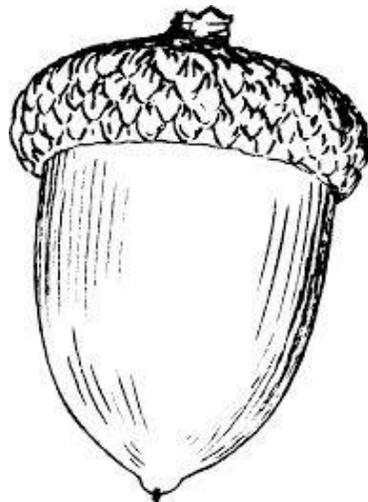




**OUTDOOR EDUCATION
TEACHER'S PLANNING GUIDE
For Kindergarten-Third Grade Day
Program**



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**



Teachers, Parents, and School Administrators:

Thank you for your interest in YMCA Camp Potawotami. YMCA Camp Potawotami is excited to announce its kindergarten through third grade Outdoor Education curriculum. This curriculum is specifically designed to meet the Indiana State standards for students in K-3rd grade. A day trip will allow schools to visit YMCA Camp Potawotami within their school day schedules Teachers, Parents, and School Administrators:

This guide has been created to assist you in planning a successful and enjoyable outdoor experience at Camp Potawotami. YMCA Camp Potawotami asks that you read through this guide whether you are a new or returning school as some of the information has been updated including schedule layouts and class choices. **Please pay special attention to the Teacher/Chaperone ratio and cost information on page 3.**

Our curriculum combines natural science, team building, and outdoor recreation skill classes. We will work with you in order to design a program specifically to fit your goals for your students.

YMCA Camp Potawotami has been helping school students to learn and grow in an outdoor setting since 1966. Staff and teachers have been first-hand witnesses to the difference that a visit to YMCA Camp Potawotami can make. After their Outdoor Education experience at YMCA Camp Potawotami, students have a better appreciation for the natural world, new outdoor skills, enhanced group relationship skills and stronger personal ties with classmates and teachers.

In addition to this guide, enclosed is information for teachers, students, and parents. Please feel free to use and/or duplicate any of the forms found within.

Enjoy looking through our planning guide and if we may be of further assistance, please don't hesitate to contact us at (260)351-2525. We look forward to working with both you and your students.

Sincerely,

Sincerely,

Katie Taylor
Program Director
YMCA Camp Potawotami
Office: (260)351-2525 ext 303
katie_taylor@fwymca.org

Business Policies

COST: The cost for this one day program is \$20 per person. That includes 3 class periods and lunch.

CAMP DATES: Because of the demand, it is our policy to retain the same dates for each school from year to year. Any school that would like to change dates of their experience will be handled to the best of our ability to fit them into the Camp calendar.

BILLING: Our billing is based on the confirmation number on the contract. Any change of numbers must be provided **two weeks** before your group arrives at Camp Potawotami. You are required to pay for the minimum number of students listed on your contract or the actual number of students attending, whichever is greater. Please check your contract for your expected minimum number. A non-refundable deposit is required when reserving a camp date. The balance will be invoiced to the school two days after the program has ended and is due 15 days after your experience.

TEACHERS/CHAPERONES RATIO and COST: To help ensure an adequate adult to student ratio, YMCA Camp Potawotami allows 1 adult for 10 students to come to camp for free. The ratio of 1:10 applies to teachers and school staff. All other adult chaperone would need to pay for the trip. *If you have any chaperones/parents who are not staying the whole trip please contact the office, so we can discuss a reduced fee for those adults.*

FINANCIAL ASSISTANCE: In an effort to assist students who may not otherwise be able to attend, Camp Potawotami has a fund set aside to be used for individual scholarships. Any teacher or principal may request assistance for specific students. To request assistance for a student, please contact the Camp office.

Students with disabilities: YMCA Camp Potawotami welcomes all students to camp. All of our buildings are wheelchair accessible. Many of our activity programs can be adaptable for all our guests including those with disabilities. Please contact the Camp office to discuss individual students' needs.

YMCA Camp Potawotami Camp Facilities

YMCA Camp Potawotami is a fully modernized resident camp that meets or exceeds standards set by the American Camping Association and the State of Indiana. It is maintained and cleaned by full-time maintenance personnel and inspected biannually to pass strict safety and health guidelines.

ARROWHEAD LODGE: Our completely winterized dining hall can feed up to 180 people. Arrowhead's large floor area and stone fireplace make it multi-functional space for games and activities. Restrooms and complimentary coffee for adults are located within.

LINCOLN LODGE: Lincoln Lodge is a small environmental classroom.

RECREATION: Activities include soccer, kickball, tetherball, gaga, and the mole hole. Basketball courts, the sand volleyball court, and the baseball diamond are always popular sites for action.

YMCA Camp Potawotami Residential Outdoor Education Policies

Medical

First Aid and CPR

Schools are responsible for first aid, medical care, and emergency transportation. YMCA Camp Potawotami recommends groups have an adult on duty that is qualified in First Aid and age appropriate CPR/AED. In case of an emergency, Parkview Noble Hospital of Kendallville is only ten minutes away. All prescription medications are to be kept and distributed by the school staff.

Health Information

A Health Information Form is REQUIRED for each student who attends the program. The forms will be kept in the camp office. We recommend that groups keep the following information on hand in case of emergencies: Names, addresses, and ages of all participants, emergency contact names and phone numbers, a listing of any person with known allergies or health conditions requiring treatment, restriction, or other accommodation while at camp, and signed permission to seek emergency treatment or a signed religious waiver.

First Aid Kits

Limited first aid supplies are available in the kitchen of every building. Schools may store their own first aid supplies, equipment, and medication in their cabin or in the Med Shed. Keys can be provided to keep medication locked up.

Transportation

Parking

All cars must remain in the appropriate parking lot at all times after unloading. Cars are to remain off the grass.

Non-emergency transportation

A school vehicle for transportation of non-emergency medical issues is highly recommended.

Emergency transportation

EMS is available in LaGrange County by calling 9-1-1. The closest emergency medical facility is Parkview Noble Hospital in Kendallville, Indiana.

Emergencies

Missing Person/Emergency

A safety orientation will be provided upon arrival at camp as soon as all members of the group are present. A YMCA Camp Potawotami staff member should be notified immediately in the event of an emergency. The group should reassemble at the flag poles. In the event of a missing person, YMCA staff will conduct a search of the premises. YMCA Camp Potawotami staff will give further instructions as needed.

Severe Weather

YMCA Camp Potawotami staff are trained in severe weather response and will review procedures with your group during the safety orientation. In the event that severe weather requires your group to take shelter, a staff member will escort your group to the nearest shelter area. For main camp, the shelter area is in the Kanga Room located beneath Arrowhead Lodge. In Sharples Center, the shelter area is in the building's bathrooms. In Voyager, the shelter area is in the kitchen area.

Miscellaneous

Group Sizes

YMCA Camp Potawatami can accommodate a variety of group sizes from 10 to 120 students. Students are divided into working groups called "trail groups" for class time. The number of trail groups will be based on a ratio of 1 group for every 15 students.

Schedule

Programs for schools will vary depending on the length of a stay. Please refer to page 8 is the layout for the different lengths of stays at camp. YMCA Camp Potawatami will organize and run one evening program for each night the group is at camp. We will also provide s'mores one evening. Students bring a sack lunch for the first day of their stay. Camp will provide the remainder of the meals.

Chaperones

It is the responsibility of the school to obtain chaperones to spend nights in the cabins, Sharples Center or Voyager Lodge with the students. These chaperones may be parents or school staff, or teachers. YMCA Camp Potawatami strongly recommends screening all chaperones. Minimum screening should include a check of the National Sex Offender Registry but may include other screening procedures such as interviews, references, and background checks.

Property and Equipment

The camp provides basketballs, volleyballs, and soccer balls for the use of groups while at camp. No weapons are to be brought on to the Camp Potawatami property. Animals may not be brought to camp without permission from the Executive Director. YMCA Camp Potawatami is not responsible for damages to or injuries from personal sports equipment or animals at camp. During scheduled recreation periods, YMCA Camp Potawatami will provide staff for a limited number of activities that will be identified on the group schedule prior to arrival. Groups are responsible for providing adult supervision for all other recreational opportunities.

High Risk Areas

High Ropes, Challenge Elements, Teambuilding facilities, the waterfront, the ranch, the archery range, and the rifle range require a trained YMCA Camp Potawatami staff member to supervise the activities. These facilities are off limits without a staff member.

Alcohol and Smoking

Alcohol and smoking are not permitted on camp property.

Rule of Three

YMCA Camp Potawatami requests that whenever a student needs to go anywhere that three people go. This could mean the student and two chaperones go or the student, a second student and a chaperone. This rule is to help ensure everyone's safety while at camp.

YMCA Camp Potawotami Outdoor Education Class List

Creepy Crawlies

Just as the name suggests, students learn about insects and spiders. Students will discuss what makes an insect an insect. Discussion will include habitat, food, body structures and life cycles. Students will then be able to explore camp's environment in order to find, locate and identify various insects.

Cooperative Games

Students work together to solve fun and interesting challenges. The importance of cooperation, listening, participation, and encouragement are stressed.

Leaf and Plant Hunters

In leaf and plant hunters the students will: observe and explain why trees and plants are important, talk about trees and that items still on the tree are alive and collect a sample of a leaf, twig, and bark and compare it to other samples found in the class. Students will learn about leaves and plants through hands on activities.

Soil Investigators

Students will identify the composition of soil by examining soil with a magnifying glass and sifter and learn how to use a "Texture by feel" test. At the end of the class the students will be able to answer the following two questions: how is soil created and what is needed to create soil?

Recreation Skill Classes

Canoeing

The ultimate lesson in working together; canoeing combines fun and adventure. Blackman Lake is perfect for the beginner, yet still holds challenges for those with experience. On land, students will learn the basics of stroking, steering, and safety, including properly fitting a lifejacket. In the water, students will put these techniques into action. Because bad weather can easily cancel this class, please choose an alternative class we can use if needed. Additional chaperones will be needed for each group.

Climbing Tower

Camp Potawotami's 50 ft. climbing tower requires participants to step outside of their comfort zone. Expanding a student's comfort zone will not only improve self-esteem, but will also promote independence and can help to conquer fears or insecurities. Our climbing wall is also a teambuilding exercise because we emphasize support and encouragement from everyone. All participants will wear safety equipment and be given careful instructions from a trained facilitator. At least two adults are required to help with this activity.

Camp Terms and Ideas

Hoppers: These are students who are responsible for setting up the dining hall prior to each meal. Hoppers need to be at the dining hall 15 minutes before mealtime to help set tables.

Birthdays: We want to celebrate with your students' on their birthdays, so please let us know of any birthdays that will occur during your trip by including that information on the action plan.

Trail Groups: Before arriving, teachers are to divide their students into groups. You will be notify before you trip about the number of trail groups the school will be split into. These groups will be together for all activities while at camp. We recommend that teachers not assign parent chaperones to their children's groups.

Optional Activities

Flags: Each day we do a flag raising ceremony 15 minutes before breakfast. At this ceremony we raise the American Flag and the YMCA core value flags (Honesty, Respect, Caring, and Responsibility). In the evening the flags are lowered. The core values are discussed during each flag ceremony.

Grace: We offer the opportunity for students to participate in fun singing graces before each meal. If grace is not desirable, we can offer a moment of silence before meals.

Camp Store: The camp store is available for your students to purchase souvenirs and/or snacks. Prices range from \$1.00 to \$35.00.

YMCA Camp Potawotami Schedule

All schedules will be created according to the template below.

Day Program Schedule

9:30	Arrive/Orientation/Intro
10:00	Class 1
11:15	Class 2
12:15	Lunch
1:00	Class 3
2:15	Depart

Arrival and departure times can be adjusted to fit the needs of the school.

Camp Potawotami Teacher Checklist

	<u>Date Completed</u>
1. Confirm trip dates. Dates attending _____	1. _____
2. Contract and deposit returned by date specified on contract.	2. _____
3. Send parent information letter.	3. _____
4. Schedule teacher/parent meeting. (YMCA Camp Potawotami staff available to attend)	4. _____
5. Send permission slips and health forms to parents.	5. _____
6. Action plan completed and returned to Potawotami.	6. _____
7. Money/health forms collected from students.	7. _____
8. Study group roster completed.	8. _____
9. Transportation arranged.	9. _____
10. Chaperones finalized / meeting	10. _____
11. Inform Camp Potawotami of actual numbers no later than 10 days prior to visit.	11. _____

YMCA Camp Potawotami Outdoor Education Action Plan
Please make a copy to complete and return to YMCA Camp Potawotami.

School name: _____ Grade: _____

Arrival Date: _____ Time: _____ Departure Date: _____ Time: _____

Contact Person: _____ Phone: _____

Fax: _____ E-mail: _____

Address:

Other Teachers:

Number of female students: _____ Number of female adults (teachers and chaperones): _____

Number of male students: _____ Number of male adults (teachers and chaperones): _____

Number of Trail Groups: (1 group for every 15 students): _____

Goals of trip? _____

Special needs (i.e. diet, behavioral, physical, and learning)

Class choices: (3 for Day)

Please circle classes:

Leaf and Plant Hunters

Soil Investigators

Creepy Crawlies

Cooperative Games

Climbing

Canoeing

****If you chose canoeing, please pick an alternate class in case of bad weather****

Grace: Would you like our staff to lead a singing grace at mealtimes? _____

If no, would you like a moment of silence? _____

Store: Would you like your students to have the opportunity to visit our camp store? _____

If yes, would you like your students to purchase snacks and sodas? _____

Birthdays: Will any students be celebrating a Birthday while at camp? _____

Please share any additional information about your school or group that would be helpful for the YMCA Camp Potawotami staff to know.

Outdoor Education & Adventure Education Center-
Participation Agreement & Student Health Form

PARTICIPANT INFORMATION—PLEASE PRINT

Participant Name _____ School _____

Gender: MALE FEMALE Birth Date _____ Age At Camp _____

Home Address _____ Home Phone _____

City _____ State _____ Zip Code _____

1. Custodial Parent/Guardian _____ Cell Phone _____

Address (if different from above) _____

Business Name & Address _____ Business Phone _____

City _____ State _____ Zip Code _____

Email _____

2. If NOT AVAILABLE IN AN EMERGENCY, Notify _____

Relationship to Participant _____ Home Phone _____

PLEASE LIST ANY ALLERGIES YOUR CHILD MAY HAVE: _____

MEDICATIONS WE SHOULD BE AWARE OF:

RELEASE OF LIABILITY, PERMISSION TO TREAT & PHOTO RELEASE—PLEASE READ BEFORE SIGNING

I certify that the participant is in normal health and able to participate in YMCA CAMP POTAWOTAMI activities and programs as determined by the school named above. I understand that there is some inherent risk in activities at camp and accidents sometimes occur.

Initial* _____

I release YMCA CAMP POTAWOTAMI and the YMCA OF GREATER FORT WAYNE, its employees, members, trustees, board of managers, independent contractors from all liability, damages, costs and expenses arising out of or relating to bodily or physical injury, loss of life or personal property that may occur as a result of participating in YMCA programs. I also waive and release my photograph or likeness for any reason or purpose.

Initial* _____

I hereby give my permission to the medical personnel selected by the SCHOOL NAMED ABOVE and/or YMCA CAMP POTAWOTAMI to order x-rays, routine tests, and treatments; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for the participant named above. In the event I cannot be reached in an emergency, I hereby give permission to the medical personnel selected by the SCHOOL NAMED ABOVE and/or YMCA CAMP POTAWOTAMI to hospitalize, secure proper treatment for and to order injection and/or anesthesia and/or surgery for the participant named above.

Initial* _____

I acknowledge that I have read and understand all of the above.

STUDENT/CHAPERONE SIGNATURE **DATE**

*** PARENT/GUARDIAN SIGNATURE** **DATE**

**Required if participant/chaperone is less than 18 years of age*

