

ALL THE RIVERS RUN

RESIDENT PROGRAM



PROGRAM PLANNING GUIDE

CONSERVANCY
for CUYAHOGA VALLEY NATIONAL PARK



**Cuyahoga Valley
National Park**

Cuyahoga Valley Environmental Education Center
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Cuyahoga Valley Environmental Education Center Program Planning Guide 2015 - 2016

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ALL THE RIVERS RUN

PROGRAM PLANNING GUIDE



SECTION 1

PROGRAM OVERVIEW

Questions? Contact us at 330-657-2796 or
info@forcvnp.org

Center Overview

Welcome to Cuyahoga Valley Environmental Education Center (CVEEC)! Nestled within the 33,000 acre Cuyahoga Valley National Park, CVEEC is a unique learning place for children and adults. CVEEC is the residential site of the Conservancy for Cuyahoga Valley National Park, a community based organization that supports the national park, and is operated in partnership with the National Park Service.

The 500-acre, 128-bed center is home to our residential program for schools, weekend conferences, and multiple weeks of summer camps. Additionally, Stanford House, a 30-bed facility located off-site, is available for smaller school groups and special programming. Day programs, offered for preschool to adult audiences, are conducted at other sites throughout the park as well as in local schools. CVEEC's facilities may be booked by other groups who are in need of conference facilities. Professional staff are available to lead a variety of educational programs.

CVEEC opened to the public in 1994. Its facilities include two dormitories, two dining halls, science labs, and an innovative program building, the November Lodge, which houses an art room, a library, and large group meeting space. Restrooms are located inside the dormitories, and all buildings are comfortably heated and air-conditioned, clean, and well maintained. All buildings are accessible to those in wheelchairs.

The CVEEC curriculum incorporates the arts, technology, science, math, social studies and language arts into a discovery based program that complements classroom instruction. CVEEC's programs have won local and national awards for their quality.

CVEEC is committed to being a special place for all children. From the moment children step off their school bus to the moment they leave, they are part of a learning community that is child-centered. Away from TV and other distractions, children participate in childhood activities that sometimes are lost in today's busy world. Every day they enjoy nutritious, expertly prepared meals that emphasize fresh, wholesome, locally produced foods.

The Conservancy raises funds for scholarships so that all children may attend programs at CVEEC. Approximately 25% of the children who attend the residential program receive assistance thanks to area foundations, businesses and individuals who help us make sure children whose families cannot afford the full fee can still participate in the program.

People who enjoy the resources of the national park and want to support the park and the CVEEC's educational programs are invited to join the Conservancy. Members receive many benefits as well as the knowledge that they are helping our park continue to be a wonderful asset to the community. Contact our administrative office at 330-657-2909 or visit us online at www.conservancyforcvnp.org for membership information.

CVEEC Staff:

Lisa Meranti, *Associate Director, CVEEC*
 Amanda Schuster, *Program Manager*
 Connie Dages, *Office Manager, CVEEC*
 Deb Yandala, *Chief Executive Officer,*
Conservancy for CVNP

Pam Barnes, *Education Specialist, NPS*
 Heather Berenson, *Education Technician, NPS*
 Phil Molnar, *Education Technician, NPS*
 Aaron Sherrod, *Maintenance, NPS*

Curriculum Overview

At the Cuyahoga Valley Environmental Education Center, curricula are designed for 4th grade to 8th grade. These curricula make use of a thematic approach centered on the Cuyahoga River Watershed. The watershed provides a framework for exploring major ecological concepts in biotic communities, testing and analyzing water quality, discovering American history concepts relative to the watershed and examining environmental issues.

Using the Cuyahoga Valley National Park as a backdrop, students are immersed in the environment allowing them to create connections to the natural world around them. Curricula at the CVEEC are designed to foster a hands-on, minds-on approach to learning. They use a variety of tools for discovery including journals, GPS units, quests, digital cameras, scientific testing equipment, and theme appropriate equipment. Students learn how to collect and analyze data, work cooperatively with peers, and create presentations for audiences.

The **“All the Rivers Run” Level I Curriculum** challenges students to build understandings and a sense of place as they select design features for a dream building to model earth friendly living. Students gain knowledge of energy and materials on earth, the importance of diversity and the powerful force of water movement through the watershed through hands-on exploration. Students learn concepts of energy flow, biodiversity, inter-relationships, cycles, ecosystems, change and sustainability.

The **“All the Rivers Run” Level II Curriculum** offers an in-depth opportunity to explore environmental issues that are affecting our watersheds in northeast Ohio. Throughout the week, the students examine the way that we, as humans, have impacted the environment. Students are challenged with the task of designing a housing development using low-impact tools. Students use their understanding of watersheds, landforms and low-impact strategies to create a site specific plan.

A recently developed program, **“Birds of the Cuyahoga Valley”**, is available on a limited basis. The **“Birds of the Cuyahoga Valley”** curriculum allows students to engage in data collection, analysis and interpretation. By exploring ecosystems including wetlands, forests, and meadows, students will discover biodiversity in the avian world and how habitat, healthy waters and climate change can impact populations and distribution of some of our more common bird species. Please contact us for details and availability of this program.

Every curricular unit has been evaluated and written to align with Ohio’s Academic and Common Core Standards in science, social studies, language arts, math and technology. The incorporation of participatory learning of key ecological concepts, experiences to develop a sense of wonder and place, higher level thinking skills, problem based learning and modern technological tools make this program truly unique.

The Cuyahoga Valley Environmental Education Center is operated by a partnership between Conservancy for Cuyahoga Valley National Park, a non-profit organization and the National Park Service, and many CVEEC programs have been developed and are offered in concert with other Cuyahoga Valley area partners. Financial support for program development has been provided by the George Gund Foundation, The Hershey Foundation, The Sisler McFawn Foundation, the National Parks as Classroom program, The 1525 Foundation, the GAR Foundation, Goodyear Tire and Rubber Company, OMNOVA Solutions Foundation, Kaiser Foundation, WITAN, Morgan Freeport Corporation and Margaret Clark Morgan Foundation.

Tentative Program Schedule

Final schedule will be distributed upon arrival

Day 1

- 9:30 a.m. Opening Ceremony
- 11:00 a.m. Student Orientation
- 11:45 a.m. Orientation to Dining Halls
- 12:00 p.m. Lunch
- 12:45 p.m. Adult Meeting & FROG Time - (Fun Recreational Organized Games) – EEC Staff Supervised
- 1:15 p.m. Day Unit (1:30-for Level II Students)
- 4:15 p.m. Free Time/Recreation - Teachers supervise – EEC Staff Assist
- 5:30 p.m. Dinner
- 6:30 p.m. Evening Unit
- 8:30 p.m. Return to Dorms - Teachers supervise overnight

Day 2 and 3

- 7:45 a.m. Chores, table setting for breakfast
- 8:00 a.m. Breakfast
- 9:00 a.m. Day Unit
- 12:00 p.m. Lunch
- 12:45 p.m. FROG Time - (Fun Recreational Organized Games)- EEC Staff Supervised
- 1:15 p.m. Day Unit (1:30-for Level II Students)
- 4:15 p.m. Free Time/Recreation - Teachers supervise- EEC Staff Assist
- 5:30 p.m. Dinner
- 6:30 p.m. Evening Unit
- 8:30 p.m. Return to Dorms - Teachers supervise overnight



Day 4

- 7:45 a.m. Chores, table setting for breakfast, pack luggage
- 8:00 a.m. Breakfast
- 9:00 a.m. Day Unit
- 11:30 a.m. Closing Ceremony/Campfire
- 12:00 p.m. Lunch
- 1:00 p.m. Depart

Depending on your school and the program you select there may be small shifts in the schedule. If you would like a detailed schedule before your arrival, please indicate that on your Program Information Form.

"All the River's Run" Level I

DAY UNITS:

TOP OF THE WATERSHED

What does it mean to live in a healthy watershed?

The first afternoon at the Center leads off with a hike designed to immerse students in what it means to be at the top of the watershed. Students experience the wonder and sense of place as they explore the concept of topography and use topographic maps to explore the terrain. A student-led discovery ramble through the meadows and forest develops an understanding of biodiversity in a real way. Throughout the afternoon's experiences, students begin to feel a personal connection to the watershed. At the end of the class, students contemplate what it means to live in a healthy watershed and develop questions they will explore during their stay.

ROLES & RESIDENCES

How can we determine if the watershed is healthy based on what lives here?

Students build important concept understandings of life processes on the earth in this unit. Plants - their roots, stems and leaves - focus attention on the capture of sunlight energy and conversion into food energy to be transferred along the food chain. With the understanding of energy and material needs for all organisms, students take on the role of different organisms in order to tour different ecosystems and find where they can best meet their needs. The ecosystem concept helps students create a web of interrelationships where they realize that all things are connected in the watershed, including them.

WATERSHED STORY

How do we know what has happened in our watershed in the past?

Students go on a hunt for time capsules that contain artifacts reflecting the history of change within the watershed. The key concept of cycles, particularly the soil/rock cycle, is developed within this historic snapshot of the Cuyahoga River Valley. Students create a timeline starting with the origin of the Earth through old salt seas to mountain building and glaciation to historic peoples, and the formation of the Cuyahoga Valley National Park. All of this illustrates the key concept of change. Throughout the time capsule discovery hunt, students reflect on the changing landforms, biodiversity, and human connections to the watershed.

JOURNEY TO THE RIVER

How do we know if the water in our watershed is healthy?

The students' journey begins with an activity to build understanding of the key concept of cycling of water and direct connections to students' lives as an important renewable natural resource. A bus trip simulating the movement of water drops journeying to the Cuyahoga River focuses on the incorporation of environmental "substances" into run-off. Once at the river, water quality testing, an investigative ramble along the river, and a 'then and now' exploration of past and present usage lead to an analysis of how our life behaviors affect water quality and the diversity of living things in our watershed ...yesterday, today, and tomorrow.

ONWARD TO ECO-PLACE

How do we keep our watershed healthy in the future?

The week's adventure builds to this unit where students rise to the challenge of creating a special earth-friendly building. This "dream" place will model for future students earth-friendly building design features and earth-friendly living habits. Using the knowledge they have gained of how life functions, the resource of November Lodge, and the important connections they have made to the watershed, students will build an understanding of what it means to live for a sustainable world. They will determine a location for their "Eco-Place" preserving important ecological features, select sustainable features to incorporate and sustainable behaviors to model.

"All the Rivers Run" Level I - Continued

WATERSHED WALK / CLOSING

On this final excursion out onto the watershed, students touch the earth one last time at the Center. Using a light and refreshing way of walking, students' senses are awakened and perceptions sharpened. The walk includes the students creating a letter to themselves about their own sustainable living goals. The closing ceremony occurs around a campfire and brings closure to the learning adventure the students have been on for four days.

EVENING UNITS:

EVENING HIKE IN THE WATERSHED

The students have an opportunity to compare and contrast an ecological community during both daytime and nighttime activities that heighten the use of senses in exploring the outdoors. The evening closes with a campfire that includes storytelling and songs.

ECO-PLACE PREP & FAIR

The trail group members, the teachers, parent chaperones, and EEC staff tour the Eco presentations constructed during the week. Each trail group will share their design and the earth-friendly features it holds and practices it will model. At the conclusion of the evening, students will experience a slide show full of pictures that they have taken.

OPTIONAL EVENING PROGRAMS:

(Choose one program)

GLOBAL FESTIVAL

In this evening unit students become acquainted with at least one other river in another part of the world. They learn about the culture of the people who live around that river, and discover its historic and environmental importance. They experience these diverse cultures through activities such as music, art, dance and stories. (Indoors)

NIGHT FLIGHT

In this evening program, students take part in a simulation where they learn about bird migration as well as how Cuyahoga Valley National Park is part of a larger park system that helps protect America's heritage. Night Flight is about inspiring students to feel a personal connection to the National Park System and increase their understanding of NPS stewardship values. (75% Outdoors)

ARTS IN THE PARK

The Arts in the Park evening program is divided into five areas of art: visual, dramatic, musical, written, and kinesthetic. Before the students arrive at the program, they will each decide which area to participate in for the evening. This is an opportunity for students to have time to process what is happening while they are here, and to express themselves in an individual manner. There is a sharing time at the end of the evening for students to showcase and/or perform their work. (Indoors)

"All the Rivers Run" Level II

OPENING TOWN HALL

Students will attend a town hall meeting on issues facing the local community. Presentations are given by a builder/developer and university professor on land use in and around the town. Students will hear the pros and cons from the townspeople. As members of development teams, the students will be challenged with developing a housing plan for 200 people on a 49-acre parcel of land near the Cuyahoga Valley National Park.

HEADWATERS CREEK HIKE

Through exploration and assessment methods, students are immersed into the natural habitat around the headwaters of a tributary of the Cuyahoga River. Students discuss the meanings of watershed, biodiversity and tributary streams. Using a modified EPA protocol, they will assess the physical habitat of the stream, identify the characteristics of the headwaters, and create their own personal image of a healthy headwater stream.

FURNACE RUN EXPLORATION

By taking a virtual tour through the Furnace Run watershed, students will be able to observe land-use and changes occurring in the landscape. Students will explore the stream and collect macroinvertebrates to compute a Biotic Index. Through the study of the habitat, aerial maps, and using the index, students will be able to make a judgment on the health of the stream.

SHAPE OF THINGS

Investigating different soil types, students build an understanding of how pervious surfaces relate to habitat quality and local water runoff. They will evaluate different surfaces on campus to increase their awareness of how water moves. After building an understanding of topographic and permeability maps, students will evaluate their consultant company's site for water perviousness, slope and potential effect on development.

THE LID TREK

This class allows students to experience the five elements of low impact development and discover 15 tools that can be used to create the presentation for their Low Impact Development Project. The students will complete a scavenger hunt using hands-on activities to engage the students in active learning and understand the benefits of each tool. Students will choose the tools for their project at the end of this class.

LOW IMPACT DEVELOPMENT PREP

During this evening, students will compile the observations and understandings that they have gained through the week to create their final Low Impact Development. At the end of this class students should have completed most of their presentation and project. They will take a bit of time to rehearse their presentation for the next morning.

PLANNING COMMISSION FAIR

Students will have the opportunity to share their development plan with others during the Planning Commission Fair. Students will rotate from group to group to hear the presentations from all of the groups. The mayor, from the beginning of the week, will also be present to gather options from each group and share opinions.

CLOSING CEREMONY

The final activity for the week brings closure to the learning adventure that the students have been on for four days. The students will gather together for a glimpse of their own memories, they will also hear from the distinguished mayor of the week. The event will conclude as all students take the oath to become Jr. Rangers of the Cuyahoga Valley National Park.

ALL THE RIVERS RUN

PROGRAM PLANNING GUIDE



SECTION 2

ADMINISTRATIVE PLANNING

Questions? Contact us at 330-657-2796 or
info@forcvnp.org

Pre-site Checklist

A Guide to Making Your Trip Successful and Manageable

Use this checklist to help you plan and organize your school's visit.

12 months ahead:

- Secure dates at the Environmental Education Center and return signed contract.
- Develop fund-raising plan, if needed.

3 months ahead:

- Arrange a time for Environmental Education Center staff to present an orientation program to parents at your school approximately one month or more in advance.
- Schedule an Environmental Education Center staff person for a classroom pre-site with your students for the week before your school arrives. This meeting is about 45 minutes in length. Meeting with one class at a time is ideal.
- Begin informing parents and students about the upcoming program dates and meetings.
- If you would like additional planning support, schedule a meeting with Amanda Schuster, our Program Manager. (aschuster@forcvnp.org or 330-657-2796 ext 103)
- Read through Resident Program Operational Policies & Guidelines.

2 months ahead:

- Make all transportation arrangements. Level I programs will arrive at either CVEEC or the Everett Road Covered Bridge site, (2370 Everett Road, Peninsula, 44264). If arriving at the Covered Bridge, busses will need to stay until 11:30 a.m. Level II programs are to arrive at CVEEC.
- Distribute hand-outs from this Program Planning Guide to students: Student Expectations, Equipment List for Students, the Dear Parent letter, Student Permission Slip and Health Form, Participant Dietary Restrictions, and the Center Overview for Parents.
- Set a date three weeks before arrival for all health forms to be returned to you and dietary restrictions to be returned to the Environmental Education Center. Dietary restriction forms are needed 2 weeks prior to your arrival.
- Sign up and confirm teacher/parent chaperones to provide adult coverage for each trail group, free time, and night time dorm supervision. Supply all chaperones with Guidelines for Dorm Supervisors and the Meal Procedures form.

**Questions? Contact us at 330-657-2796 or
info@forcvnp.org**

Pre-site Checklist

Continued

4 weeks ahead:

- Collect program fees and initiate a purchase order or necessary paperwork with school office for payment. **The EEC will send an invoice shortly after your visit. We prefer a single check as payment.**
- Divide students into teaching groups (consult Environmental Education Center staff for number and names of groups). Fill in group assignments sheet. Make sure all students know assignments before arrival. (Assignments can be written on name tags - trail groups & room assignments)
- Assign students to dorm rooms.
- If you would like a copy of your schedule before you arrive, please contact our program manager.

3 weeks ahead:

- Review your health forms for special physical, medical and dietary needs, and note them on the Program Information Form. **The Environmental Education Center will need the original copy of all permission slip and health forms. Please bring photocopies with you for your school's use.**
- Mail (3675 Oak Hill Rd., Peninsula, OH 44264), fax (330-657-2058), or email (aschuster@forcvnpa.org) to Amanda Schuster, Program Manager: **Program Information Form, Student Information Form, Trail Group Assignments, and Dorm Room Assignments.** (Pages 2-19 through 2-26)

2 weeks ahead:

- Have your students and adults create name tags which include their trail group name and dorm room name. These name tags must be durable and last several days. (Wooden shapes from a craft store work great!)
- If possible, have a meeting with all chaperones to discuss schedules and responsibilities. Make sure the chaperones have been supplied with the Guidelines for Dorm Supervisors and the Meal Procedures form.

Day of arrival:

- Collect and organize all medications from students and make sure to bring original copies of permission slip and health forms with you. (And copies for your staff if needed.)
- Load busses - if you are using both campuses, assign students to busses based on their dorm assignment. **Students should be dressed in outdoor clothing and footwear, ready for class outdoors. If arriving at the Covered Bridge, students will be outside for over an hour before they have the opportunity to go to their dorm.**

**Questions? Contact us at 330-657-2796 or
info@forcvnpa.org**

Resident Program Operational Policies and Guidelines

These policies are designed to make your visit to the Environmental Education Center safer and more pleasant for teachers and students.

1. Minimum/Maximum Numbers:

There are 64 beds in each dormitory with a maximum capacity of 128. Given the 8/1 student-to-adult ratio during the overnight hours the total number of students we are able to accommodate is 114.

- Groups with more than 57 students need to reserve both campuses.

2. Campus Assignments:

Schools are randomly assigned to the Lipscomb and White Pines campuses, unless a request is made in writing. We will try to honor requests, but cannot guarantee dorm assignments.

3. Contracts:

A signed contract must be received to hold your dates. (There is an early signing discount, the dates for this do change year to year.)

- Schools in good standing also have the option of signing a letter of intent for the following year.

4. Cancellation:

We hold dates firm after receiving signed contracts. If cancellation is unavoidable, please contact the Environmental Education Center (EEC) in writing as soon as possible.

- If a contract has been signed, a penalty fee of 30% of the estimated bill, as indicated on the contract, will be assessed to the school. If another school can be found for these dates, the penalty fee may be waived.
- If your school closes due to weather conditions, we will negotiate the fee based on the length of your stay. We cannot guarantee substitution dates.
- If cancellation occurs for any reason other than school closing, within 7 days of your stay the penalty fee will increase to 50% of your estimated bill.

5. Billing:

The fee for the 2015-2016 school year is \$210 per student.

- If you have received the early signing discount, this will be reflected on your contract.
- The trip coordinator and one adult for every 8 students that you bring may attend free of cost. Meals for additional adults will be charged at a rate of \$7.00 per meal.
- Schools will be billed based on the number of students present at arrival.
- If you bring less than 90% of your estimated number of students on the contract, then you will be billed for the estimated number.
- If a student leaves for medical reasons, a partial refund may be made for up to 50% of the registration fee, depending on the time of departure.
- Departures made for reasons other than sickness do not receive a refund.

6. Supervision:

We require that schools provide one adult supervisor per 10-15 students during daytime hours.

- The school must have professional staff on site at all times.
- One adult must accompany each of the teaching groups during daytime and evening activities. It is the school's responsibility to provide adequate supervision in the dormitories. We recommend one adult for every eight children staying overnight.
- We strongly recommend having an extra adult available at the dorm during class time for any issues that might arise (student illness, cancelation of adults, etc.).
- We recommend that adults who work with the program remain on site for the entire stay.

7. Discipline:

The EEC will work cooperatively with school professionals to insure a safe and positive learning environment for all students.

- We recommend sending students home who are engaging in behavior that is extremely disruptive or inappropriate. It is the school's responsibility to arrange for transportation for these students.

8. Insurance:

EEC is operated jointly by the National Park Service and the Conservancy for CVNP. The Conservancy carries liability insurance for program activities run by the EEC staff.

- Student illness is not covered under the Conservancy's liability insurance.

9. Health and Medical Procedures:

All students and adults must have a signed permission slip and health history form completed and on-site (see Section 3 for form). **This original form should be provided to the EEC on the first day of camp.** Schools wishing to keep copies of this document for their use should make copies prior to arrival.

- All EEC staff are trained and certified in first aid and CPR.
- Emergency medical assistance is available 24 hours a day through National Park Service (NPS) dispatch (Communication Center). Emergency phone numbers are posted at phones that are available to guests.

All medications are the responsibility of the school staff.

- NPS policy prevents EEC staff from administering any medications that are not first aid in nature.
- Refrigeration is available and lockers are provided to secure medications at both campuses.
- Asthma inhalers and epi pens should be carried by the students.

The EEC suggests the school have one vehicle on-site.

- NPS policy prohibits the transportation of any student in personal or park vehicles.
- Only emergency medical transportation is available.

10. Arrival Time:

- Level I (4th-6th grades) are asked to arrive at the EEC or Everett Covered Bridge (2370 Everett Road, Peninsula 44264) at 9:30 a.m. on the first morning.***
- Level II (7th-8th grades) are asked to arrive at the EEC at 9:30 a.m. on the first morning.

11. Departure Time:

Schools should plan to leave the Center by 1:00 p.m. on the last day.***

- If you need to leave earlier than this, please notify the Program Manager.

***** NOTE: There is a 5 ton weight limit on the southern hill of Oak Hill Road. Busses and any other vehicles weighing over 5 tons must approach the EEC from Major Road. (A map is located on page 2-28)**

12. Night Hours:

Park “Quiet Hours” at the EEC are 10:00 p.m. to 8:00 a.m. **The evening programs will conclude each night at 8:30 p.m.**

- Any school-planned activities after the evening program or before 8:00 a.m. must be approved in advanced by the EEC Director.
- After the evening program, students should return immediately with their teachers and chaperones to the assigned dormitories in a quiet manner and prepare for bed. “Lights out” is at 10:00 p.m.
- Students are not allowed to leave the dorm during park “Quiet Hours”.

13. Emergencies:

Emergency numbers are posted by the phones. In most cases, contact NPS park dispatch (Communication Center) at 1-800-433-1986 or “SPEED DIAL 01.”

- For life threatening emergencies call 911 (campus phones, dial 9 -911)
- Emergency procedures will be explained upon your arrival.
- On-site EEC staff may be contacted at any time to assist you.

14. Smoking and Alcohol:

Smoking is not permitted inside any EEC building or during lessons.

- Smoking is permitted on blacktop areas away from sight of the students.
- Please discard of any used cigarettes in the proper receptacles.
- Alcoholic beverages are illegal on NPS property.

15. Telephones:

A telephone is available on each campus for teacher use.

- Staff from visiting schools can be reached by calling 330-657-2796 and entering the appropriate extension (Lipscomb 118, White Pines 124).
- Voice mail messages can be left at the dormitories. Teachers are responsible for checking for messages.
- You must dial “9” first to get an outside line. (The phones only have local calling ability.)
- In the event of a power outage there are brown phones that will work and are available in both buildings. (The Lipscomb phone is in the Yangtze Room 330-657-2358. The White Pines phone is at the top of the stairs 330-657-2357.)
- **Students should not be using electronics while at camp. Please set an example by limiting your own usage.**



Photo courtesy Emily Schreiber

Student Expectations

These guidelines are meant to make it easier for all of us to live together and create an atmosphere where everyone feels safe and free to learn. To insure that this happens, we expect you to honor the following:

1. Let's keep this a safe place where no one gets injured.

- ◆ Turn in all your medication to your teachers.
- ◆ Do not climb on trees, beams, and other high structures.
- ◆ Leave sticks and stones on the ground
- ◆ Use fire safety equipment only in real emergencies and do not play with or touch the sprinkler heads.
- ◆ Wear shoes at all times while outdoors and in dining halls.
- ◆ Do not run indoors.
- ◆ Please wash your hands before all meals. Use hot water and soap.

2. Let's make sure we are not destroying this beautiful natural area.

- ◆ Stay on the established trails unless your instructor indicates otherwise.
- ◆ Pick up your trash and put it in the proper container.
- ◆ Do not pick any plants.
- ◆ Return all animals we are studying to their proper homes.
- ◆ Respect all living things.

3. Let's treat one another with care and respect.

- ◆ Do not use "put downs" or inappropriate words, or tease others.
- ◆ Respect other people's belongings and materials.
- ◆ Do not fight or hit anyone.
- ◆ When coughing, please cough into your elbow to keep hands germ free.

4. Let's make this a fun and exciting learning experience.

- ◆ Follow all program schedules and be on time.
- ◆ Use the paved trail, not the road, when travelling between campuses.
- ◆ Be good listeners to your instructors and do what they ask of you.
- ◆ Leave behind all those things you do not need (see equipment list).
- ◆ If you did bring something you should not have, give it to your teacher right away.
- ◆ Remember that you must be with an adult at all times.

5. Let's keep the dorms looking great for other students.

- ◆ Do not write or carve on walls, beds or dressers.
- ◆ Do not bounce on beds.
- ◆ Leave all food and snacks at home. You may attract unwanted visitors to the dorm, like mice and ants.
- ◆ Help us to keep the place neat and clean by doing your morning chores.
- ◆ Stay in your own dorm, and do not enter the dorm or rooms of the opposite gender.
- ◆ Only enter another room of the same gender if you are invited and an adult is present.
NEVER enter a room of the opposite gender.

Suggested Equipment List for Students

It is important to remember that we will be outdoors as much as possible during your adventure at the Environmental Education Center, so it is necessary that you come prepared. If you do not have some of the items **do not think that you need to buy anything**, you should substitute, improvise or talk to your teacher. Please watch the weather and pack accordingly. Remember that you will be carrying your own luggage, so don't bring more than you can carry!

ESSENTIAL ITEMS

Bedding: Sleeping bag or two blanket bed rolls, sheet and pillow (for twin bed)

Clothing: 1 pair of pajamas
 1 pair of shoes for outdoor use (like hiking boots)
 1 pair of shoes for indoor use
 1 pair of rubber boots (if possible)
 3 pairs of underwear
 4-6 pairs of socks
 2-3 shirts appropriate to the season
 2 pairs of pants
 1 raincoat or poncho
 1 heavy jacket
 1 sweatshirt

Bathroom Items: 1-2 towels and washcloths
 1 soap in a container
 1 toothbrush and toothpaste
 1 comb and/or brush
 1 drinking cup, plastic or collapsible

Other: 1 small reusable water bottle

Cold Weather Additions (November to March):

1 warm hat with ear coverings (**very important**)
 1 outdoor winter coat (**very important**)
 2 pairs of warm gloves or mittens
 2-3 pairs of warm socks (wool preferred)
 1-2 sweatshirts or sweaters
 1 pair of winter long underwear (or warm pajamas to be used as such)
 1 scarf
 1 pair of winter boots
 1 pair of warm pants or snow pants
 1 Chap Stick or lip balm

Warm Weather Additions (April to October):

1 pair of outdoor shorts
 1 sunscreen lotion
 1 sun hat or ball cap
 1 insect repellent

OPTIONAL ITEMS: bag for dirty clothes, bathrobe, slippers, camera, binoculars, paper, pencil, envelopes and stamps, reading books, quiet games for dorm time

DO NOT BRING: guns, knives, any other weapon; alcohol or drugs; radio, music players; food (this includes candy & chewing gum), drinks, electronic games or equipment including cell phones; sports equipment; curling irons; aerosol products; money; vehicles; animals; only one hair dryer per room is allowed.

CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

Dear Parent,

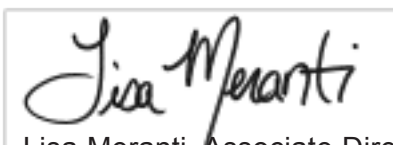
Your child is about to embark on an exciting learning adventure that he/she will never forget! The Cuyahoga Valley Environmental Education Center (CVEEC) sits on 500 acres within the 33,000 acre Cuyahoga Valley National Park. Our award winning program focuses on the Cuyahoga River watershed and the history of the Cuyahoga Valley, as well as sustainable design and living practices. Our classrooms are the beautiful outdoor spaces at the CVEEC including meadows, ponds, and forests as well as indoor lab and classroom space. We emphasize hands-on learning, creativity, exploration and discovery in a curriculum that aligns with Ohio's academic content standards. Although there will be singing around the campfire, time for games and night hikes, this is not a recreational camp or an extended sleep over. This is a learning experience that has been planned to enhance your school's academic curriculum.

While your school will be handling all of the daily medications, we want to assure you that we have taken every reasonable step to provide a safe environment for your child. All of our teaching staff have current first-aid and CPR certifications, and emergency medical transportation is only minutes away in Peninsula. We ask that you do not phone or ask your child to call home unless an emergency has occurred. Our experience tells us that phone calls are usually disruptive to both the children and to the program. If you need to call, dial 330-657-2796 ext. 118 for the Lipscomb dorm or ext. 124 for the White Pines dorm.

CVEEC is a collaborative effort between the Conservancy for Cuyahoga Valley National Park, a community based non-profit organization that supports the park, and the National Park Service. The Conservancy depends upon private support from members, donors, and foundations, as well as support from the National Park Service to keep your cost affordable. If you would like to know more about Conservancy programs or how you can become more involved, please visit our website at www.conservancyforcvnp.org.

If you have additional questions or concerns, please contact your school staff or me at the Environmental Education Center. We hope that this experience will make a lasting impression on your child and that your family will find further opportunities to explore Cuyahoga Valley National Park.

Sincerely,



Lisa Meranti, Associate Director
Cuyahoga Valley Environmental Education Center

Cuyahoga Valley Environmental Education Center

Student Permission Slip and Health Form

(Please return to your teacher)
Use additional sheets if necessary.

Dates of Visit: _____
School: _____
Homeroom Teacher: _____

Name of Student: _____ Birth date: _____ Sex: ____ Age: ____

Primary Parent or Guardian: _____

Daytime Phone: _____ Evening Phone: _____

Primary Parent or Guardian Home Address: _____

City: _____ State: ____ Zip: _____ Email: _____

Second Parent or Guardian: _____

Day time Phone: _____ Evening Phone: _____

Second Parent Home Address (if different): _____

City: _____ State: ____ Zip: _____

If not available in an emergency notify:

Name: _____ **Relationship:** _____ **Phone:** _____

Address: _____

Name of Parent Carrying Health Insurance: _____

Health Insurance Company: _____ Policy or Group No.: _____

Address of Insurance Co.: _____

Allergies: (bee stings, medications, hay fever, asthma, etc. Please list severity of condition and how it is controlled, e.g.: ice, or with prescription or over-the counter medications.) _____

Food or dietary restrictions: (list food allergies, reaction to food, and any treatment used. Also list any religious restrictions, vegetarian requirements, etc.) **If any restrictions: you must return the Participant Dietary Restrictions Form directly to the Environmental Education Center 2 weeks before arrival.**

Health Problems or Concerns: (Please include sleepwalking and/or night-time use of restroom, or any diagnosed behavioral or learning disabilities) _____

*(Student Permission Slip and Health Form continued...)***Medications and schedule to be taken at the site:**

Medication: _____ Taken Daily: _____ As Needed: _____

Medication: _____ Taken Daily: _____ As Needed: _____

Are all vaccinations current? YES NO **Date of last tetanus shot:** _____**Name of Family Physician:** _____ **Phone:** _____**Name of Dentist or Orthodontist:** _____ **Phone:** _____**Please list any serious injuries/illnesses/operations, with dates:** _____
_____**Has student ever required psychiatric counseling or hospitalization that would affect their stay at the Environmental Education Center?:** YES NO **If yes, explain:**

Parent's Permission: I hereby give permission for my child to participate in all camp activities on CVEEC premises and off the premises, including field trips and bus transportation to activity sites (collectively, "Activities"), unless otherwise noted. I fully understand that my child's participation in these Activities involves certain inherent risks of physical injury. As part of my consideration tendered for my child to participate in the Activities at the CVEEC and/or administered by the Conservancy for the Cuyahoga Valley National Park, I agree (on behalf of myself, my child(ren), my and their heirs, personal representatives, executors, assigns and guardians) to assume such risks and do hereby waive any and all claims against, and agree to fully release, indemnify and forever hold harmless the Conservancy for the Cuyahoga Valley National Park, its officers, partners, employees, agents and volunteers ("Released Parties") from any and all claims related to any illness, injury, including loss of life or disability, personal property damage and loss, or loss of any other description which my child may sustain out of or in any way associated with my child's participation in said Activities, whether or not arising from the negligence of the Released Parties.

I give permission to the Conservancy, Cuyahoga Valley National Park and/or other partners to use photos and videos for educational and/or promotional purposes of my child participating in all program activities unless I have otherwise noted below. I understand that as part of their educational experience, digital images of students are linked to the Conservancy website (www.conservancyforcvnp.org). I understand that my child will be using computers as part of this program and that use of these computers other than as instructed for educational purposes is strictly prohibited. I understand that my child must follow the rules of the Cuyahoga Valley Environmental Education Center and the directions of the program leaders, or my child may be removed from the program.

Signature of parent or guardian: _____ **Date:** _____

I understand that I must follow all the rules that will keep me safe and healthy.

Signature of Student: _____ **Date:** _____**Authorization for Emergency Treatment. (This section must be signed)**

I hereby give permission to the medical personnel selected by the Conservancy for Cuyahoga Valley National Park or my child's school personnel to order X-rays, routine tests, and necessary transportation for my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the Conservancy or my child's school personnel to secure and administer treatment, including hospitalization, for my child as named above.

 I do authorize the above. I do *not* authorize the above**Signature of parent or guardian:** _____ **Date:** _____

Check here if you do not want to be on the Conservancy for Cuyahoga Valley National Park's mailing list to receive information about educational programs.

Participant Dietary Restrictions

At Cuyahoga Valley Environmental Education Center, we strive to accommodate special dietary needs to the greatest extent possible. **Please list dietary needs or restrictions on the permission slip and on this form.** Include food allergies, reactions to food and the appropriate treatment used. Also list any vegetarian requirements, religious restrictions, etc.

If the restriction is for a medical reason, please be very specific in describing the extent of the restriction. For example, if the participant is allergic to eggs, is it just eggs as a dish (such as scrambled eggs) or does it include casseroles, breads, cakes, etc. that include eggs in the recipe? If the participant takes medication for the food allergy, can the food be eaten as long as the medication is taken? The more information we have, the better we can meet your needs.

Food is ordered seven days in advance of your child’s visit to the Environmental Education Center. In order to accommodate your needs, **WE MUST RECEIVE THIS FORM AT LEAST 2 WEEKS BEFORE YOUR ARRIVAL DATE**. Please also note any restrictions on the health form that is returned to the teacher.

If you have concerns about your child's diet, please feel free to contact the Environmental Education Center at 330-657-2796 ext. 100.

Please send this form directly to the Environmental Education Center.
You can fold, tape and place a postage stamp on the form, and mail it (as soon as possible).

WE MUST RECEIVE THIS FORM AT LEAST 2 WEEKS BEFORE YOUR ARRIVAL DATE
(If your child does not have any dietary restrictions, you may ignore this form. If we do not hear from you, we will assume there are none.)

Student Name: _____
School: _____
Dates Attending the Program: _____

Please check this box if you would like to be contacted by our food service manager.

Parent or Guardian Name: _____
Parent or Guardian day time phone: _____ Evening phone: _____
Parent or Guardian email: _____

Please list dietary restrictions here: _____

----- Fold Here -----

Place
Stamp
Here

ATTN: FOOD SERVICE

CUYAHOGA VALLEY ENVIRONMENTAL EDUCATION CENTER
3675 OAK HILL ROAD
PENINSULA, OH 44264

----- Fold Here -----

Food Philosophy

You Are What You Eat!

Healthy, thoughtful eating is part of respecting yourself and respecting the Earth.

CVEEC is located in a farm-oriented national park; we encourage a 'farm-to-fork' philosophy. As much as is possible, we serve minimally processed, made 'from scratch' foods which allows us to know the ingredients that are in our meals, and minimize serving food with unwanted preservatives and additives. This also permits us to more easily accommodate the dietary restrictions of our guests.

At CVEEC, kids have the chance to experience new things; trying new foods is a part of that. But cereal and sandwiches are available upon request!

Sample Menu Items:

Breakfast	Lunch	Dinner
Whole Wheat Pancakes	Soups made with Homemade Stock	Lasagna
Turkey Sausage or Bacon	Ham, Roasted Turkey, or Roast Beef Sandwiches	Pasta with Homemade Sauces
Eggs	Grilled Cheese Sandwiches	Turkey Meatballs
Homemade Pastries and Breads	Macaroni and Cheese	Baked Chicken
Homemade Granola	Pulled Pork Sandwiches	Meatloaf
Oatmeal	Pizza with Homemade Crust	Roasted Pork Loin
Yogurt	All Beef Hot Dogs (Kosher)	Beef, Chicken, and/or Bean Tacos
Fresh Fruit	Hummus with Homemade Pita	Potatoes or Brown Rice
Orange Juice	Vegetables and Dip	Salad or Vegetables
	Vegan Bean Burgers (Homemade)	Fresh Fruit
	Fresh Fruit and Vegetables	Homemade Bread or Rolls
	Green Salad	Homemade Cakes, Cookies, or Brownies

Cuyahoga Valley Environmental Education Center

3675 Oak Hill Road, Peninsula, OH 44264

Phone: 330-657-2796

Fax: 330-657-2058

Email: info@forcvnp.org

Center Overview for Parents

Welcome to Cuyahoga Valley Environmental Education Center (CVEEC)! Nestled within the 33,000 acre Cuyahoga Valley National Park, CVEEC is a unique learning place for children and adults. CVEEC is the residential site of the Conservancy for Cuyahoga Valley National Park, a community based organization that supports the national park, and is operated in partnership with the National Park Service.

The 500-acre, 128-bed center is home to our residential program for schools, weekend conferences, and multiple weeks of summer camps. Additionally, Stanford House, a 30-bed facility located off-site, is available for smaller school groups and special programming. Day programs, offered for preschool to adult audiences, are conducted at other sites throughout the park as well as in local schools. CVEEC's facilities may be booked by other groups who are in need of conference facilities. Professional staff are available to lead a variety of educational programs.

CVEEC opened to the public in 1994. Its facilities include two dormitories, two dining halls, science labs, and an innovative program building, the November Lodge, which houses an art room, a library, and large group meeting space. Restrooms are located inside the dormitories, and all buildings are comfortably heated and air-conditioned, clean, and well maintained. All buildings are accessible to those in wheelchairs.

The CVEEC curriculum incorporates the arts, technology, science, math, social studies and language arts into a discovery based program that complements classroom instruction. CVEEC's programs have won local and national awards for their quality.

CVEEC is committed to being a special place for all children. From the moment children step off their school bus to the moment they leave, they are part of a learning community that is child-centered. Away from TV and other distractions, children participate in childhood activities that sometimes are lost in today's busy world. Every day they enjoy nutritious, expertly prepared meals that emphasize fresh, wholesome, locally produced foods.

The Conservancy raises funds for scholarships so that all children may attend programs at CVEEC. Approximately 25% of the children who attend the residential program receive assistance thanks to area foundations, businesses and individuals who help us make sure children whose families cannot afford the full fee can still participate in the program.

People who enjoy the resources of the national park and want to support the park and the CVEEC's educational programs are invited to join the Conservancy. Members receive many benefits as well as the knowledge that they are helping our park continue to be a wonderful asset to the community. Contact our administrative office at 330-657-2909 or visit us online at www.conservancyforcvnp.org for membership information.

CVEEC Staff:

Lisa Meranti, *Associate Director, CVEEC*
Amanda Schuster, *Program Manager*
Connie Dages, *Office Manager, CVEEC*
Deb Yandala, *Chief Executive Officer,*
Conservancy for CVNP

Pam Barnes, *Education Specialist, NPS*
Heather Berenson, *Education Technician, NPS*
Phil Molnar, *Education Technician, NPS*
Aaron Sherrod, *Maintenance, NPS*

Guidelines For Dorm Supervisors

Thank you so much for volunteering to supervise students at the Cuyahoga Valley Environmental Education Center (CVEEC). Without your commitment and effort, we would not be able to offer this learning opportunity to your children. Below you will find guidelines that we hope will make your job much easier. These guidelines are designed to keep students safe, secure, and add to their learning experience. At the Environmental Education Center we ask that:

- 1. Children are to be supervised by an adult at all times.**
2. You may want to call a student meeting in your dorm at the first Free Time (4:15- 5:15 Day 1) to go over do's and don'ts. This is a good time to talk with students about issues like shower time, and medication procedures.
3. For safety concerns, do not permit rough play, running, or rowdy behavior in the dorms.
4. Food is not allowed in the dorms in order to discourage rodents and other unwanted guests.
5. Please help us keep the students from writing or carving on beds, walls, or dressers. The cost of any damage will be passed on to your school or to the student's family.
6. Students are expected to respect other people's belongings and materials. Make sure there is no fighting or hitting. Students should stay in their own dorm and never enter the dorm or rooms of the opposite gender unless invited and have an adult present.
7. Students should enter and exit dorms only through the mud rooms. Please have students remove soiled boots and shoes in this area. All other doors are for emergency use only and should not be used by students.
8. Do not tell or let other students share ghost stories or other scary stories. These work against our goals and reinforce unhealthy fears and anxieties.
9. Lights must be out and the dorm quiet from 10:00 p.m. to 6:30 a.m. Don't let students stay up later or get up earlier for any reasons. Groups should never leave the dorm during these hours even if an adult is with them. Outside quiet times are from 10 p.m. to 8 a.m. There are private residences nearby. Shouting, screaming, and other loud noises are not permitted.
10. Be aware of other rules as indicated in the Student Expectations and your school's administration.
11. Thermostats are controlled by CVEEC and park staff only. Please let a staff member know if you need assistance. There are switches on the wall to activate exhaust fans which ventilate the dorms during shower times. These must be turned off after shower times so the heat or cool does not exhaust as well.
12. Telephones are to be used by adults only. Instructions and emergency numbers are posted by each phone. Do not let students call home, unless approval has been given by your school's leader or an Environmental Education Center staff member. Our experience indicates that a student calling home is disruptive and not helpful. During evening hours emergency calls can be received directly in each dormitory. An Environmental Education Center staff member lives on-site, upstairs (above the garage) in the brown house at the White Pine Campus.

(Guidelines for Dorm Supervisors continued...)

Other Helpful Guidelines for Dorm Supervisors:

1. Each morning before breakfast, students will be asked to do some housekeeping chores to keep their dorms clean. We need your help to make sure these items are done correctly. Supplies can be found in the cleaning closet of each dorm.
2. Please remind students who are scheduled for meal set-up to meet their leaders by 7:45 a.m. (An adult from the school should be present for meal set-up as well.)
3. Assign children who have problems with sleep walking and bed-wetting to lower bunks. (Note: the school leader may have done this already.)
4. Remember to bring an alarm clock.
5. Evening supervisors who aren't staying for the daytime program should arrive by 6:30 p.m. and stay until 8:00 a.m.
6. Lockers are available for adults to secure valuables and medications. All medications for adults and students must be stored in the lockers unless they need refrigeration. See the Environmental Education Center staff for locker key assignments.
7. Smoking is not permitted inside any building or in the presence of students. Smoking is allowed only on paved surfaces. Please clean up after yourself - receptacles are outside each building.
8. Your school will be issued keys to the dorms. All buildings must stay locked at all times. (The keys must stay on campus.)
9. If you have problems with the facility, please notify Environmental Education Center staff.
10. Leave your car parked in the Administration lot unless you are loading or unloading. Cars that are not parked appropriately are subject to ticketing by the National Park Service Law Enforcement Rangers.

Meal Procedures

We appreciate your assistance in making meals a pleasant time for everyone. Your help in facilitating these procedures with the students will do much to enhance your group's experience at the EEC

- Meals are served family style. At least one adult should be at each table. When possible, it is nice to have one school adult and one Environmental Education Center staff member at each table.
- Students may select their table at the first meal unless you would like to make table assignments. Most schools require that tables are comprised of half males/half females. Their tables remain the same throughout the week unless specific exceptions are made by Environmental Education Center staff or the school coordinator.
- **Serving begins after announcements are made by CVEEC staff.**
- Announcements, a special reading or quote, and a moment of silence precedes each meal.
- Once permission is given, the adult at the table may excuse one student to bring serving dishes to the table.
- **Only one person may be up from the table at a time.** If someone else is up, wait until they return.
- The adult at the table should facilitate passing platters, remind students of good manners, and keep conversation and behavior appropriate to mealtime.
- **Food on the serving platter needs to make it all the way around the table in the first round.** There is plenty of food. Please take small portions and feel free to have several helpings, rather than taking large portions all at once. The adult at the table should supervise and help students cooperate with this.
- **Students should check other tables for additional servings before approaching the serving window.** If no other table has servings left in the platter, feel free to ask for more from the kitchen. *We have plenty of food, but we want to minimize waste.*
- **When a table needs to send someone up to refill a serving platter, please ask how many at the table would like another serving,** and then inform the kitchen staff how many additional servings are needed. Please remind students to show respect and courtesy to the kitchen staff.
- Once the meal is finished, all serving dishes should be returned to the kitchen window. Dishes should be scraped. Food waste, liquid waste, and compost should be disposed of in appropriate buckets - no other trash goes in these buckets. Dishes and silverware should be stacked in appropriate bussing tubs. Paper napkins can be composted. The table should be wiped with a towel from the bus tub provided. Everyone can help with the process, but only one person should be up from the table at a time.
- Once everyone at the table is finished with the main meal, the adult at the table may excuse someone to return serving platters to the window and bring dessert (dinner only). There are no seconds on dessert.
- At the end of each meal, food and liquid waste will be measured. Energy conservation is part of environmental awareness. Our staff will discuss with the students the energy used in creating a meal and how to conserve it through making wise dining choices.

Thank you for your assistance!

Program Information Forms

**Please remember that pages 19 - 26 are needed
two weeks before your arrival date.**

These materials can be mailed, faxed, or emailed to:

Program Manager
3675 Oak Hill Road, Peninsula, OH 44264
Fax: 330-657-2058
aschuster@forcvnp.org

These pages are also available in electronic format.
Contact the program manager if you are interested in the electronic versions.

Program Information Form - Due two weeks before your arrival date

Level I **Level II**

Please complete this form and return it to the Environmental Education Center at least **two weeks prior to your arrival**. (Include copies of your Teaching Group and Dorm Assignments, pages 2-22 to 2-26)

School: _____ **Dates of Program:** _____

Contact Person: _____ **Phone:** _____

Contact Person Cell # for on-campus contact: _____

Email: _____ **Fax:** _____

Number of Students: Male: _____ Female: _____ TOTAL: _____
The maximum number of students for both campuses is 116.

Grade of Students: _____ **Evening Programs with entire group together?** YES NO

ARRIVAL TIME (on first day): _____ at the **COVERED BRIDGE **** or **CVEEC**
 (Level I may begin at the Covered Bridge or CVEEC. Level II begins at the CVEEC)

**Opening activities at the Covered Bridge last about an hour. Please instruct students to be dressed appropriately for the weather when they arrive. After opening activities, busses will transport students to the EEC. Busses typically leave to return to schools by 11:30 a.m. If this sequence is not possible, please notify the EEC early in the planning process to make other arrangements.

DEPARTURE TIME (on last day): _____

I would like a copy of the adult schedule before arrival

Will you be dropping off luggage at the dorm before students arrive? YES NO

Will you be bringing a nurse with you? Name: _____

When will he/she be here? Dates: _____ Times: _____

Please list any birthdays occurring during your visit (we will acknowledge birthdays at a meal):

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Evening Units for Level I Curriculum:

1. Evening Hike in the Watershed
2. Second Evening Unit Choices (Please Check One): Global Festival Arts In The Park Night Flight
3. Eco-Place Prep & Fair

Evening Units for Level II Curriculum:

Everyone will have Arts in the Park, Evening Hike in the Watershed, and LID Presentation Prep.

CONTINUED ON NEXT PAGE....

ADULTS: It is important for our staff to know who will be on campus during your visit. Please list the first & last names of the adults who will accompany your group throughout the week and their trail group assignment. This assists us in informing our teaching staff who to expect for each group. *NOTE: It is very helpful to bring an extra adult to supervise ill students, cover for a trail group chaperone, etc.*

TEACHERS:	DAYS & TIMES ATTENDING:	TRAIL GROUP:	OVERNIGHT STAY?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OTHER ADULT CHAPERONES:	DAYS & TIMES ATTENDING:	TRAIL GROUP:	OVERNIGHT STAY?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DUE TWO WEEKS PRIOR TO YOUR ARRIVAL DATE.

MAIL, FAX, or EMAIL TO:

Program Manager
3675 Oak Hill Road, Peninsula, OH 44264
Fax: 330-657-2058
aschuster@forcvnp.org

Student Information Form

For our teaching staff to be best prepared, it is important for us to know as much information about the students as possible. **Please fill in the information below and return this form to CVEEC two weeks prior to your arrival date.** Attach another sheet if needed.

Allergies (This can include, but is not limited to: bee stings, peanuts and other foods, pollen, etc.):

<i>Student</i>	<i>Trail Group Assignment</i>	<i>Allergy (& treatment):</i>

Physical Restrictions (Asthma, broken bones, wheelchair, etc.):

<i>Student</i>	<i>Trail Group Assignment</i>	<i>Physical Restriction (& Special Needs):</i>

Learning Disabilities (ADD, DH, BDH, etc.):

<i>Student</i>	<i>Trail Group Assignment</i>	<i>Learning Disabilities (& Special Needs)</i>

Language Challenges (Only speak Spanish, etc.):

<i>Student</i>	<i>Trail Group Assignment</i>	<i>Language Challenge (& Special Needs):</i>

Teaching Group Assignments

Please thoughtfully divide your students evenly into teaching groups. We generally prefer co-ed groups with even balance between the genders. You may also wish to separate children who have difficulty working positively together. However, try to have at least one friend pair in each group. **Trail groups of 12-14 students provide a good number for our classes. Please do not plan for fewer than ten students per group.**

If you have specific goals that you are working toward, please let us know so we can assist. Please legibly print or type on this form.

LIPSCOMB TRAIL GROUPS:

1. MICHIGAN

Adult: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

2. SUPERIOR

Adult: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

3. HURON

Adult: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

4. OHIO

Adult: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

5. ST. LAWRENCE

Adult: _____

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

- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

(Teaching Group Assignments continued...)

WHITE PINES TRAIL GROUPS:

1. NIAGARA

Adult: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

2. ERIE

Adult: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

3. ONTARIO

Adult: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

4. ST. CLAIR

Adult: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

5. MACKINAC

Adult: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

Lipscomb Room Assignments

(This form available in electronic format. Contact Program Manager for a copy)

Please assign your students to rooms before they arrive. This will make the move-in process much faster and easier. You will want to consider many factors before making assignments. Each dorm has 64 beds and can be used for co-ed housing. **We recommend that you assign one adult chaperone per room.**

West Wing (MUST BE SAME GENDER)

Murrumbidgee Room (Handicap accessible)

(1st Floor - 4 bunks)

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

Rio Grande Room

(2nd Floor - 5 bunks & 1 single)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

East Wing (MUST BE SAME GENDER)

Mekong Room

(2nd Floor - 7 bunks & 2 singles)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

Danube Room

(2nd Floor - 3 singles)

1. _____
2. _____
3. _____

Middle Wing (NILE & ORINOCO MUST BE SAME GENDER)

Nile Room

(1st Floor - 8 bunks)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

Orinoco Room

(1st Floor - 2 bunks)

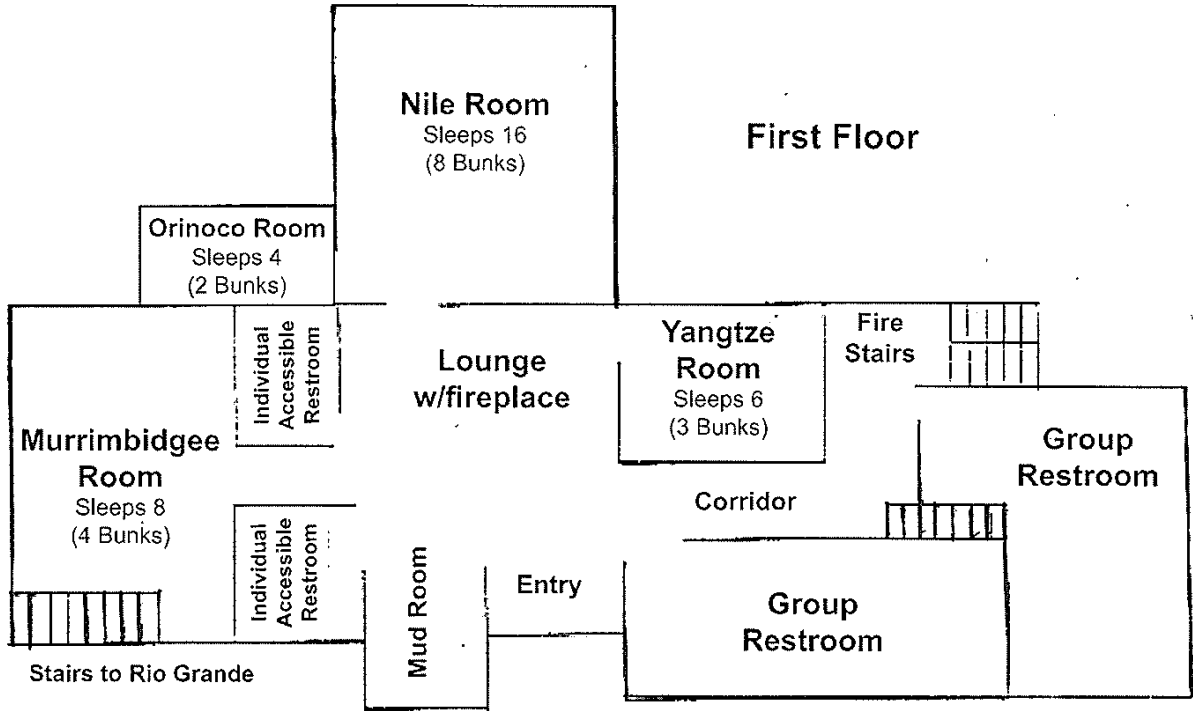
1. _____
2. _____
3. _____
4. _____

Yangtze Room (Handicap accessible, refrigerator, phone)

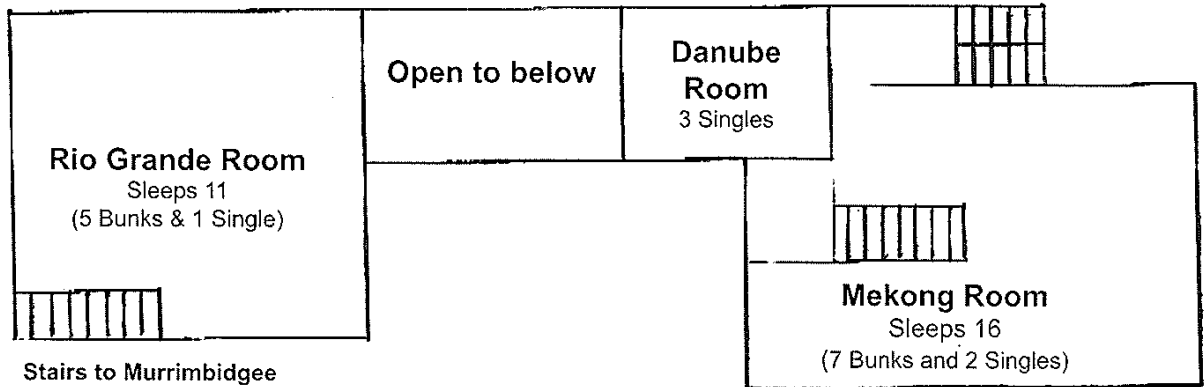
(1st Floor - 3 bunks)

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

Lipscomb Dorm Layout



Second Floor



White Pines Room Assignments

Please assign your students to rooms before they arrive. This will make the move-in process much faster and easier. You will want to consider many factors before making assignments. Each dorm has 64 beds and can be used for co-ed housing. **We recommend that you assign one adult chaperone per room.**

Ganges Room (Handicap accessible, refrigerator, phone)

(1st Floor - 2 bunks)

1. _____
2. _____
3. _____
4. _____

Elbe Room (Handicap accessible)

(1st Floor - 3 bunks)

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

Jordan Room

(2nd Floor - 8 bunks)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

Mackenzie Room

(2nd Floor - 6 bunks)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Zambezi Room

(2nd Floor - 5 bunks)

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

Amazon Room

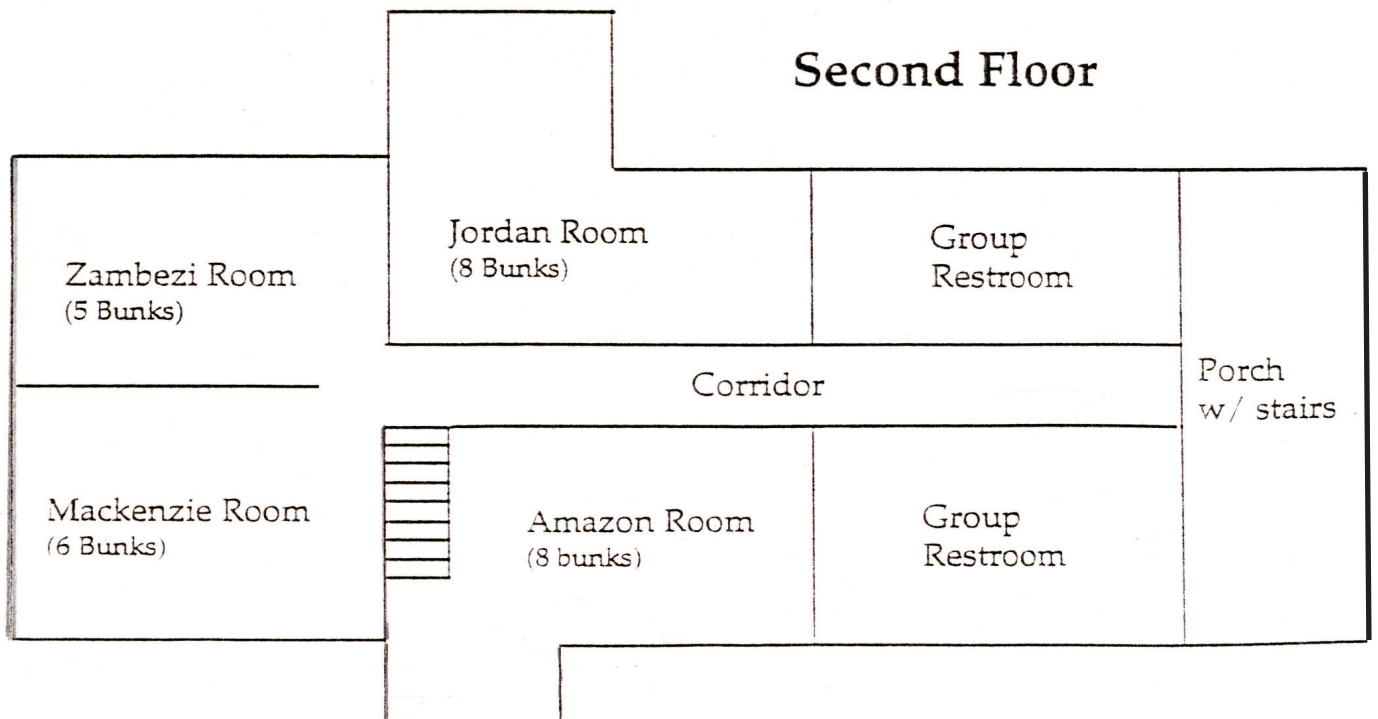
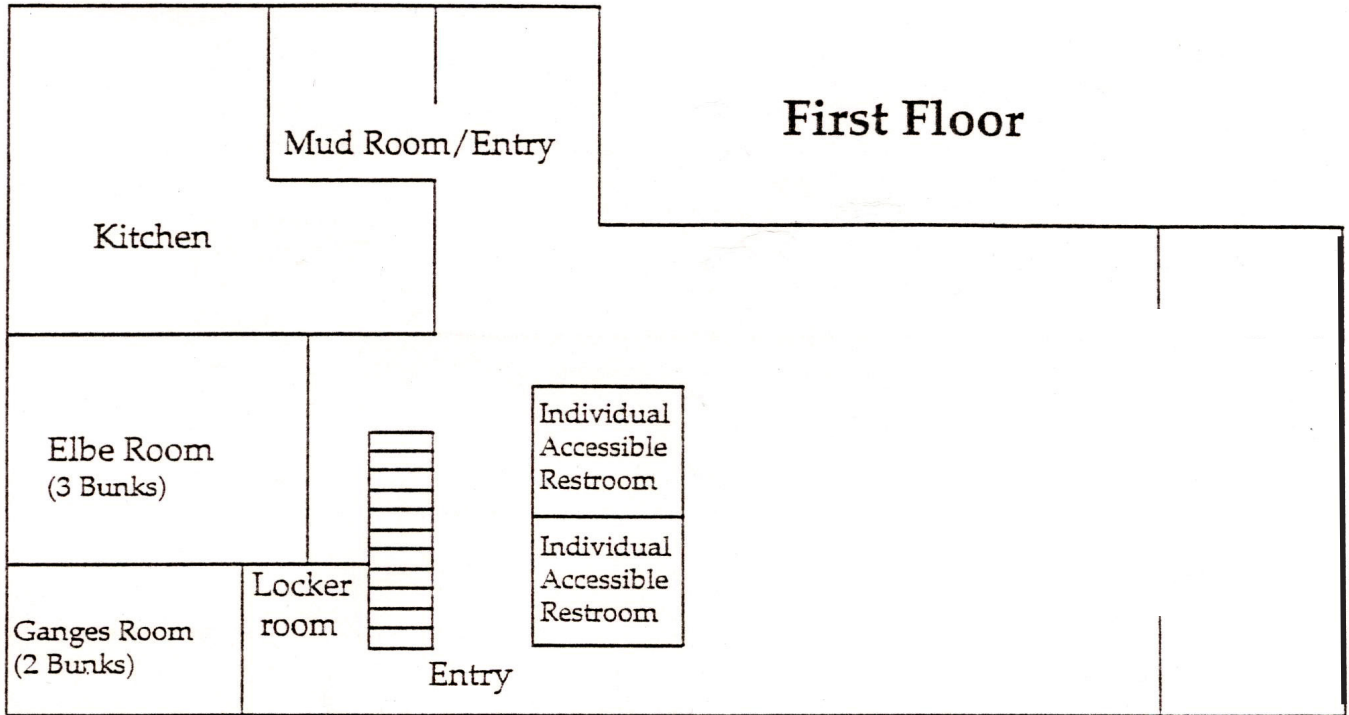
(2nd Floor - 8 bunks)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

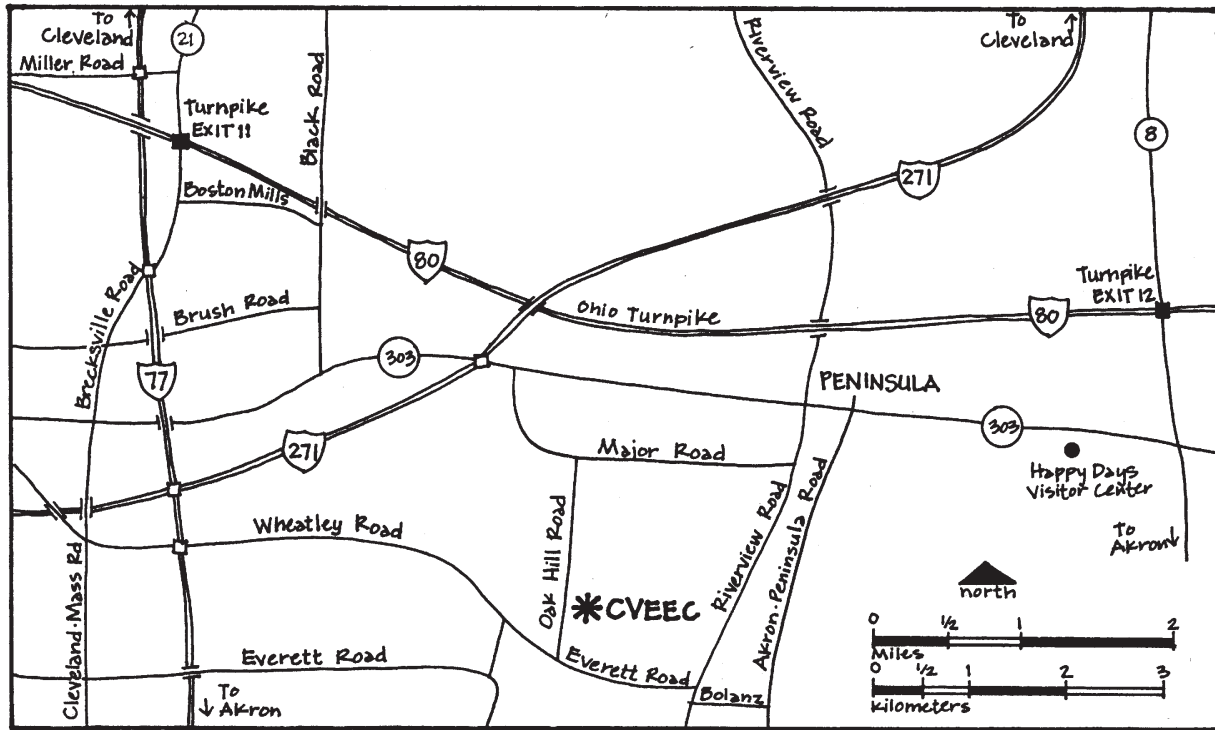
White Pines Dorm Layout



Note: Each bunk equals two beds.



Map and Directions to Cuyahoga Valley Environmental Education Center
3675 Oak Hill Rd., Peninsula, OH 44264 800-642-3297



👉 Weight Limit Caution: There is a five ton weight limit on the steep hill on the southern end of Oak Hill Road. Buses and any other vehicles weighing over 5 tons must approach Oak Hill Road and the Environmental Education Center from Major Road.

👉 Severe Weather Caution: To avoid the steep hill on the southern end of Oak Hill Road, take Riverview Road north. Turn left on Major Road. Turn left on Oak Hill Road. The center's entrance is on the left.

DRIVING DIRECTIONS:

From I-77:

Take exit #143 (SR 176 - Richfield). Turn left onto 176 (Wheatley Rd.) & follow for 3 miles. Turn left onto Oak Hill Rd. The center's entrance is the first driveway on the right.

From Akron:

Take Riverview Rd. north. Turn left on Everett Rd., right on Oak Hill Rd. The center's entrance is the first driveway on the right.

From I-271:

Take exit #12 (SR 303). Turn right onto 303 (east) then make a quick right turn onto Major Rd. Turn right at Oak Hill Rd. The center's entrance is 1.5 miles on the left.

FACILITIES:

ALL VISITORS must park in the main parking lot.

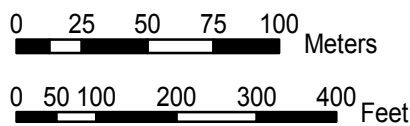
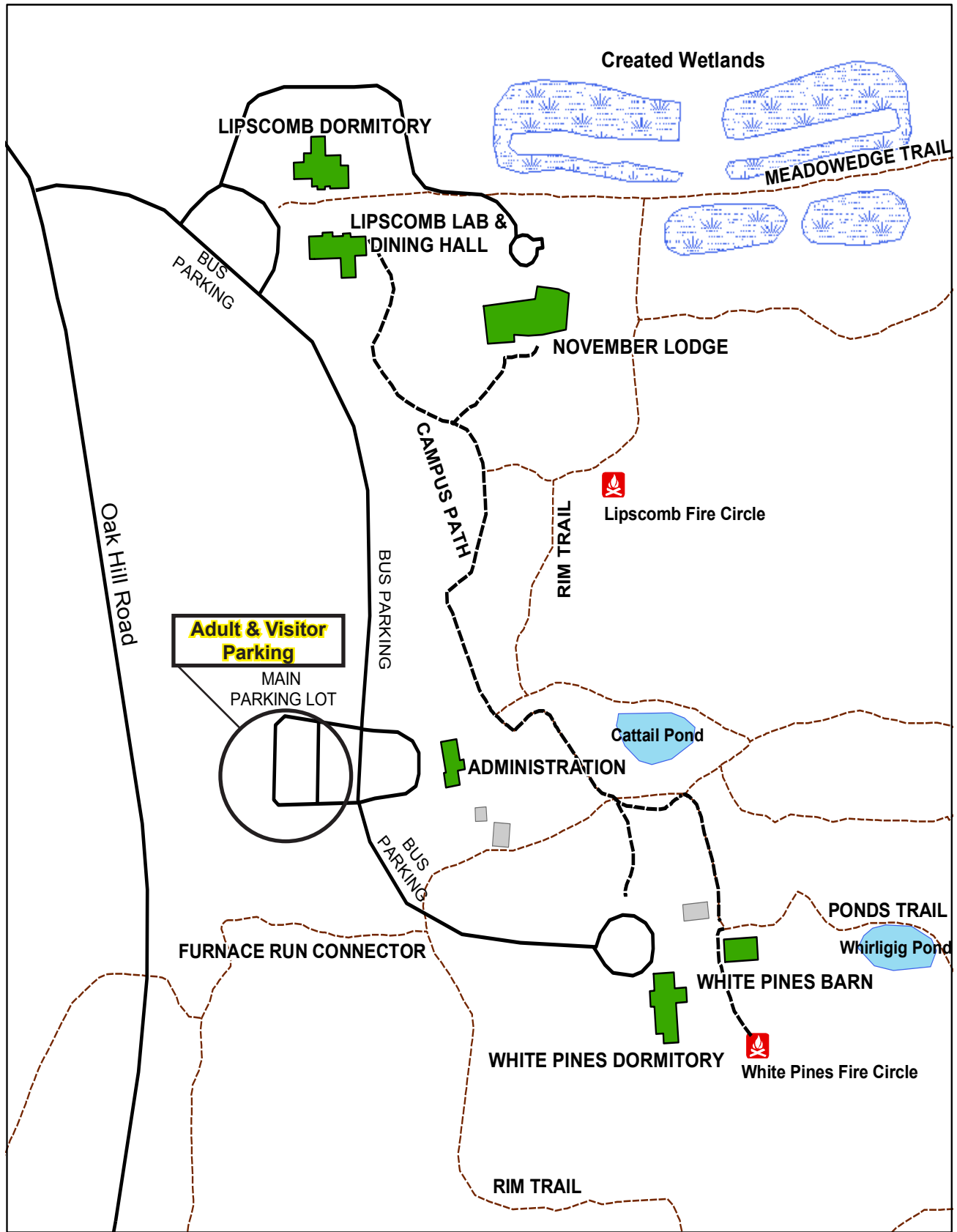
LIPSCOMB CAMPUS is the first set of buildings on the left. There is a white farmhouse and a large wooden barn, and a circular drive.

NOVEMBER LODGE is on the left, located behind the Lipscomb Campus. It is across from the created wetlands.

The second area consists of the **MAIN PARKING LOT** on the right and the **ADMINISTRATION BUILDING** (brown house) on the left with a circular drive (no buses).

WHITE PINES CAMPUS is the set of buildings at the end of the drive. It has a house with stone pillars and a barn, and a circular drive.

Cuyahoga Valley Environmental Education Center



School/Staff Responsibilities

Thank you for your partnership in this exciting adventure. Together we can provide your students with a challenging and fun learning experience. We recommend a **one-to-eight adult-to-student ratio at night**, and one adult for every trail group during the day. We strongly recommend having an extra adult available at the dorm during class time to supervise ill students, cover for a trail group chaperone, etc. To make the week work smoothly, we need assistance with the following:

- Make sure health forms and permission slips are on-site & all staff know where they are located in case of an emergency.
- Supervise dorm times or oversee adult chaperones in this role.
- Take major leadership role with the 4:15 free time each day (see below).
- Take students to their classes on time.
- Accompany table setters to dining hall at 7:45 am, 11:45 am and 5:15 pm daily.
- Assist Environmental Education Center instructors with learning groups during the day. Offer your insights, comments, and abilities. Help with student discipline.
- Provide support and supervision during evening programs and meal times.
- Handle students' daily medications.
- Alert Environmental Education Center instructors to children with special physical, emotional, or behavioral needs.
- Evaluate our efforts at the end of your stay.
- **Students should not be using electronics while at camp. Please set an example by limiting your own usage.**

FROG Time (Fun Recreational Organized Games): 12:45 - 1:05 p.m.

Each day after lunch teachers from participating schools will be given a break. Environmental Education Center staff will lead students in activities involving the arts, outdoors, or games. We ask one teacher from the school to be present at each campus. **We ask adult chaperones to pick students up from this activity at 1:05 p.m.** Schools may opt to have an unrestricted free time for their students during this time as well. Note: if your school is using both campuses, students may not necessarily return to their dorms.

Free Time: 4:15 - 5:15 p.m.

For one hour each day, most of our teaching/intern staff will be on a break. We provide one staff member to assist with outdoor supervision. We ask that the school staff also provide leadership with free time. There are many ways of approaching this hour. Most students welcome time for rest in the dorms or recreation time outside the dorm. However, it is possible to offer the students several additional options for this time. It is important that the appropriate group(s) arrive at the dining hall on time. Please facilitate movement of groups if appropriate. Consult with the Program Manager for more information.

November Lodge:

November Lodge features a program space big enough for all students in residence to be together. If your school will be staying at both campuses and would like to be together for evening programs, please indicate so on the Program Information Form. The Program Manager will work with you to make it work if possible from a programming perspective. Please make your wishes known as early as possible.

**Questions? Contact us at 330-657-2796 or
info@forcvnp.org**

Student Chores

For the mornings of the 2nd and 3rd day, students will be assigned basic cleaning chores to complete so that they may demonstrate a sense of responsibility to our community. A chore schedule will be developed for your school.

Students should not use chemical cleaning solutions!

Restrooms - male and female - includes main bathroom and the single bathrooms:

- Pick up any trash and deposit into trash cans
- Pick up any items of clothing that have been left in the room and return them to the owner
- Flush toilets as needed
- Report problems to staff upon morning check-in

Mud Rooms/Lounge:

- Return furniture to its proper place
- Sweep mud room and tile floor hallways (brooms and dustpans are in the janitor's closet near the phone in Lipscomb or the Elbe room at White Pines.)
- Pick up any trash and deposit into trash cans
- Make sure recreation equipment is neatly placed on shelves
- Make sure shoes/boots are off the floor and in the cubbies

All Rooms:

- Please pick up and keep the area around your bunks neat and clean
- Gather up your belongings and organize

LAST MORNING:

Everyone must wear outside shoes and dress prepared to be outside for the closing unit. Move all luggage out of bedrooms - Lipscomb: stack luggage outside under the porch overhang (in inclement weather, stack luggage near double doors, but do not block the doors); White Pines: same as Lipscomb. Sweep under beds. Remove ALL debris. Return and neatly replace all recreation equipment. If time, a few students sweep mud room floors.

Return all borrowed equipment (boots, ponchos, mittens, etc.) to Environmental Education Center Staff during lunch.