

Bringing Your Class to IslandWood..

Teacher's Manual



2024-2025

Letter to Teachers

Dear Teachers:

Thank you for providing your students with 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 attending our School Overnight Program. We know that communication and preparedness are keys to a successful trip.

The Teacher's Manual is the first step in giving you the planning support that you need. Within it, you will find timelines, and checklists of things to do before your trip. There are information packets for Parents/Caregivers, Students and Chaperones, Adult and Student Release forms, Medical Authorizations, and other vital information. The expectation is that you will be able to copy and send forms home with students or email the forms directly to the Parents/Caregivers.

Teachers and Administrators are highly encouraged to attend one of our Connecting Classroom Workshops. These workshops are held three times a year, with the next workshop being held on **August 21, 2024**. You will learn valuable information on logistics, curriculum, and our School Partnerships Program. Connecting Classrooms offers you the chance to take a tour of IslandWood and take part in activities that your students will enjoy while at IslandWood. These workshops are free, include lunch and offer clock hours. Additional information is available on our website.

I look forward to helping you navigate the logistical side of your trip. I'm only an email away from answering your questions. Please don't hesitate to contact me.

Kellan Bruce

Registrar

Pronouns: she/her/hers

kellanb@islandwood.org

IslandWood Contact and Website Information

IslandWood Main Office

4450 Blakely Ave
Bainbridge Island, WA 98110-2257

IslandWood Main Office Hours

Monday through Friday
8:00am to 5:00pm

IslandWood Main Phone Number

206-855-4300

IslandWood Website Address

www.islandwood.org

Afterhours Emergency Only Phone Number

The phone will prompt you to leave a message with your contact information and a member of our staff will be paged to return your call as soon as possible.

206-965-5255

For Questions about the School Overnight Program or help with logistics for your trip:

Registrar: Kellan Bruce
Email: kellanb@islandwood.org
Telephone: 206-855-4305

Teachers Planning Packet



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Checklist

Begin as soon as possible

- Attend an IslandWood Connecting Classrooms Workshop.
- Schedule a Parent/Caregiver Orientation. Contact Kellan at kellanb@islandwood.org. These are done via a ZOOM or TEAMS platform.
- Begin Chaperone Selection.
- Arrange Transportation to and from IslandWood
 - Arrival is at 11:30am on Monday (or Tuesday if you are coming on a Monday Holiday Week)
 - Departure is at 11:30am on Thursday
- Estimate the cost of your trip. Make preliminary arrangements with your school's business office. Begin fundraising and/or collecting funds from parents/caregivers.
- Send Adult and Student Release forms home with students, teachers and chaperones. Email families directly if need be. Don't forget to let the families know when the forms are due back to you.

At least two months prior to arrival

- Email Kellan to reconfirm student numbers
- Contact Kellan to schedule a virtual Student Orientation
- Conduct a teacher led chaperone orientation meeting, distribute chaperone packets
- Distribute Student/Parent information packets that include "What to bring/What not to bring information
- Complete and return by email the IslandWood Pre-Trip Questionnaire.
- Begin working on templates for Field Group, Dining Table and Lodging assignments. You will have these two months prior to your arrival
- Have all teachers who are coming to IslandWood read and sign the "IslandWood Policy for School Visits". Email to Kellan
- Contact the school nurse to make sure all students with allergies & asthma have completed School Health Reports or a doctor's Food Allergy Action Plan on file. IslandWood will need a copy of the reports prior to your arrival. If the school can't send them, please provide the parents/caregivers Kellan's email address so they can email them directly

Two weeks prior to arrival

- Email all forms listed below to Kellan. Forms may be emailed or sent regular US Postal Service
- IslandWood Release Forms for Students, Teachers, and Chaperones
- Day Visitor Forms for any student or adult that is coming for one day only, release forms should accompany the Day Visitor Form
- School/Nurse Health Plans or Food Allergy Action Plans for any child with allergies or asthma
- Field Group, Dining Table, and Lodge Room assignments for all students, teachers and chaperones
- Signed IslandWood Policy for School Visits form signed by all Teachers attending IslandWood.

Planning Details

Cost of Trip:

- Tuition for 2024-25 is \$445 for the 4-day experience and \$353 for the 3-day experience. You must be able to show that your school has applied for the WOSFA allocation through the State to qualify for the IslandWood Scholarship.
- Chaperones are charged \$295 per person. We require 1 Chaperone per 10 Students
- Teachers are Complementary if your number of Teachers are within our required ratio. We require 1 Teacher per 25 Students. Additional staff fall into the Chaperone count and are charged as such.
- School Staff 1:1 support is charged \$100 for the week. Parent 1:1 support is charged as an extra adult of \$445 each.
- There is no cost discount for partial stays.
- Drop in Visitors are not allowed.
- Pre-arranged Day Visitors are charged a per diem of \$100 per day. Principals or Heads of School are complementary.
- Your school will be invoiced after your visit.

Ferry Transportation:

- Students can travel on the Washington State Ferries for free. There is a charge for adults, vehicles and buses. Contact Washington State Ferries at www.wsdot.com or call Customer service at 888-808-7977 for more information.

Driving Directions:

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 traffic circle at Wyatt Way.
3. Exit traffic circle 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. Cars bear left to the parking area, only buses go straight to the Arrival Shelter to meet school or look for signs to the trail to the Welcome 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 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.
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Parking

- If you arrive by bus or car, there are plenty of parking spaces in our parking lot.
- Charter Buses that are over 40' in length have a hard time navigating the tight turns in our parking lot.
- Regular school buses don't have a problem.
- We do recommend bringing one passenger vehicle per school in the event there is an emergency, and someone needs to run into Winslow for pharmacy needs or unexpected errands.

Field Journals

- IslandWood provides field journals for every student during their stay, they will take their field journals when they depart IslandWood on Thursday.

Name Tags

- Make nametags for every student and adult coming to IslandWood
- Name tags need to be worn at all times except for in the lodges
- Name tags must include Name, Pronouns, Field Group, Lodge Name and Dining Table Name.
- Name tags can be as creative or simple as you would like.
- Name tags need to be durable enough to last the entire time your school is on campus

Field Groups

- Groups are generally 10-15 students each.
- The group size can vary based on how many instructors or students we have on campus the week that you are here.
- Templates for dividing the students into groups will be sent to you by Kellan approximately 2 months before your trip.
- Each group needs to have one IslandWood instructor that we will assign, and one chaperone provided by your school.

Release Forms

- Students, Teachers, Chaperones and Day Visitors must fill out and send in a release form.
- Collect & send these forms to IslandWood at least two weeks prior to your arrival.
- Do not wait for stragglers before sending as the information on the forms is needed by IslandWood staff in advance to help prepare for your group.
- Please see the appendix for copies of the release forms and day visitor forms.

Medication

- IslandWood staff are not allowed to give medication to any child or adult at IslandWood. Schools are responsible for obtaining authorization 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, Benadryl or Epinephrine auto-injector is available.

Wheelchair Accessibility

- 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.
- All-terrain wheelchair rentals are available at rentals@outdoorsforall.org

Special Accommodations

- We can loan watches or noise cancelling headphones for students who may need them. Please speak with a day coordinator to borrow these items.

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.

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 a 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 lodge time 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 acting.**

We prefer that no child be sent home for behavior reasons without meeting with an IslandWood staff member to discuss the situation. Often, we can 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 by the Registrar or person on call.

Selecting Chaperones

Our Chaperone Policy:

- We require one adult chaperone from your school for every field group.
- Field groups are approximately 10-15 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 discuss an alternative plan.

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 on 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:
- 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.
- **Chaperones must commit for the entire stay, Monday through Thursday.**
- Chaperones need to be comfortable managing the behavior of children other than their own, including children from another school.
- Chaperones must be active enough to keep up with kids all day on a 255-acre campus and a 2.5 mile walk to Blakely Harbor.
- Chaperones should include a mix of men and women if you are bringing boys and girls.
- 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.
- 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, and modeling appropriate behavior.

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.

Anchor Teachers in the Field:

- An extra teacher not assigned as a chaperone must stay with one field group for the day but may move to another field group on subsequent days to observe different students. IslandWood Coordinators must know what group Anchor Teacher are with so they can be contacted in case of emergency.



Lodging, Lodging Assignments and Lodge Time

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. During some weeks, we will use our larger Fourth lodge, Ichthyology Inn, it has sixteen identical rooms, eight on each floor. Each room has two upper bunks and two queen size lower bunks. Up to four students or four adults can sleep in each room, each in their own bed. All bedrooms have a private bathroom.

Each student sleeping room in **Bird's Nest**, **Mammal's Den**, and **Invertebrate Inn** has two upper bunk beds and two lower 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 have a private bath with separate areas for shower, toilet, and sink.

The Registrar will send you templates of your assigned lodge rooms approximately two months before your trip. It is important to have reconfirmed your student numbers by this time.

Bedding: IslandWood will supply one pillow, pillowcase, blanket, and fitted sheet. A small bath towel is provided for each student and adult.

Lodge Time

- Lodge time is every afternoon between 4:30pm and 6:00pm.
- Each lodge has a playfield 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 during 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.

Establishing 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, 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 in the 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.

Lodge Sharing Guidelines

On occasion and due to high occupancy, schools may have to share a lodge with another school. We try to avoid this at every cost, however, sometimes it is unavoidable.

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

- Students should never be in the lodges without an adult.
- Have a meeting with both schools to introductions and expectation setting on the first evening.
- 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, to make it easier to find shoes and coats.
- 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 with those who would like to make contact before your trip.



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 11:30am to give your students an enthusiastic welcome and to unload your luggage.
- If you arrive early, please keep all students in the buses and send one adult to notify our front desk.
- Our Grad Instructors are in meetings and classes until 11:30am and are not available for early arrival.

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.
- A student must be fever free for 24 hours, be able to eat and hold it down, and be able to keep up with the group out in the field.

Lunch:

- Make sure that every child and every adult has lunch and a reusable water bottle 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).

Upon Arrival at IslandWood

- An instructor will meet your bus at the IslandWood gate and direct 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.

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

- 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 and Wednesday, the field study day begins at 9:00am and ends at 4:30pm.
- On Thursday, the field study day is from 9:30am to 11:30am.

Departure from IslandWood

- On Thursday, students will be given extra time between 9:00am and 9:30am to pack up their lodge rooms.
- From 9:30am to 10:50am students will enjoy an abbreviated Field Day.
- There is a closing ceremony that takes place at the Friendship Circle from 10:50am to 11:30am.
- Boarding of the buses to get to the Winslow Ferry Terminal will take place at 11:30am, with buses departing IslandWood in enough time to board the 12:20pm ferry to Seattle.
- We highly recommend that someone from your school contacts your transportation provider while you are at IslandWood to confirm the departure date and time for the buses.

Food & Beverage for IslandWood's School Overnight Program



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“A healthy outside starts from the inside”

~ Robert Urich

Food & Beverage at IslandWood

IslandWood Meals: Our kitchen staff serves kid-friendly 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. In accordance with the Seattle Public School District, we do not serve pork products at any of our meals.

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 or bus home.

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.	8:30 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 have a food allergy?

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

2. What paperwork does IslandWood need as notification?

We need the IslandWood Student Release form completed by the students' parents or caregivers. If the parents or caregivers checked "yes" to a food allergy, we also need a Food Allergy Action plan completed by a Dr. or the school nurse.

3. Is there a particular Food Allergy Action Plan required?

No, most doctors have one they prefer. Any plan is acceptable if it is signed by the doctor and identifies the allergen, symptoms, and medicines prescribed.

4. Can our school's health plan be substituted for the Food Allergy Action Plan?

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

Food requirements include food sensitivities, food preferences, religious practices, lactose intolerance, behavior modification, etc.—any food requests that have not been medically diagnosed.

6. Can parents and caregivers see a sample menu for IslandWood's School Overnight Program?

Yes, on our website: www.islandwood.org.

Highlighted items may be clicked on to open the recipe and/or ingredients. There is a menu on the next page as well.

IslandWood School Overnight Menu 2024-2025 School Year

Monday Dinner:

Penne Pasta
Gluten Free Pasta-Barilla
Vegetable Bolognese
Broccoli & Seasonal Vegetable Sauté
Triple Chocolate Brownies
Double Chocolate Cake-Gluten, Egg and Dairy Free-Alternative
2% Milk
Water

Tuesday Breakfast:

Melon, Pineapple, or Strawberries (breakfast fruit)
Scrambled eggs
Breakfast Potatoes
Oatmeal
Granola (house made, dairy & egg free)
Yogurt
Blueberry muffins (house made, contains Dairy & Egg)
Gluten, Egg & Dairy-free Alternative: House made Gluten Free Muffin
Gorilla Munch Cereal (GF/Vegan)
2% Milk
Water

Tuesday Dinner:

Seasoned Ground Turkey Taco Meat
Black Beans or Pinto Beans
Seasoned rice
Corn & Wheat tortillas
Seasonal veggie slaw
Salsa & tortilla chips
Vanilla Cupcakes
Gluten, Egg & Dairy-free Alternative: House made Gluten Free
Cupcakes
2% Milk
Water

Wednesday Breakfast:

Melon, Pineapple or Strawberries (breakfast fruit)
Scrambled eggs
Chicken sausage
Breakfast rolls (house made, dairy & egg free)
 Marionberry Jam and Butter
Gluten-free Alternative: Gluten Free toast
Oatmeal
Granola (house made, dairy & egg free)
Yogurt
Gorilla Munch Cereal (GF/Vegan)
2% Milk and Milk Alternative
Water
Orange Juice

Wednesday Dinner:

Islandwood Pizza
Gluten-free Alternative: Gluten Free/Vegan Pizza Crust
Dairy Free and Vegan Option: Flatbread Pizza with Roasted
Vegetables
Green Salad with Vegetables
Ranch Dressing
Oil & Vinegar
Vanilla & Chocolate Ice Cream
Vegan/Dairy Free Alternative: Oatly Frozen Dessert
2% Milk
Water

Thursday Breakfast:

Melon, Pineapple or Strawberries breakfast fruit)
Scrambled eggs
Breakfast potatoes
Oatmeal
Granola (house made, dairy & egg free)
Yogurt
Apple Cake (house made, contains Dairy & Egg)
Gluten-free Alternative: Nature's Bakery Raspberry fig Bar
Gorilla Munch Cereal (GF/Vegan)
2% Milk
Water
Orange Juice

What's In My Crate

School Overnight Lunches 2024-2025

Keebler Graham Crackers: Enriched flour [Wheat flour, niacin, reduced iron, thiamine mononitrate (Vitamin B1), riboflavin (Vitamin B2), folic acid], Vegetable Shortening (Partially hydrogenated soybean and/or cottonseed oils), sugar, graham flour, honey, molasses, corn syrup, high fructose corn syrup, contains 2% or less of leavening (sodium bicarbonate, sodium acid pyrophosphate, monocalcium phosphate), calcium carbonate, salt, artificial flavor

Allergen: CONTAINS WHEAT

Baby Carrots

Cheese Sticks (DAIRY)

Pretzel Sticks – Enriched Flour [wheat flour, malted barley, niacin (a “B” vitamin), reduced iron, thiamine mononitrate (Vitamin B1), riboflavin (Vitamin B2), folic acid], salt, corn syrup, yeast, baking soda.

Allergen: Contains WHEAT

Animal Crackers – Organic Wheat Flour, Milled Cane Juice, Wheat Starch, Expeller Pressed Canola Oil, Natural Vanilla Flavor, Other Natural Flavors, Whey, Sea Salt, Baking Soda, Soy Lecithin.

Allergen: Contains WHEAT, DAIRY, SOY

Snickerdoodles: Butter, Sugar, Eggs, Vanilla, flour, baking powder, Salt Allergen: CONTAINS WHEAT & BUTTER (DAIRY)

Chocolate chip cookies: Butter, Brown sugar, Eggs, Vanilla extract, flour, Baking Powder, salt, Chocolate chips Allergen: CONTAINS WHEAT & BUTTER (DAIRY)

Wheat Bread-House made: Water, Yeast, Bran, Brown sugar, Molasses, Canola oil, Salt, Bread flour, Whole wheat flour Allergen: CONTAINS WHEAT

Schar Artisan white bread: Water, rice starch, sourdough (water, rice, flour), corn starch, agave syrup, sunflower oil, soy protein, modified cellulose, psyllium seed husks (vegetable fiber), guar gum, millet flour, yeast, sugar, quinoa flour, salt, citrus fiber, honey, calcium citrate, niacin, iron, thiamine, riboflavin. Allergen: SOY

SunButter: Sunflower Seed, Sugar, Mono-Diglycerides to prevent separation, Salt, and Natural Mixed Tocopherols to preserve freshness. Allergens: Sunflower SEEDS

Sliced turkey: Turkey breast, Turkey broth, Salt, Dextrose, Sodium phosphate Gluten Free
Cheddar Cheese: Milk, Salt, enzymes, Anatto Allergen: DAIRY

Nut Free Hummus: Garbanzo beans, Minced garlic, Olive oil, Lemon juice, Water, Cumin, Kosher salt, Black pepper, Allergens: citric acid, legumes

Mayonnaise: egg yolks, white vinegar, Dijon mustard, kosher salt, lemon juice canola oil, Allergen: EGG, citric acid.

Strawberry jam: Strawberries, Sugar, lemon Juice, Fruit Pectin Allergen: citric acid

Baked Tofu: Soybeans, Nigari, Tamari Sauce, onion powder, cumin, garlic powder, paprika, chili powder & apple cider vinegar. Allergen: SOY

Kettle Chips: Potatoes, vegetable oil (safflower and/or sunflower oil), sea salt. Gluten Free

Tortilla chips: Whole Grain Corn, Water, Vegetable Oil (contains one or more of the following: Cottonseed Oil, Corn Oil, Palm Oil), Salt, Lime. Gluten Free

Green or Red Grapes

Orange Wedges (Citrus)

What Makes a Good IslandWood Chaperone~



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1. What Makes a Great IslandWood Chaperone	30
2. Important Notes for Chaperones	31
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4. What to Bring-Adults	33
5. What <i>NOT</i> to Bring-Adults	34
6. The Gear Library	35
7. Adult Release Form	Appendix
8. Chaperone Scheduling Chart	Appendix

“A truly great Chaperone is hard to find, difficult to part with and impossible to forget”.

IslandWood Release Form

- All chaperones must read and sign the adult release form.
- Forms should be turned into the Lead Teacher and submitted to IslandWood at least two weeks before your trip.
- **Form is in the appendix**

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.
- **Form is in the appendix**

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 & 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
- Model appropriate behavior
- Follow & enforce the Rule of 3
- Have Fun!

Be Well Informed

- Attend the Monday orientation for chaperones at IslandWood held at 4:00pm in the Dining Hall
- 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 Instructors 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 and conducting frequent head counts.
- Take the lead at your dining table to initiate conversation amongst the kids and support clean up and family style dining.
- Try to give equal attention to all the kids in your group
- Take photos
- Use cell phones only for emergencies or photos.
- Help students keep track of borrowed gear and return before departure
- Listen to IslandWood instructors' expectations for students and support behavior management as asked by IslandWood instructors.

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 during 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 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-4:30 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 9:00 Free lodge times:
- 4:30-6:00pm During meals, after the evening program, and 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. 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

- 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.
- Drop-in guests, visitors, or family members are prohibited.
- 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
- Except for lunches on arrival day, please do not bring any food to IslandWood. Food is not allowed in the lodges.
- The possession or consumption of alcoholic beverages and/or illegal drugs is prohibited.
- Smoking is not allowed in any building, on the trails, or in the forest.
- Weapons are prohibited on campus.
- Students may not bring candy, gum, food, or personal electronics (iPods, etc.) to IslandWood.
- Student cell phones are not allowed at IslandWood. Adult cell phones are to be for emergencies & photos only. Lodge phones are for adult use only.
- No use of IslandWood's field structures is permitted without an IslandWood staff member present.
- Students may not leave the campus without a chaperone, teacher, or parent who must sign the student out with the Registrar.
- No swimming in the pond, estuary, or harbor.
- Supervision is required in the lodges and is the responsibility of the school's teachers and adult chaperones.
- Before departure from IslandWood, please follow the departure procedures posted in the lodges and in your lodge binder.
- 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.
- Quiet hours are from 9:30 p.m. until 7:00 a.m.
- 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-ADULTS

- Lunch for the first day
- Name Tag with your information

Clothing

- Sneakers or hiking shoes
- Extra pair of sturdy walking shoes
- Warm jacket
- Sweater and/or sweatshirt
- Long underwear (winter season)
- T-shirts
- Underwear and socks, at least 3 pair
- Long pants, at least 3 pair
- Shorts (warmer seasons)
- Warm pajamas
- Slipper for the lodge, shoes are not allowed to be worn in the lodge
- Hat and gloves (not mittens)
- Plastic bag for dirty clothes
- Rain jacket and rain pants-if available

Personal Gear

- Toothbrush & toothpaste
- Shampoo & conditioner
- Hand towel and washcloth (IslandWood provides a small bath towel)
- Brush & comb
- Chapstick

Outdoor Activity Gear

- Backpacks
- Pen & Pencils
- Reuseable Water Bottle and Coffee Mug with lid
- Brush & comb

Optional Gear

- Flashlight
- Bug Repellent (non-aerosol type)
- Sunscreen (non-aerosol type)
- Sun hat

*****IslandWood provides bedding as follows: pillow and pillowcase, fitted sheet and**

blanket. Also, a small bath towel.

What *NOT* to Bring

- Money
- New clothes or shoes that you don't want to get dirty
- Sandals or open toed shoes
- Radios or music players
- Electronic games, i-pads, or tablets of any sort
- Knives or other sharp objects
- Weapons of any kind
- Matches or fireworks
- Chewing gum, candy, or food of any type (with the exception of lunch on the first day)
- Jewelry or valuables
- Alcohol or drugs (other than prescription)
- AEROSOL SPRAYS (deodorant, fragrances, sunscreens, or bug sprays)
- Disposable hand warmers

***Please limit luggage to one suitcase, backpack or duffle bag. A heavy-duty trashcan liner can be used instead of a suitcase. Avoid bringing unnecessary items.

*****IslandWood is not responsible for mailing articles left behind.**

Also-Check out these 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>

The Gear Library



The IslandWood Gear Library items are available, at no charge to schools or families, while visiting IslandWood. Our caring and helpful docents are available on the day your students arrive to help them check out items that they may not have brought from home but are helpful to have while visiting.

Some items are:

- Rain Jacket
- Rain Pants
- Fleece Jackets
- Water Bottles
- Backpacks
- Hats
- Gloves or mittens

Student and Parent Packet



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

Dear Parents & Caretakers,

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.***

- Make sure your students 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!

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. We will be respectful & cooperate with students & adults from other schools. At IslandWood, we are all part of the same outdoor school.
- Each day we need to be ready with a 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 all meals and snacks unless previously arranged.
- **Cell phones & other personal electronic devices may NOT 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 9:30pm until 7:00am

- We will respect the property of 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.

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. Breakfast & Dinner are served family style and students can go back for more if they are still hungry. Lunch is served picnic style and will be eaten in the field. We also provide snacks. 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, with advance notice. 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 but 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 outdoor school 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. IslandWood has a gear library including raingear, backs, and water bottles for students to borrow.

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 the students. Everyone who works at IslandWood has gone through security clearance and always wears a name badge.

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 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, chaperones and classmates.

What to Bring to IslandWood- 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!!**

On Arrival Day:

Please bring a bag lunch to enjoy at IslandWood

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-shirt or other light shirts

Daily change of underwear

Daily change of warm, thick socks

3 pair of long pants

1 pair of shorts

Warm pajamas

Hat and gloves

Plastic bag for dirty clothes

Raingear-if available

Personal Gear:

Medical face masks if your student wants to wear one

Toothbrush and toothpaste

Shampoo

Hand towel & wash cloth

Brush or Comb

Inexpensive watch, not smartwatch

Noise cancelling headphones if they have noise sensitivities

Outdoor Activity Gear:

Bug repellent (not aerosol type), lip salve, sunscreen (not aerosol) and sun hat

Books and writing materials

Photos or small items to provide comfort at night

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

****IslandWood provides the following bedding for each student/adult:**

Fitted sheet, blanket, pillow and pillowcase, small bath towel

What *Not* to Bring!

Money
New clothes or shoes that can't get dirty
Sandals or opened toed shoes
Radios, CD or tape players, electronic games
Laptops, tablets, cell phones, smartwatches
Knives or other sharp weapons
Matches, lighters or fireworks
Chewing gum, candy, and food (other than lunch the first day)
Jewelry or valuables
Hair dryers, curling irons, or other electronic devices
Alcohol or drugs
Medicines (for children) that have not been turned over to the teachers for safe keeping
Aerosol Sprays (example: deodorants, fragrances, sunscreen or bug spray)
Disposable handwarmers

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.

APPENDIX

Please print the number of copies of each that you need and distribute accordingly.

1. Adult Release Form
2. Student Release Form
3. Day Visitor Form
4. Managing Homesickness Document-Teachers and Chaperones
5. Managing Homesickness Document- Parents/Caregivers/Students
6. IslandWood Policy for School Visits-Teachers Signatures Required
7. Pre-Trip Questionnaire
8. Name tags template
9. IslandWood School Overnight Program Daily Schedule Template
10. Chaparone Scheduling Worksheet

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

ADULT NAME _____
School/Group: _____ Program Dates: _____
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 I 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 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.

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!!! 6/12/2024

<p>Race/Ethnicity/Origin* (Optional) 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> <ul style="list-style-type: none"> • Specific information identifying your child will not be shared with any outside person or organization. 	<p>Medications</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>Food Restrictions These are not food allergies (please use the box to the right).</p> <p>___ No Restrictions ___ Vegan ___ Vegetarian ___ Gluten Free ___ Dairy Free ___ No Nuts/Tree Nuts ___ No Egg ___ No Soy ___ No Pork ___ No Red Meat</p> <p>We are able to accommodate most food requests if we have advance notice.</p>	<p>Food Allergies</p> <p>Has your child been diagnosed with any food allergies? If yes, please list:</p> <p>_____</p> <p>_____</p> <p>If you listed any food allergies, your child must have a School Health Plan on file at school OR you must submit a doctors' Food Allergy Action Plan before your child may attend. We are able to accommodate most food allergies with this advance paperwork.</p> <p>Has your child been prescribed epinephrine?</p> <p>----- Yes----- No</p>
<p>Miscellaneous/Medical</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>Health Care</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. 6/12/2024

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.

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: _____

<p>Race/Ethnicity/Origin* (Optional) 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> <ul style="list-style-type: none"> • Specific information identifying your child will not be shared with any outside person or organization. 	<p>Medications</p> <p>Is your child taking any medications? <input type="checkbox"/> Yes * <input type="checkbox"/> 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>Food Restrictions These are not food allergies (please list those in the box to the right).</p> <p><input type="checkbox"/> No Restrictions <input type="checkbox"/> Vegan <input type="checkbox"/> Vegetarian <input type="checkbox"/> Gluten Free <input type="checkbox"/> Dairy Free <input type="checkbox"/> No Nuts/Tree Nuts <input type="checkbox"/> No Egg <input type="checkbox"/> No Soy <input type="checkbox"/> No Pork <input type="checkbox"/> No Red Meat</p> <p>We are able to accommodate most food requests if we have advance notice.</p>	<p>Food Allergies</p> <p>Has your child been diagnosed with any food allergies? If yes, please list:</p> <p>_____</p> <p>_____</p> <p>If you listed any food allergies, your child <i>must</i> have a School Health Plan on file at school OR you must submit a doctors’ Food Allergy Action Plan before your child may attend.</p> <p>Has your child been prescribed epinephrine?</p> <p>----- Yes ----- No</p>
<p>Miscellaneous/Medical</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>Health Care</p> <p>Name of physician: _____</p> <p>Physician’s telephone: _____</p> <p>Is child covered by any medical insurance: <input type="checkbox"/> yes <input type="checkbox"/> no If so:</p> <p>Carrier: _____</p>

PARENT OR GUARDIAN: PLEASE COMPLETE BOTH SIDES OF THIS FORM IN INK.

6/12/24



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. Day Visitors also must fill out an Adult Release Form and submit it. A per diem charge of \$100 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 _____

***no arrivals are accepted prior to 8:30am. If you are running late please call 206- 855-4305 to let us know.**

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

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



PLANNING AND PREVENTION TO MANAGE HOMESICKNESS

Students and Caregivers

Make sure that students are told before they come to IslandWood about the possibility of homesickness and that it is OK and understandable to feel that way. There are many methods to help them overcome those negative feelings and focus on the positive aspects of their IslandWood experience. Below are some helpful strategies that can be used prior to arrival for the overnight program to set students up for a successful stay.

- Communicate as much information about the upcoming away from home experience as possible before students ever leave their familiar environment. The more control and choice the students feel in the decision to come to IslandWood, the easier their struggle with homesickness will be.
- Helping your child pack for their IslandWood experience and talking through what needs to be packed and why with them will help them feel more in control of the situation once they arrive at IslandWood.
- Go over any information that your school has provided you with about the IslandWood trip together with your child. Ask them what questions they have about their upcoming experience and what they are looking forward to or worried about.
- Encourage students to bring a small object that will help remind them of home and/or family members if they feel the need. Can be a picture, a keepsake, a small toy, or any other small object that they can keep on their person or in their sleeping area that they can use to comfort themselves. Loved ones can help students choose an object or offer something of their own for the student to keep during their time at IslandWood.
- Family members are encouraged to write a brief letter expressing their love, pride, and belief in their child's capabilities before the students depart for their overnight trip. These letters may be distributed to students at a specified point during the week or simply be on hand for those students who are anticipated to struggle with homesickness. This can be achieved ideally via physical letters that the students pack themselves, or perhaps through email if a system for this has been set up with chaperones coming on the IslandWood trip. Below are some tips for writing your letter. These are not a roadmap to a

perfect cure for homesickness but are tools at your disposal to help your child manage their anxiety about being away from home in a healthy and positive way.

- Avoid saying "I miss you" in your letter. These feelings are normal and are a part of being a parent but can increase anxiety and worry when expressed to students in this context. Encouraging your child to face their fears and embrace new experiences on their own is important. Keep the focus on positive aspects of their time at IslandWood and you will help steer them towards a more enjoyable experience overall!
- Expressing excitement about hearing what students learned and what challenges they overcame will help them stay positive and focused on the personal growth they can achieve during their time here.
- Tell your child that you believe in their abilities and are proud that they are willing and able to undertake this adventure far from home. Tell them how excited you are that they have this opportunity to explore a new place with people who care about their education, well-being, and safety. Again, keeping the focus on your excitement and the positive aspects of their time away from home. Try to model the hopeful and resilient energy you want them to have while away from home in your short letter.
- Remind them of another time in their lives when they overcame a difficulty on their own or share a personal or family story with similar themes to help boost their self-confidence.



PLANNING AND PREVENTION TO MANAGE HOMESICKNESS

Teachers and Chaperones

The 2 core pillars of helping students overcome homesickness are:

- Giving them a feeling of control over their situation.
- Providing an understanding that they are in a safe and supportive environment.

More specific methods to support homesick students:

- Identify the root of the student's concerns and address them. Homesickness becomes more pronounced when students have unaddressed concerns in one or more of a few common areas; safety, social, or logistical considerations. Identifying these concerns is the first step in providing support to a homesick student. Check in with the student that these feelings are not due to discomfort with a specific aspect of IslandWood programming and accommodations or perhaps a loss of outdoor gear.
- Remind students that missing home and those we care about is normal and completely understandable. Provide validation for their feelings. We should help our students to recognize these feelings within themselves, acknowledge them, and then decide how we can best move forward. Tell students that their love for their family is a great thing and that their family wants to see them grow, have new experiences, and will be very proud of them when they return at the end of the week.
- Talking to a trusted adult may help students experiencing homesickness process their emotions or journaling about their feelings and experiences can be helpful. This journal can be shared with adults here at IslandWood to provide more information on how to best support the student, could be shared with family once they return home, or simply used for personal use at the student's discretion. A helpful journaling or discussion prompt for homesick students is to simply make a list of all of the things that they enjoyed about IslandWood so far. Then have them list what they are most excited about doing during their remaining time at IslandWood.
- Mindfulness and anxiety-releasing exercises such as deep breathing or progressive muscle relaxation can be modeled for students to help them calm and center themselves when they feel homesick.
- Keep students engaged. Homesickness usually flares up when students have unstructured time to themselves and engage with their anxiety rather than activities with their fellow students or productive solo activities. These students may benefit from encouragement to join others in an ongoing activity during their cabin time or be reminded that they have an exciting book to read that can help them improve their mood.

IslandWood Policy for School Visits

Each Teacher Must Read and Sign, please return to IslandWood with other paperwork

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 lunch) 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, or personal electronics (ipods etc) to IslandWood.
9. Student cell phones are not allowed at IslandWood. Adult cell phones are to be used for emergencies & photos only. 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 campus without a chaperone, teacher, or parent who must sign the student out with the Register, SOP Manager or Coordinator.
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's 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 and instructor.
16. Quiet hours are from 9:30pm to 7:00am
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.

All Teachers must sign in acknowledgement and return to the Registrar

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____



Pre-Trip Questionnaire

PLEASE RETURN 1 MONTH PRIOR TO YOUR ARRIVAL

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) What dates will you be attending IslandWood?

Lead Teachers and Anchor Teachers:

- If you are a Lead Teacher but not an Anchor Teacher, you will need to have a field group assignment.
- If you are Lead & Anchor Teacher, you do not have to have a field group assignment.
- Adult Chaperones that are not Teachers must have a field group assignment and do not move to different field groups.
- If you are a Teacher and want to move between field groups, you will also be an Anchor.

- 3) Which teacher will be the **Lead Teacher** at IslandWood this year?

- 4) Which teacher will be the **Anchor Teacher** at IslandWood this year?

- 5) How will your students arrive at IslandWood?
___ Private vehicles? ***Park in the lower lot upon arrival***
___ Buses How many? ___ ***Come to the Arrival Shelter***

6) How will luggage arrive at IslandWood? Please remember to tag luggage with different colors for different lodges. Paper, Yarn, Ribbon, Colored Tape all work well. This will help expedite arrival time. **Blue=Bird's Nest**, **Green=Mammal's Den**, **Purple=Fish Tank**, **Orange=Invertebrate Inn**.

- on bus with students
- in private vehicles with teachers & chaperones
- in separate luggage van or truck

7) What are your primary learning objectives for this trip?

8) Indicate (✓) how familiar your students are with the following concepts:

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

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

9) Please identify students who may face 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. **Please only list students with critical needs.**

Student Name	Academic Challenge	ELL: Primary Language	Behavioral Challenge	Physical Challenge	Suggestions for Success
Example: Suzy Smith	Reading			Wears glasses	Check in with Suzy privately to see if she feels like reading out loud.

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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:

FIRST NAME

PRONOUNS

FIELD GROUP



DINING TABLE

LODGE

ROOM

If you have your release forms and assignments returned to IslandWood at least two weeks 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 kellanb@islandwood.org.

IslandWood School Overnight Program Daily Schedule

Time	Monday	Tuesday	Wednesday*	Thursday
7:00		Wake Up! Prepare for the day/kitchen help		
7:30		Breakfast		
8:30		Gather clothing & gear.	8:30-9:30 Lodge cleanup; Gather clothing & gear for field study	
9:00-12:30 		Field Study: Gather at Friendship Circle, Greet, Intro, Team, Gear, Go! 		9:30: Field Study
	11:30 Arrival Welcoming Lodge Orientation			10:50 Closing Friendship Circle Ceremony
12:30-4:30	Lunch, Field Study			11:30-12:00pm Load buses for departure
4:30-6:00	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 Lead Teachers:**

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

Chaperone Scheduling Chart For Teachers & Chaperones

ACTIVITY	TIMES	Chaperones Needed (Daily)	Names	
Wake Up & Shower	7:00-7:30	Bird's Nest: 2 Chaperones: Mammal's Den: 2 Chaperones Invertebrate Inn: 2 Chaperones Fish Tank: 2 Chaperones	1 3 5 7	2 4 6 8
Dining Hall Set Up Breakfast	7:00-7:30	If your lodge is selected for Dining Hall set up for Breakfast, please select one adult to accompany students to the Dining Hall.		
Breakfast with Students	7:30-8:30	All Chaperones- One chaperone per table required.		
Gather Field Study Gear	8:30-9:00	Assign two chaperones per lodge to assist students in gathering any field study gear. Bird's Nest Mammal's Den Invertebrate Inn Fish Tank	1 3 5 7	2 4 6 8
Field Study Time	9:00-4:30	One Chaperone Per Field Group If you only have 2 field groups, only assign 2 names, if you have 6 field groups, you assign 6 names	1 3 5 7 9	2 4 6 8 10
Lodge Time	4:30-6:00	2 Chaperones assigned per lodge, per day Bird's Nest: 2 Chaperones: Mammal's Den: 2 Chaperones Invertebrate Inn: 2 Chaperones Fish Tank: 2 Chaperones	1 3 5 7	2 4 6 8
Dining Hall Set Up Dinner	5:30-6:00	If your lodge is selected for Dining Hall set up for dinner, please select one adult to accompany students to the Dining Hall.		
Dinner with Students	6:00-7:00	All Chaperones- One chaperone per table required.		
Evening Program	7:15-8:15	One Chaperone with each field group		
Bedtime Preparation	8:30-9:00	2 Chaperones assigned per lodge, per day Bird's Nest: 2 Chaperones: Mammal's Den: 2 Chaperones Invertebrate Inn: 2 Chaperones Fish Tank: 2 Chaperones	1 3 5 7	2 4 6 8