



Dear School Coordinator:

The staff here at NorthBay is looking forward to sharing a week of great excitement, adventure and learning with your 6<sup>th</sup> grade students. In an effort to make the planning of this week, **March 10<sup>th</sup>-14<sup>th</sup>, 2014**, as seamless as possible, we are sending your school everything you should need to register your students and to inform parents and teachers of their responsibilities.

Enclosed are the following:

- The School Planner – a 12-page document of general information about NorthBay for your staff
- Diabetes packet to be copied and sent home with any student you are aware of, who has diabetes.
  - \* Please notify NorthBay in advance of these particular students.
- Teacher and Adult Responsibilities
- NorthBay Adult Health/Consent forms for teachers and counselors
- Cabin assignment sheets (to be filled out by the school)
- Room assignments for teachers (hotel-style rooms)

Time line for the **TRIP COORDINATOR**:

- ***Immediately: Return the NorthBay School Registration form*** (the first page after this letter), along with a complete class list. You may fax (443-967-0501) or mail this, but it is **extremely** important that we get this information and have the name of your school contact person.
- **As soon as possible:** Distribute the Parent Information and Health/Consent packets to the students to take home. This is also a good time to hand out the Teacher and Adult Responsibilities sheets.
- **Also, as soon as possible: *Call your district office to arrange bus transportation.***
- **February 12<sup>th</sup>** is the deadline for student Health/Consent forms to be returned to the school.
- **February 14<sup>th</sup>** mail all the Health/Consent forms that have been returned to school back to NorthBay. We strongly suggest that you make copies (of the first page only of the Health/Consent form and any Medication forms) and keep them for backup. Also, include your student cabin lists and teacher room lists. NOTE: We recognize that you probably will not have all of your forms in by this date, *but it is critical that you send us whatever you do have.* We need this time to enter the information into our computer system and for our nurse to follow up on any incomplete health forms.

**For any questions or concerns, please do not hesitate to call NorthBay Administration at 443-967-0500.**

Heather O'Rourke  
443-674-9027  
horourke@northbayadventure.com (email)

# NORTHBAY SCHOOL REGISTRATION FORM

*Please return this form as soon as possible.*

School Name: \_\_\_\_\_ District \_\_\_\_\_  
Principal: \_\_\_\_\_ email: \_\_\_\_\_  
Assistant Principal: \_\_\_\_\_ email: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Dates Attending: \_\_\_\_\_ Estimated number of students: \_\_\_\_\_  
Estimated number of adults: \_\_\_\_\_

**MANDATORY TRIP COORDINATOR** - organizing liaison between school and NorthBay responsible for compiling & sending the following necessary documentation to NorthBay three weeks prior to trip: cabin assignments including adult cabin leader names, Health Information/Consent forms for all students attending, Medication forms, teacher room list.

*Name:* \_\_\_\_\_

*Phone:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Email:* \_\_\_\_\_

**While at NorthBay** - The trip coordinator needs to be on camp 24 hrs/day and available to respond to radio calls as needed. The emergency driver has to have his/her own personal vehicle at NorthBay and be available to make hospital runs as well as to take children home (for disciplinary issues). **The emergency driver and the trip coordinator cannot be the same person** given that one needs to be on camp at all times and one may be called off of camp at times. These people can be assigned upon arrival to NorthBay but we would prefer they be assigned in advance.

## **Emergency Driver while at NorthBay:**

*Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Title:* \_\_\_\_\_

**\*Please sign & return a copy of this page via mail, fax, or email and include a complete class roster of your 6<sup>th</sup> graders. If both of these are not received 30 days prior to visit, reservation may be cancelled.**

Heather O'Rourke, NorthBay Administration  
11 Horseshoe Point Ln.  
North East, MD 21901  
443-967-0500  
443-967-0501 (fax)  
[horourke@northbayadventure.com](mailto:horourke@northbayadventure.com)

**Organizer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Adult Guest Liability Consent

School \_\_\_\_\_ Dates at Camp \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address \_\_\_\_\_

Emergency contact name \_\_\_\_\_ Phone # \_\_\_\_\_

Medical conditions/concerns you would like the NorthBay nursing staff to know about while you are here at camp \_\_\_\_\_

## PLEASE READ AND SIGN BELOW

As a policy of NorthBay, we require that a Release of Liability Form be signed as a requirement to attend camp. I represent that I desire to attend a camp and participate in activities sponsored by NorthBay, LLC (“NorthBay”). In consideration for NorthBay permitting the Guest to attend the camp and participate in the activities, I have agreed to execute this Release of Liability and Assumption of Risks (the “Release”).

LIABILITY RELEASE - I understand that participating in some of the activities sponsored by NorthBay, including canoeing, kayaking, boating, water skiing, hiking, swimming, snorkeling, tubing, fishing, rock climbing, zip line, sport activities, nature activities, and the ropes course, involve certain risks, including the risk of serious injury. I agree that I shall assume all such risks as well as any other risks involved in any activities sponsored by or involving NorthBay. I also agree to release and discharge NorthBay and all of its employees, agents, and representatives, as well as all other persons, corporations, or other entities that might have any liability to or me (the “Released Parties”), from and against any and all damages, actions, claims, and liabilities, whether known or unknown, anticipated or unanticipated, suspected or unsuspected, relating to or arising from me attending camp or being involved in any activity, occurrence, or event connected in any way to NorthBay. I understand that certain camp activities may include traveling in NorthBay owned and operated passenger vehicles. I also agree to release NorthBay, its employees, agents, and related entities from and against any and all claims, injuries, and liabilities of any kind that happen while the Camper attends camp, doing any activity connected in any way to the NorthBay program, or caused by any inappropriate behavior on the part of myself. However, NorthBay will be responsible for claims caused by the gross negligence or intentional misconduct of NorthBay.

PUBLICITY RELEASE – I give permission to NorthBay the right to use, reproduce, and/or distribute photographs, films, video-tapes, and sound recordings of myself, without payment or approval rights, for use in materials created for promoting NorthBay.

HEALTH RELEASE - In the event I become unconscious or are unable to make decisions for myself due to a sudden injury or illness while I am on camp property, I hereby give permission for NorthBay staff to request emergency medical services by calling 911 and to provide emergency medical care until such time as EMS arrives to assume care. I understand that I am responsible for any medical expense occurred while at camp for emergency transport, hospital treatment or medications needed while at camp. I understand that the Camp is not responsible to submit any insurance or prescription claims to my insurance provider.

The laws of the State of Maryland shall govern the rights and obligations of the parties to this Release and the interpretation, construction, and enforceability thereof. I agree on behalf of the Camper and myself that any lawsuit brought against NorthBay shall be brought solely in the Circuit Court for Cecil County, Maryland and, in connection with any such lawsuit, I agree on behalf of myself and the Camper that the trial will be conducted and determined by the Judge assigned to such trial, and voluntarily waive any right the Camper or I may have to a jury trial. I further agree to pay any attorney’s fees incurred by NorthBay if I attempt to contest the validity of this Release.

PREGNANCY – Adventure activities are NOT RECOMMENDED for women that are pregnant. If you have any questions please contact one of our staff members in Administration.

I hereby agree that I have read and understand the liability statement above

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# NorthBay Cabin Assignments

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

**Instructions:** Please print names clearly. You may also type and fax or email the assignments. Keep in mind that a cabin chaperone sleeps in the cabin with the children and therefore must be of the same gender. There is a separate assignment page/worksheet for teachers staying in individual rooms.

**Circle: Boys or Girls**

**Circle: Boys or Girls**

1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
<b>Counselor:</b>		<b>Counselor:</b>	

**Circle: Boys or Girls**

**Circle: Boys or Girls**

1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
<b>Counselor:</b>		<b>Counselor:</b>	

**Circle: Boys or Girls**

**Circle: Boys or Girls**

1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
<b>Counselor:</b>		<b>Counselor:</b>	

## Teacher Guest Rooms in Roost

\* If you are sharing your week with other schools, you will not have access to all of these rooms. Each room contains 2 single beds; teachers will be asked to share a room. Please place teachers two in a room on this form and we will do our best to accommodate single rooms but it is not guaranteed. Room numbers will change upon arrival to NorthBay. **\*Teachers are not permitted to bring guests (including family members, spouses, friends, etc.) on the trip.**

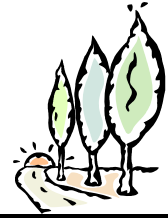
**SCHOOL NAME:** \_\_\_\_\_

Teacher's Names	Arrival Day	Departure Day
1		
2		
1		
2		
1		
2		
1		
2		
1		
2		

# Camping At NorthBay



## With Diabetes



### **MOST Important**

- ❖ Make sure to go over EVERYTHING on this sheet with your child before he/she comes to camp
- ❖ Please make sure he/she understands how to count carbohydrates if necessary
- ❖ Make sure your child can recognize signs and symptoms of a low and high blood sugar and to report any experience of these to an adult
- ❖ Make sure to teach the importance of reporting the correct blood sugar to the nurse

### **Remember To Bring**

- ❖ More than enough lancets and test strips for the duration of camp
- ❖ Keytone strips (make sure they are not expired)
- ❖ Glucagon (not expired)
- ❖ Insulin
- ❖ Syringes and needles or an insulin pen
- ❖ Infusion sets for pumps

### **Medication Information**

- ❖ Complete the NorthBay medication forms both prescription and over the counter medications, these must be signed by a doctor
- ❖ All medications must be in the original package with prescription label & manufacturer label intact
- ❖ If the child has a health plan or 504 plan, please send it as well
- ❖ If all forms, labels, and supplies are not received by dinner on arrival day, your child may be sent home for safety reasons

### **Carbohydrate Counting**

- ❖ Your child must keep track of what he or she eats at all meals if they are on a carb count
- ❖ Adults do not sit with kids during meal times
- ❖ Carb count is done during/after a meal, it is not approximated before meals
- ❖ Your child may keep a snack on them if necessary and extra snacks should be kept in the Wellness Center

### **Checking Blood Sugars**

- ❖ When your child checks his/her blood sugar, the nurse must view the meter before the machine is turned off
- ❖ If a child's blood sugar is high at dinner, a re-check will be done at midnight
- ❖ If a midnight blood sugar is high, a re-check will again be done at 3am

We appreciate all of your help and cooperation!

**NORTHBAY FORM FOR STUDENTS WITH INSULIN PUMPS**

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 School: \_\_\_\_\_

**CONTACT INFORMATION**

Parent/Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Pump Resource Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Other Emergency Contact: \_\_\_\_\_

**PUMP MANAGEMENT**

Type of pump: \_\_\_\_\_ When did Pump Therapy start? \_\_\_\_\_  
 Type of Insulin: \_\_\_\_\_

Basal rates: \_\_\_\_\_ 12am to \_\_\_\_\_ Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\* Also complete the Management of Diabetes at NorthBay Orders for correction formulas and carb ratios \*\*

Hyperglycemia:  
 \_\_\_\_\_ Pump site should be changed if blood glucose is greater than \_\_\_\_\_ times \_\_\_\_\_  
 Insulin should be given by syringe or pen if needed

**MANAGEMENT SKILLS OF STUDENT**

As verified by school nurse, health care provider and parent

	Independent?	
Count carbohydrates	___ yes	___ no
Calculate an insulin dose	___ yes	___ no
Bolus an insulin dose	___ yes	___ no
Reset basal rate profiles	___ yes	___ no
Set a temporary basal rate	___ yes	___ no
Disconnect pump	___ yes	___ no
Reconnect pump at infusion set	___ yes	___ no
Prepare infusion set for insertion	___ yes	___ no
Insert infusion set	___ yes	___ no
Troubleshoot alarms and malfunctions	___ yes	___ no
Give self injection if needed	___ yes	___ no
Change Batteries	___ yes	___ no

Student is not independent \_\_\_\_\_ Child lock on?    yes    no

**PUMP SUPPLIES**

Extra supplies needed include: infusion sets, reservoir/cartridges, insertion device, insulin vial & syringes, meter strips, lancets, batteries  
 \*Ensure that all supplies with an expiration date are not expired and pharmacy & manufacturer labels are intact

**DISASTER PLAN**

Follow insulin orders as on management form      Insulin doses as follows: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Health Care Provider's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NORTHBAY MANAGEMENT OF DIABETES FORM

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

CONTACT INFORMATION

Parent/Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Other Emergency Contact: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

INSULIN ORDERS

1. Insulin administration via:  syringe and vial  insulin pen  insulin pump  other: \_\_\_\_\_

If on insulin pump indicate type of pump \_\_\_\_\_ and basal rates \_\_\_\_\_ \*must also fill out insulin pump form

2. Insulin Before Meals and at Bedtime: name of insulin: \_\_\_\_\_

Routine dose: \_\_\_\_\_  Per sliding scale as follows

- Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units
Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units
Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units
Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units
Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units
Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units
Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units
Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units
Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units
Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units
Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units
Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units
Blood Glucose \_\_\_\_\_ to \_\_\_\_\_ give \_\_\_\_\_ units

Calculated insulin dose (add carbohydrate coverage and correction dose for total insulin does):

Carbohydrate Coverage: Insulin to carbohydrate ratio
Give \_\_\_\_\_ units insulin per \_\_\_\_\_ grams carbohydrate
Correction:
Give \_\_\_\_\_ units insulin per \_\_\_\_\_ mg/dl of glucose above \_\_\_\_\_ mg/dl
Subtract \_\_\_\_\_ units insulin per \_\_\_\_\_ mg/dl of glucose below \_\_\_\_\_ mg/dl

Lantus: \_\_\_\_\_ units at bedtime

3. Other times insulin may be given:

- Snack: Dose: \_\_\_\_\_  Calculated as above
 Ketones: If ketones are \_\_\_\_\_ Give/Add \_\_\_\_\_ units
If ketones are \_\_\_\_\_ Give/Add \_\_\_\_\_ units

HEALTH CARE PROVIDER AUTHORIZATION FOR MANAGEMENT OF DIABETES AT NORTHBAY

My signature below provides authorization for the above written orders.

Health Care Provider Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT CONSENT FOR MANAGEMENT OF DIABETES AT NORTHBAY

I request designated NorthBay personnel to administer the medication and treatment orders as prescribed above. I agree

- 1. To provide the necessary supplies and equipment or my child will be sent home for his/her own safety
2. To notify the nurse if there is a change in the student's diabetes management or health care provider

I authorize the nurse to communicate with the health care provider as necessary.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Student: \_\_\_\_\_

### BLOOD GLUCOSE MONITORING

Target range for blood glucose monitoring: \_\_\_\_\_

- After Snacks     After Meals     As needed for symptoms of hypo/hyperglycemia     Other times: \_\_\_\_\_  
 With signs and symptoms of illness     2 hours or \_\_\_\_\_ hours after meals     2 hours or \_\_\_\_\_ hours after a correction dose

### HYPOGLYCEMIA – BLOOD GLUCOSE LESS THAN \_\_\_\_\_

- Check urine ketones, follow care plan, administer insulin as per orders     For pumps, insulin may be given by syringe or pen if needed  
 Give \_\_\_\_\_ gms of fast acting carbohydrate according to care plan. Recheck BG in 15 mins. Repeat treatment if BG less than \_\_\_\_\_ mg/dl  
 Provide extra protein and carbohydrate snack after treating low if next meal/snack is greater than \_\_\_\_\_ minutes away  
 Suspend pump for severe hypoglycemia for \_\_\_\_\_ minutes

**If student is unconscious, having a seizure or unable to swallow, presume student is having a low blood sugar and Call 911, notify parent**

- Glucagon injection (1 mg in 1 cc) subcutaneous     OK to use glucose gel inside cheek, even if unconscious, seizing  
 Other: \_\_\_\_\_

### HYPERGLYCEMIA – BLOOD GLUCOSE GREATER THAN \_\_\_\_\_

- Check urine ketones, follow care plan, administer insulin as per orders     For pumps, insulin may be given by syringe or pen if needed  
 Encourage sugar free fluids, at least \_\_\_\_\_ ounces per \_\_\_\_\_  
 If student complains of nausea, vomiting or abdominal pain; check urine ketones & check insulin administration orders  
 Other: \_\_\_\_\_

### MEAL PLAN

- AM snack, time \_\_\_\_\_     PM snack, time \_\_\_\_\_     Avoid snack if blood glucose greater than \_\_\_\_\_ mg/dl  
 Carbohydrate goal per meal: \_\_\_\_\_

(Breakfast is served at 8:30am, Lunch at 12:00pm, Dinner at 6:00pm, and bedtime is 10:00pm)

### EXERCISE

Fast-acting carbohydrate source must be available before, during and after:

- swimming     boating     water skiing     hiking     ropes course     rock climbing  
 land/gym sports     mountain biking     dance

If most recent blood glucose is less than \_\_\_\_\_, exercise can occur when blood glucose is corrected and above \_\_\_\_\_

- Eat \_\_\_\_\_ grams of carbohydrate     Before     Every 30 minutes during     After vigorous exercise  
 Avoid exercise when blood glucose is greater than \_\_\_\_\_ or ketones are \_\_\_\_\_

### HEALTH CARE PROVIDER ASSESSMENT

Student can self-perform the following procedures (school nurse and parent must verify competency):

- Blood glucose monitoring     Measuring Insulin     Injecting insulin     Determining insulin dose     Independently operating insulin pump  
 Other: \_\_\_\_\_

### DISASTER PLAN (if needed for lockdown, 24 hr shelter in place):

- Follow insulin orders as on Management Form  
 Additional insulin orders as follows: \_\_\_\_\_  
 Administer long acting insulin as follows: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Other Instructions:** \_\_\_\_\_  
\_\_\_\_\_

Health Care Provider Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

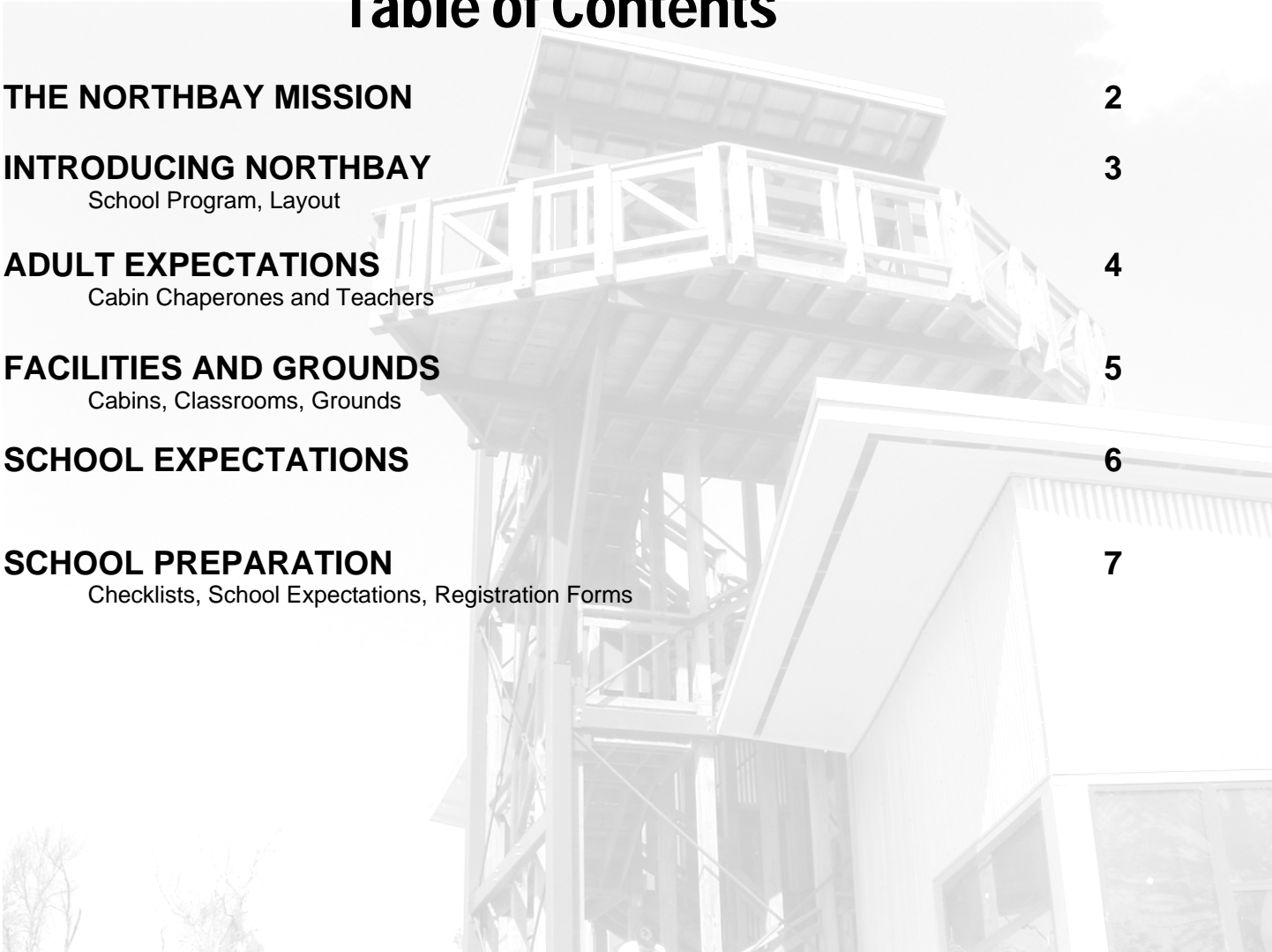
Parent's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

# NorthBay

## Program Planner for Schools

2013-2014

### Table of Contents



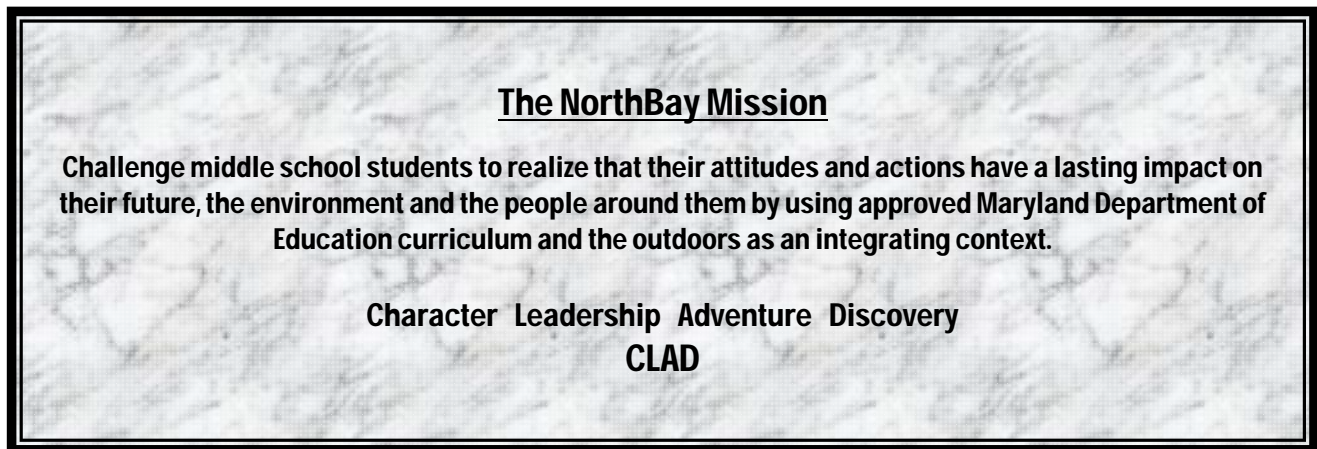
<b>THE NORTHBAY MISSION</b>	<b>2</b>
<b>INTRODUCING NORTHBAY</b> School Program, Layout	<b>3</b>
<b>ADULT EXPECTATIONS</b> Cabin Chaperones and Teachers	<b>4</b>
<b>FACILITIES AND GROUNDS</b> Cabins, Classrooms, Grounds	<b>5</b>
<b>SCHOOL EXPECTATIONS</b>	<b>6</b>
<b>SCHOOL PREPARATION</b> Checklists, School Expectations, Registration Forms	<b>7</b>

**NorthBay Environmental Learning Center**  
11 Horseshoe Point Lane  
North East, MD 21901  
(Phone) 443-967-0500 (fax) 443-967-0501  
[www.northbayadventure.com](http://www.northbayadventure.com)

# The NorthBay Mission

---

**NorthBay** is a residential environmental learning center designed to introduce students to the exciting field of environmental science through immersion into that environment, and simultaneously give each student a profound experience in leadership and character development. It offers participation in outdoor experiences and focuses on ecology and science, personal growth, team building, and outdoor adventure experience.



## NorthBay's Core Values... "CLAD"

### Character

**The result...**life skills learned, courage tested, lives change. Our core curriculum focuses on providing kids with the opportunity at every turn to "raise the bar" in their own lives.

### Leadership

**The goal...**NorthBay's "true north", the finest faculty and program staff, academically excellent, servant leaders who model superb leadership and relational skills for every student.

### Adventure

**The mode...**action, fun, challenge, enthusiasm, affirmation and exploration. boating, hiking, water sports, music, athletics, ropes courses, zip lines, climbing walls...endless anticipation.

### Discovery

**The medium...**environmental education; teaching, exploring the Bay, the Canopy, the Wetlands...unparalleled location and great curriculum create a state of the art learning experience.



# Program

## CLASSROOMS and CLOTHING

Classes meet all over camp and students spend an average of 75% of their class time outside. **Students are expected to come to class dressed appropriately for all weather conditions;** they will be outside even in the cold and rain. Dressing in layers is recommended and boots are always a good idea. Feet will be in wet areas in every season. Layers can always be taken off and put on accordingly. Students will find that some parts of camp are warmer than others. During months with snow, mittens or gloves, hats, and a good jacket are essential to provide adequate warmth. Good rain gear is another essential during warmer months. Adult Cabin Leaders will know their schedule before the day begins and help students to prepare accordingly.

## DINING HALL and MEALS

Five minutes before each meal there will be a horn that sounds signifying it is time to line up in front of the dining hall. A NorthBay staff member will direct students where to line up and after giving instructions will allow students to enter the dining hall to take their seats. On Mondays at lunch, NorthBay staff will direct students where to sit and will inform them that this is their table for the week. Students sit with their cabin mates during every meal. Do not bring students to the front of the Dining Hall before the first horn! There will be announcements & music from the stage before students dive in for the food.

**NorthBay takes time with meals to make them full of surprises, fun, relationship oriented, nutritious, and tasty.** Meals are served family style, and each table will have one student/adult per meal, who will go to the kitchen to pick up the food. **Adult Cabin Leaders and teachers will have the opportunity to sit and eat meals with the students,** guide conversations to process their experience, and supervise the food service and clean up. Students are not required to eat every food item...in order to prevent waste, please do not take food you will not eat. Adults closest to spills are requested to go to the kitchen and ask for appropriate clean up materials.

Pre and post meal class called "Food 101" will be assigned to each cabin once during the week. In this class, students learn about service to others, food waste, composting, and recycling as they trace a food item from seed to the dinner table and beyond. It's fun and essential to the success of each meal at NorthBay!

If someone in your group has dietary needs due to a health condition, please call in advance to discuss them, and help NorthBay to prepare.

## A TYPICAL DAY AT NORTHBAY

7:30 a.m.	Wake up
8:30 a.m.	Breakfast
9:30 a.m.	Outdoor Class #1
12:00 p.m.	Lunch
1:00 p.m.	Outdoor Class #2
3:30 p.m.	Adventure Elements
6:00 p.m.	Dinner
7:00 p.m.	Activity Time
8:00 p.m.	NorthBay Live; Character Education
9:30 p.m.	Reflection/Cabin time/Prepare for Bed
10:00 p.m.	Lights out!
7:30 a.m.	Wake Up
8:30 a.m.	Breakfast



# Adult Expectations

NorthBay observes a “two person rule”, whereby no adult is ever alone with a child. Students must be under adult supervision at all times while at NorthBay. No corporal or physical punishment is permitted while at NorthBay. No swearing, derogatory or obscene language will be tolerated, especially toward our student guests. All visitors not arriving with a scheduled group must register at the Bowers Center office, and wear the weekly wrist band. **If you observe an adult on campus without a wristband, please notify NorthBay staff.**

## ADULT CABIN CHAPERONES

Adult Cabin Chaperones provide critical supporting roles to the NB program. Schools are required to provide adult leaders in a ratio of 1:18, adults to children. Every Adult Cabin Chaperone will be attached to a NorthBay class for support and we encourage your active participation with supervision and discipline. We also encourage Adult Cabin Chaperones participation in the evening program which typically lasts for 75-90 minutes each night. This time focuses on character education and its integration with daily classes. **Most importantly, we need your active presence during activity time for kids in the late afternoon between the hours of 3:30 pm – 6:00pm.** This is a good time for interaction with your kids, and allows you to participate in some of the very cool options offered by NorthBay in climbing walls, zip lines, swimming, and boating, as well as both NorthBay stores. Please, **at all times** know where your kids are, and move as a group, even during free time.

During nighttimes your role takes on multiple spheres of responsibility. After NorthBay Live ends, help get your kids back into the cabin as soon as possible. This is your chance to facilitate a brief discussion with kids re: the day, and especially re: the content of the evening program. Sit the kids in a circle on the floor and use the questions provided by the evening hosts. This can be a real highlight. Also, please encourage kids to journal their thoughts during this cabin time.

If a school has not provided enough, or Adult Cabin Leaders leave camp for any approved reason, then we will ask visiting teachers to step into the breach and function in those supervisory roles at night and during free time.

## TEACHERS

Visiting teachers are integral to the NB program and we will make every effort to give prior orientation to visiting teachers. Every teacher will be attached to a NorthBay class. NorthBay will provide an instructor for every 25 students depending on the nature of the class. We limit most classes to 25 students in order to provide the best experience possible. Daytime classes run from 9:15a.m. -11:45 and 1:15-3:30 p.m. We encourage teachers to actively participate in classes and aid with supervision and discipline. We also encourage your participation in the evening program which typically lasts for 75-90 minutes each night. This time focuses on character education and its integration with daily classes. Activity time for kids in the late afternoon and in the evening after the program is at your discretion though it is a good time for interaction with your kids, and allows you to participate in some of the very cool options offered by NorthBay in climbing walls, zip lines, swimming, and boating, as well as both NorthBay stores. **To the best of our ability given total student & Adult Cabin Chaperone numbers, teachers may stay in one of our hotel-style rooms at Upper Camp.**

NorthBay is forging new ground in outdoor environmental education by implementing an **Investigating and Evaluating Environmental Issues and Actions (IEEIA) curriculum**. In this curriculum, scientific skills are used to explore real-world environmental issues facing the NorthBay site. Using NorthBay as a real world living laboratory, students are trained in issue investigation, scientific methods and processes so they can explore environmental issues they identify in their schools and communities. In addition they are inspired to take action to help remedy the issue.

**Teachers should prepare themselves for a less structured learning environment at NorthBay.** Kids will be excited, run around, and be louder than usual, especially early in the week. As the week progresses students settle in to the learning style and relax. Some discipline items will arise, some kids will need to go home, just like at school. But NorthBay encourages you to join in the fun which gives this learning environment its unique impact

# Facilities & Layout

The main campus is located a half mile down the camp driveway, overlooking the bay and a beautiful center green. Paved and elevated walkways make travel throughout camp a pleasure. Boys and girls cabins are separated by a grassy field and found at two different slopes, making it impossible for kids to see one another's cabins. All parts of the lower camp are closed to vehicular travel, and the 5 miles of forest hiking trails surrounds you as you walk around camp.

The major learning centers on the lower site are located on a bluff overlooking the Chesapeake Bay. **Horseshoe Point and Hog's Back** have 7 classroom/meeting areas, and houses the **Frog Spit Café** and the **NorthBay Trading Company** (camp store). There is also an art studio, video lab, computer lab, a 3 story indoor rock climbing wall and a game room. The **Turkey Point Theater**, seating 500, serves as a large group instruction classroom, meeting place, and presentation headquarters. **Rocky Point**, (the outdoor skills center), houses up to four classrooms, and features an outdoor climbing wall, and gym sports. **Blackbeard's** (the dining hall), seats over 400 for a wonderful family style dining experience.

On the beach, a wet-lab called **Anchorage** serves as the waterfront headquarter. It houses various aquatic restoration projects and contains live feed aquariums and microscopes. The **18 cabins** on the lower site contain 360 beds for students and Adult Cabin Leaders. On upper camp in **the Roost**, there are 16 single rooms for visiting teachers, and another 96 dorm style beds available for smaller groups or overflow. The **Bowers Center** administration building is open from 8:30am - 5:30pm daily and also houses the NorthBay **Wellness Center**.

## Cabins & Grounds

### CABINS

Lodging is provided in one of 18 different buildings. Each building consists of 2 cabins, with 5 bunk beds each, for a total sleeping capacity of 10/room and 20/cabin. If needed, you can add a mattress to the floor for 11-12 people total. Inside the cabin, next to each room is a bathroom. Our cabins are **heated and air conditioned**, and separated by gender across the main green. Group size and male-female ratio will influence cabin assignments. **Boys and girls are NEVER allowed to be in or around a cabin of the opposite gender!** Students will move through classes and activities all week with their cabin-mates. Teachers should make careful cabin assignments so that students will feel comfortable with their cabin-mates for the week.

**One adult chaperone is required in each room of a cabin. NorthBay asks that schools provide at least half of the cabin chaperones necessary. Each cabin must have one Adult Chaperone** move throughout the week with that group from one activity to another. Students are not allowed in the cabin without adult supervision. It is up to each Adult Cabin Chaperone ensure the students in their cabin are where they are supposed to be at all times. Group coordinators are expected to deal quickly with disruptive students. NorthBay has **quiet hours** from 10:30 p.m. - 6:30 a.m. for both students and adults.

**Groups are required to clean their cabin area prior to departure.** This includes picking up all trash, sweeping floors, and wiping down the bath area. Don't forget your personal items! Cabins are cleaned and checked prior to your arrival; and inspected again prior to your departure, with charges made for broken, damaged or missing items, and for insufficient cleaning. Let's make it look just as nice for the next group!

**\* Alcohol is prohibited on campus during a school week. Smoking is prohibited outside of the designated area.**

**NorthBay does not allow students to have radios, CD players, or other electronic equipment; please notify children not to bring these items.** We ask that adults follow similar guidelines, thus setting an example which encourages children to spend time on relationships. NorthBay will incorporate plenty of music during the week. Students who bring electronic items will be asked to turn them into the office upon arrival. They will then be returned on Friday.

**Cell phones brought to camp by students will be locked in cabin safes and only available for use at designated times. We would prefer students to leave their cell phones at home, however, that decision will ultimately made by school administration/staff. Students are permitted to use the office phones to call home if a situation occurs that warrants them needing to contact parents/guardians.** Adults are asked to use their cell phones privately and keep them out of sight.

# School Expectations

Schools visiting NorthBay must provide the people outlined below. We will ask you to designate these individuals ahead of time upon completion of your registration form in order to ensure that you have the best possible NorthBay experience.

## BEFORE COMING TO NORTHBAY:

1. **Select One Trip Organizer** responsible for providing NorthBay with all of the necessary documentation:
  - Completed School Registration form
  - Cabin Room assignments
  - Adult Cabin Leaders List
  - All completed and signed Health Consent forms & Medical forms-(if needed)

NorthBay cabins sleep 9 students and 1 adult chaperone. Therefore, groups should be arranged accordingly by gender in groups of 9 children/1 Adult Cabin Leader. The school's Trip Coordinator will provide NorthBay with a **preliminary typed list four weeks before visit and an updated final list two week before the visit.** This list should also include names of teachers staying in our hotel-room accommodations in Upper Camp. With advance notice, we will work with you to provide fill-in Adult Cabin Leaders, and we will also accommodate minor changes in student attendance upon arrival at NorthBay.

Health forms are due to NorthBay at least 3 weeks prior to your arrival. Medications need to be collected on the day of the trip and delivered to the NorthBay nurse upon arrival. \*Please see medication guidelines on following page.

## WHILE AT NORTHBAY:

2. **One point person (administrator or teacher) on site** available to be contacted 24 hours a day to assist with emergencies, parent management, and to be the primary point of contact for NorthBay. This person may be called upon for:
  - Student emergencies working with the NorthBay Nurse or Dean of Students
  - Transportation during the night and therefore must have an accessible vehicle.
  - Disciplinary actions which require the use of the NorthBay In School Suspension (ISS) Program called TurnAround. The NorthBay Dean of Students will be the responsible party for TurnAround until 5:00 PM. The visiting school is required to staff in school suspension between 5:00 PM and 8:00 AM. If this is not possible, those students in TurnAround (ISS) during those times must be sent home.

**\*NorthBay's TurnAround Program (ISS)** is designed to take a student out of the regular NB classroom when he/she is having trouble behaviorally, and help them receive a substantive experience which will get them back into the mainstream NB adventure. Our goal is to keep them at NorthBay all week if possible, and we will try hard to keep every child. This experience directed by the NB Dean of Students, will make use of a vast menu of modified NB curriculum, disciplinary writing, service participation, and much more.

**\*\*\*Both a driver and car/van** on standby for transporting students home due to either illness or disciplinary problems. \*\*\*

**\*\*\*Cabin counselors (parents or teachers)** to stay in cabins with students at a ratio of 1 cabin Adult Cabin Leader per 18 students. If the school cannot provide enough Adult Cabin Leaders, NB must be notified at least 2 weeks prior to the trip or may be billed \$350/Adult Cabin Chaperone provided.\*\*\*

**While preparing for your visit, please remember two other pieces of information:**

- We want all of your sixth graders to come to NorthBay, even those you might be inclined to keep at school for disciplinary reasons. Please do not prevent kids from coming to NorthBay as a form of punishment as we find that this divides the class and has a negative impact on the ongoing change we affect in schools.
- We need your most outgoing & adventuresome teachers to accompany children on this excursion – teachers who are willing to participate in outdoor classes with the children whether it be hiking, roaming the wetlands, handling animals, etc. It is our experience that a lack of participation on the teachers' part sends a similar message to the children, so please come with an open mind and attitude.

**Materials and Resources for Schools, Teachers, and Parents**

On-line Program Planner for Schools: <http://www.northbayadventure.com/educators/NBProgramPlanner.pdf>

NorthBay Virtual Tour: <http://www.northbayadventure.com/property/tour.html>

NorthBay Curriculum Video: <http://www.northbayadventure.com/educators/curriculum.html>

What to expect (cabins, meals, and teachers): <http://www.northbayadventure.com/educators/whattoexpect.html>

Information for Parents: <http://www.northbayadventure.com/parents/index.html>

Property Map: <http://www.northbayadventure.com/property/map.html>

Directions to NorthBay: <http://www.northbayadventure.com/contact/directions.html>

**NorthBay Contact Information:**

Heather O'Rourke

NorthBay Administration

[horourke@erickson.com](mailto:horourke@erickson.com)

11 Horseshoe Point Ln.

North East, MD 21901

443-967-0500 (phone)

443-967-0501 (fax)