbor.
- There is no leaving the campus boundaries.
- Visits from family members or friends are not allowed.
- There is no candy, gum or food (except for sack lunches on Monday) allowed on campus. IslandWood will provide meals and snacks.
- Cell phones nor other personal electronic devices may be brought to IslandWood.
- Students are not allowed in the sleeping lodges without an adult. We agree that:
  - Personal belongings of others will not be touched without the owner's permission.
  - We will not enter another's room without permission.
  - Lights Out and Quiet Time are from 9:30 pm until 7:00 am.
- We will respect the property at IslandWood. Property includes both manmade elements and the natural environment. We will leave it as we found it for the enjoyment of the next group.
- Our behavior and our voices will allow others to learn, to be safe, and to enjoy the learning experience.
- We want everyone to stay and be safe at IslandWood. We will, however, send students home for violating any IslandWood rules or their school's rules. If a student is sent home, the parents will be contacted. The school will not receive a refund.

**IslandWood Release Form (Children under 18 years old)**  
**PARENT OR GUARDIAN: PLEASE COMPLETE BOTH SIDES OF THIS FORM IN INK.**

CHILD'S NAME \_\_\_\_\_  
School/Group: \_\_\_\_\_ Program Dates: \_\_\_\_\_  
Teacher's Name \_\_\_\_\_  
Child's Age: \_\_\_\_\_ Grade: \_\_\_\_ Birth Date: \_\_\_\_\_ Gender Identity: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_ Day Phone: ( ) \_\_\_\_\_  
Address (include city and zip): \_\_\_\_\_  
Evening Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_  
EMERGENCY CONTACT:  
Name: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_  
Evening Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

I am familiar with the program for which the child is registering. I understand that this program involves activities of a physical nature that will take place in an outdoor environment and may include hiking on trails and rough terrain and in the vicinity of bodies of water, overnight stays and walking on high bridges and canopy walkways. I further understand that there are risks associated with these kinds of activities.

**Covid-19 Warning.** An inherent risk of exposure to Covid-19 exists in any area, public or private, where people are present together. Covid-19 is an extremely contagious disease that has been known to lead to severe illness and to death. In addition, there is evidence of asymptomatic cases of Covid-19 whereby individuals may transmit this disease unknowingly to other individuals. By my child attending IslandWood, I voluntarily assume all risks to my child related to exposure to Covid.

As a condition of participation in this program and/or the use of IslandWood equipment and/or facilities, I agree that I will be fully responsible for any and all personal injuries, property damage, loss of personal property, or any other loss that may result from my child's participation, and I agree not to hold IslandWood responsible, and their respective agents and employees, to the fullest extent permitted by law, for any damages, liabilities or expenses that result from participation in this program and/or the use by the participant of any IslandWood facilities and /or equipment.

If my child is taking any medication, I understand that IslandWood will not be responsible for administering or dispensing such medication, and that I will be required to make any necessary arrangements for the administering of such medication through the participant's school. I hereby give permission to personnel of ISLANDWOOD to authorize any x-rays, tests, procedures, anesthetic, surgery or treatment on behalf of, and to provide or arrange for any transportation of, my child as may be required in the event of an emergency. If I, or the emergency contacts designated previously, cannot be contacted, I hereby give permission to a licensed physician, or other qualified health care provider as may be appropriate, to administer such treatment to my child, the participant, as may be necessary under the circumstances, including the hospitalization of my child.

I certify that I have completed the Health History and Health Questionnaire on the back of this form fully and accurately and accept full responsibility for any errors or omissions.

**MEDIA/ARTWORK AUTHORIZATION:** I agree that any photographs or digital images taken by IslandWood personnel of my child as a program participant, and copies of artwork made by my child while an IslandWood program participant, shall be the property of IslandWood, and may be used by IslandWood, at its discretion, for any publicity, education, marketing and/or advertising purposes and I hereby consent to and authorize such use without restriction.

We may use your information to contact you about IslandWood. If you do not wish to receive any further correspondence, please let us know at [info@islandood.org](mailto:info@islandood.org).

I HAVE READ THE AGREEMENT, FULLY UNDERSTAND IT, AND GRANT PERMISSION FOR MY CHILD TO PARTICIPATE IN THE PROGRAM IDENTIFIED ABOVE.

Signature of Parent or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name & Relationship to Child: \_\_\_\_\_

BEFORE RETURNING THIS FORM TO YOUR CHILD'S SCHOOL,  
BE SURE TO COMPLETE THE MEDICAL/DIETARY QUESTIONS ON REVERSE!!!

<p><b>Race/Ethnicity/Origin* (Optional)</b>          To help support our mission to equitably serve all children, please circle or write in all categories that describe your child:</p> <p>Hispanic, Latino, or Spanish origin          Black or African American          Asian or Indian          American Indian or Alaska Native          Middle Eastern or North African          Native Hawaiian or Other Pacific Islander          White or Caucasian</p> <p>_____</p> <p>_____</p> <p>*Specific information identifying your child will not be shared with any outside person or organization.</p>	<p><b>Medications</b></p> <p>Is your child taking any medications? ___ Yes * ___ No</p> <p>If yes, please list:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>*Please be sure to notify your child’s teacher, submit any required paperwork, and provide the school with the necessary supply of your child’s medication before the trip.</p>
<p><b>Food Requests</b></p> <p>If your child has any food requests (for example, eats only vegetarian or doesn’t eat pork due to religious reasons, etc.), please note them here. <b>The below requests are NOT food allergies. Allergies must be noted in the box to the right.</b></p> <p>_____</p> <p>_____</p> <p>We are able to accommodate most food requests if we have advance notice.</p>	<p><b>Food Allergies</b></p> <p>Has your child been diagnosed with any food allergies? If yes, please list:</p> <p>_____</p> <p>_____</p> <p><b>If you listed any food allergies, your child must have a School Health Plan on file at school OR you must submit a doctor’s Food Allergy Action Plan before your child may attend. We are able to accommodate most food allergies with this advance paperwork.</b></p> <p>Has your child been prescribed epinephrine?</p> <p>----- Yes                      ----- No</p>
<p><b>Miscellaneous/Medical</b></p> <p>Is there anything else that you believe it is important for us to know in regard to your child’s participation in this program? If so, please describe:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Health Care</b></p> <p>Name of physician: _____</p> <p>Physician’s telephone: _____</p> <p>Is child covered by any medical insurance: ___ yes ___ no          If so:</p> <p>Carrier: _____</p>

**\*\*\*Please read and sign the front of this page.\*\*\***



## A Letter to Parents from IslandWood's School Overnight Program Staff

Dear Parents,

We are pleased that your child will be spending time exploring and learning with us at IslandWood. Your child will be staying with us for four days, making discoveries about the natural world and our relationship to it. We are currently working with your child's teachers to make this a wonderful learning experience, one that your child will always remember.

While visiting IslandWood, your child will be living in a heated lodge. All students will share a room with three or four classmates, sleep in bunk beds, and share a bathroom with roommates only. All students have a night light next to their bed that they can turn on or off whenever they wish (and it won't disturb their bunkmates). The teacher and chaperones will sleep at the end of each hall in the same lodge as your child.

A healthy breakfast and dinner will be served in our dining hall where your child will take a turn setting tables and serving the meals. Your child will eat at the same table with the same dining group for the whole week, developing new friendships. Lunches will be carried with your child each day and eaten picnic-style out on the trails.

Each day your child will attend classes taught by an IslandWood instructor. Your child's days will be spent mostly outside while exploring the ecosystem to better understand natural systems, working in a team, problem solving, and stewardship of places and people. ***Your child will always be supervised by an adult.***

There are a few things that you can do to make sure that your child has the best time possible while staying with us:

- Help your child pack for the trip using the attached list, "What to Bring! (And What Not to Bring)."
- Make sure your child comes prepared for wet and/or cold weather. If students are prepared, they will have a wonderful time.
- Fill out, sign, and return the enclosed IslandWood Release form promptly to your child's teacher. Include any information on the form that you think would be helpful for us to know about your child in advance, including any dietary or medical information.
- Remind your child that this is a place where they will be learning almost nonstop, so have them bring their curiosity, enthusiasm, and excitement about nature, people, and the world around them.
- Read over the enclosed Behavioral Expectations at IslandWood. Make sure your child is aware of the rules at IslandWood.

We are looking forward to your child's visit!

## Frequently Asked Questions

### **What is the phone number at IslandWood?**

The phone number is for emergency use only. To reach the IslandWood main office, call: **206-855-4300**. Office hours are 8:30 am-5:00 pm on weekdays. For after office hours EMERGENCY ONLY, call the main office number above and the message system will prompt you to leave your contact information. The system will then page a staff member who will return your call as soon as possible.

### **Will my child get plenty of food to eat?**

Yes! All children receive three good meals each day. These meals are served family style and students can go back for more if they are still hungry. We also provide two snacks in the field during the day. Hungry children are not able to concentrate on learning, so we make sure they are well fed.

### **What if my child has special dietary needs or food allergies?**

If your child has special dietary needs (for cultural or religious reasons) or food sensitivities (like dairy intolerance), include this information in the dietary section of the IslandWood release form. Our kitchen staff can accommodate most special dietary needs. If your child has any food allergies, complete the **allergy** section of the IslandWood release form and attach your doctor's Food Allergy Action Plan.

### **What will my child learn?**

We have listened carefully to teachers, parents and administrators in designing our [curriculum and activities](#). The content is strongly aligned with national and state standards for academic excellence and achievement: the Next Generation Science Standards (NGSS) for Ecosystems and Washington State's Integrated Environmental and Sustainability Learning Standards (ESE) We guarantee that, while the children are having fun outdoors, they are also learning!

### **What should my child bring?**

Use the enclosed "What to Bring, What Not to Bring" as a guide. Please *help* your child to pack and do not pack for your child. It is important for children to know what they have brought so they can be sure to bring everything back home and not get it mixed up with their roommates' belongings. Also, by involving them in the packing, the responsibility involved with being away at camp can begin at home.

### **What if my child doesn't have something he/she is supposed to bring?**

If your child does not have something that is needed, please contact your student's teacher. The teacher will work with IslandWood staff to accommodate your child's needs.

### **What do our fees cover?**

Fees help to cover tuition, food and lodging, and equipment use. IslandWood has provided scholarships to schools that demonstrate need. Communicate with your child's teacher if you have questions about obtaining scholarship support.

### **Will I be able to visit my child at IslandWood?**

Visitors, including family members, are not allowed. We are a private school and our campus is closed to visitors for the protection of all of the students. Everyone who works at IslandWood has gone through security clearance and wears a badge at all times.

### **Will my child be able to call home while at IslandWood?**

The students are not allowed to bring cell phones or to use IslandWood phones to call home. In the case of emergency, a staff member will contact you immediately. If your child is experiencing homesickness, your child's teacher will make the decision as to whether or not he or she is allowed to call home. For many children, the overnight experience is as much of a learning experience as the curriculum. Usually if they can get through the first night with comfort and distraction from their teachers and chaperones and classmates, they are able to complete the four days away from home with great pride.

## What to Bring, What Not to Bring (Student Version)

PLEASE MAKE SURE your child has adequate cold-weather clothing, including thick, warm socks, long underwear, and sweaters. OUR CLASSES GO ON, RAIN OR SHINE!

### Lunch for the first day

### Name tag for every student and adult

### Clothing

- Sneakers or hiking shoes
- Extra pair of sturdy walking shoes
- Warm jacket
- Sweater and/or sweatshirt
- Long underwear
- T-shirts or other light shirts
- Daily change of underwear
- Daily change of warm, thick socks
- 3 pairs of long pants
- 1 pair of shorts (in warm weather)
- Warm pajamas
- Slippers (our lodges have a no-shoe policy)
- Hat and gloves
- Plastic bag for dirty clothes
- Raingear- if available\*



### Personal gear

- Facemasks for 4 days
- Toothbrush and toothpaste
- Shampoo
- Brush or comb

### Outdoor activity gear

- Backpack
- Pencil (one for each child)
- Water bottle

### Optional gear

- Bug repellent (not spray type), lip salve, sunscreen, sunglasses
- Books and writing materials
- Photos or items to provide comfort at night.

**\*Please have students bring their own raingear if they have it. That way, we can reserve ours for students who need it.**

***\*IslandWood* will loan the following to students/adults who don't have this gear: backpacks, water bottles, raingear, fleece tops, gloves, and hats.**

Please see reverse side for what NOT to bring!

## What *Not* to Bring!

Money

New clothes or shoes that can't get dirty

Sandals or open-toed shoes

Radios, CD or tape players, electronic games

Knives, other sharp items, weapons

Matches or fireworks

Chewing gum, candy, food (other than lunch on the first day...)

Jewelry or valuables

Hair dryers, curling irons, or other electric appliances

Cell phones, iPods, or other personal electronic devices

Alcohol or drugs

Medicines (for children) that have not been turned over to the teachers for safe keeping

**AEROSOL SPRAYS** (examples: deodorants, fragrances, sunscreens, bug sprays)

**Note:** Make sure your child can carry his/her own bags. Please limit luggage to one suitcase, backpack, or duffel bag. A heavy-duty trashcan liner can be used instead of a suitcase. Avoid sending unnecessary items. IslandWood is not responsible for articles left behind.

