



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

Welcome!

The staff and volunteers of the Point Bonita YMCA are honored that you have chosen, or are considering, our site for your Outdoor Education Program. The Outdoor Education Teacher Packet contains all the information you need to ensure you and your students a quality and enjoyable program here at Point Bonita YMCA. **Use the Organizer's Checklist on page 5 to navigate through this Packet and to ensure that all paperwork and preparation are completed on time.** Check off items as you complete them.

There have been important changes and revisions to the Teacher's Packet. Whether you are a first-time organizer or veteran planner, it is very important that you read and understand the contents of this manual. Please review this packet carefully, and **do not** use forms from previous years.

Important updates:

1. The Pre-trip Questionnaire has been revised to help us better tailor the experience to your needs. It is now available online! <https://www.surveymonkey.com/s/PBYPre-tripQuestionnaire> Please review carefully and send one month prior to your visit.
2. We have updated our Outdoor Education Goals and organized our program topics into three main themes.
3. Check out our new merchandise! Water bottles and aqua-colored sweatshirts!
4. We have an updated and revised journal! Please use the newest version.

Open communication is the key to a successful experience. We are here to help in any way that we can, so feel free to call if any questions arise. The staff of the YMCA is looking forward to working with you, and learning together out here in the beautiful Marin Headlands!

Sincerely,

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Program Director  
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kcecil-raditz@ymcasf.org  
[www.pointbonitaymca.org](http://www.pointbonitaymca.org)

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Reservations Coordinator  
(415) 331-9622 x686  
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## **Mission:**

The YMCA of San Francisco builds strong kids, strong families and strong communities by enriching the lives of all people in spirit, mind, and body.

## **Vision:**

The Point Bonita YMCA provides life-changing nature programs that develop community responsibility and respect for our environment.

## **Outdoor Education Goals:**

To encourage students to be Ambassadors of the Environment, we will:

- Provide a safe, meaningful, fun outdoor learning experience.
- Build community and collaborative relationships.
- Inspire inquiry and wonder while aligning learning with state standards.
- Develop students' knowledge of and respect for the natural world.
- Empower students to be environmental stewards and engaged citizens.
- Encourage students' to make healthy living choices for themselves and the planet.

## **Outdoor Education Outcomes:**

Students will:

- Gain comfort with exploring natural areas.
- Improve their communication, cooperation, and conflict-resolution skills.
- Increase grade-specific conceptual and factual knowledge of the natural world.
- Deepen their appreciation for the natural world.
- Be more aware of individual ability to impact the environment.
- Gain a multi-faceted sense of wellness (physical, social, emotional, intellectual, & environmental) and motivation to continue their personal growth in this arena.

## **YMCA Areas of Focus:**

Point Bonita YMCA promotes:

- Youth Development
- Social responsibility
- Healthy Living

## **YMCA Core Values:**

- Respect
- Responsibility
- Caring
- Honesty



# TABLE OF CONTENTS

<b>POINT BONITA YMCA EMERGENCY PHONE CONTACT SHEET</b> <i>(for posting at school)</i>	<b>4</b>
<b>SECTION 1: PREPARING FOR YOUR TRIP</b>	<b>5-7</b>
Organizer's Checklist & Timeline	5
Securing Your Trip	6
Contract & Deposit	6
Insurance Requirements	6
Financial Obligations	6
Covering Costs	6
Fundraising	6
Financial Assistance	6
Scholarships & Grants	6
Instructions for Obtaining a Certificate of Insurance Sheet	7
<b>SECTION 2: PROGRAM INFORMATION</b>	<b>8-11</b>
Program Philosophy	8
Diversity	8
School Visit	8
Students with Special Needs	8
Naturalists	8
Naturalist Groups	8
Child-Safe Practices	8
Supervision	9
Chaperone Expectations	9
Discipline	9
Registration and Release of Liability Forms	9
Health and Safety	10
Early Departures	10
Visitors	10
Schedule	10
Recreation Time	10
Optional Teacher Time	10
Night Programs	11
Journals	11
Communications	12
Money and Purchases	12
Facilities	12
Meals	12
<b>SECTION 3: PROGRAM DESCRIPTIONS</b>	<b>13-15</b>
<b>SECTION 4: FORMS TO BE DISTRIBUTED</b>	<b>16-22</b>
Sample Letter to Families	16
Student and Parent Information & Behavior Contract	17
Release & Waiver Form and Registration Form	18-19
Things-to-Bring List	20
Merchandise Order Form	21
Chaperone Guidelines	22
<b>SECTION 5: ASSIGNMENT SHEETS</b>	<b>23-26</b>
Naturalist Groups Assignment Sheet	23
Recreation Time Assignment Sheet	24
Room Assignment Sheet	25-26
<b>SECTION 6: APPENDIX</b>	<b>27-30</b>
Attendance Grid	27
Medication Log	28
Directions to the Point Bonita YMCA	29
Point Bonita YMCA Campus Map	30

# POINT BONITA YMCA

## Emergency Contact Sheet

*The following numbers are for use by the school  
and SHOULD NOT be given out to parents without permission.*

Point Bonita YMCA main number: (415) 331-9622  
Kyyio Cecil-Raditz, Program Director, x480  
Lead Naturalist/Outdoor Education Office, x633  
Jesse Wernick, Associate Executive Director, x658  
Rich Holden, Food Service Associate Director, x625

Fax Number: (415) 331-2567

After Hours EMERGENCY Phone: (866) 425-2282  
(Emergencies only, please.)

National Park Service Emergency Services: (415) 561-5656  
(Emergencies only, please.)

YMCA Human Resources Hotline: (415) 281-6790

*At the discretion of the school,  
the following numbers may be given to parents.*

Teacher Cell Phone: \_\_\_\_\_

Point Bonita YMCA main number: (415) 331-9622  
After hours OE Program messages, x633

Farallon Dorm Payphone: (415) 332-9743      (Boys)      (Girls)  
*(Circle one, cross out other.)*

Golden Gate Dorm Payphone: (415) 332-9728      (Boys)      (Girls)  
*(Circle one, cross out other.)*

# ORGANIZER'S CHECKLIST

DATES of TRIP \_\_\_\_\_

Please print this page and complete all sections.  
**Bold Items = Items of significant importance.**

## SIX to NINE MONTHS BEFORE TRIP

DUE: \_\_\_\_\_

- Return a signed contract, deposit, and proof of insurance to the YMCA (page 6).
- Clarify District policies regarding field trips, including the screening of volunteers.
- If applicable, apply for Financial Assistance (see page 6).
- Confirm bus reservations (if applicable).

## TWO to THREE MONTHS BEFORE TRIP

DUE: \_\_\_\_\_

- Adapt and send home the Sample Letter to Families explaining the upcoming trip (page 16).
- Distribute the Student Letter and discuss expectations with students (page 17).
- Send home the Release of Liability and Registration Forms and Things to Bring List (pages 18-20). **Give participants a deadline for the return of the Registration & Release of Liability forms; they are due one month prior to your scheduled visit.**
- Hold a chaperone meeting; distribute Chaperone Guidelines (page 22) and Directions to Point Bonita YMCA (page 29). Discuss chaperone expectations at your meeting (page 9).

## ONE MONTH BEFORE THE TRIP

DUE: \_\_\_\_\_

- Pay the balance of the contract; the school will be billed for any participants above the contracted number.
- Get the signed Release of Liability and Registration Forms (pages 18-19) back from students and chaperones. **Check for signatures and record ALL dietary restrictions, food allergies, medications, and health concerns on your Attendance Grid** (page 27). Make double-sided copies of each of these forms with the Registration on one side and the Release on the other. **Mail the originals to the YMCA.** (page 9)
- Return a completed [Pre-Trip Questionnaire](#) (online) to the YMCA. **The numbers on your Pre-trip Questionnaire determine room assignments and number of naturalist groups.** Please make sure your final numbers include ALL adults and children (including Teachers), males and females, and any dietary modifications. **AFTER** submitting a Pre-trip Questionnaire, the YMCA will contact you with room assignments and number of naturalist hiking groups.

## TWO WEEKS BEFORE TRIP

DUE: \_\_\_\_\_

- Make room assignments. Contact Point Bonita YMCA if you have not already received them. Using the Campus Map on page 30, fill out the Room Assignment Sheets on pages 25-26.
- Form naturalist hiking groups. Divide double-sided copies of the Registration and Release of Liability Forms into the Naturalist Groups (pages 8, 18-19). Fill out the Naturalist Groups Assignment Sheet (pages 8, 23) and fax to the Point Bonita YMCA at (415) 331-2567.
- Make chaperone assignments for Recreation Time (pages 11, 24).
- Fax your Merchandise Order Form to our office at (415) 331-2567 (page 21).
- Prepare a Student Journal (page 11). **Don't use the old ones! The new, improved Student Journal is on the website!**

## BEFORE YOU LEAVE

- Make sure that you have the following forms with you to be **handed off upon arrival**:
  - Room Assignment Sheet
  - Naturalist Group Assignment Sheet
  - Double-sided copies of the Registration and Release of Liability Forms (**divided into each Naturalist Group**)
- Teachers should bring whatever form(s) they need to contact student's families if needed.
- Medication Log- Optional for Teachers
- Remind students to pack their hiking essentials—including a lunch!—in daypacks.
- Post the Point Bonita YMCA Contact Sheet at the school (page 4).

## AFTER THE VISIT

- Complete after-the-visit journal page.
- Write letters to the Naturalists as an in-class or homework assignment.
- Incorporate what the students have learned at Point Bonita YMCA into classroom lessons.
- Confirm next year's visit.

# Point Bonita YMCA Outdoor Education

## SECURING YOUR TRIP

**CONTRACT AND DEPOSIT:** Your school must return a signed contract and deposit in order to guarantee the dates of your trip. Make sure the person signing has the authority to enter into a contract with the YMCA. This could be the Principal or somebody at the District level. Pay special attention to the due dates on your contract, and take the time to read both sides of the contract, including our deposit and refund policy, contract guarantees, and additional due dates. Confirm the expected numbers on your contract (including guaranteed minimum numbers), as your school will be held accountable to these figures. Keep a copy of the contract for your records.

**INSURANCE REQUIREMENTS:** Your school MUST provide proof of insurance coverage while at Point Bonita YMCA. Depending on your district, the process may take some time and should be started as soon as possible. Insurance requirements are described in the General Agreement/Contract Terms on the backside of the contract and on the sheet entitled Instructions for Obtaining a Certificate of Insurance (page 7). Once completed, insurance certificates may be mailed, emailed or faxed to the YMCA. We must have proof of insurance at least four weeks prior to your arrival. This is a very important step in the process; we will not be able to allow your school to participate in the program without this proof of insurance.

**FINANCIAL OBLIGATIONS:** The financial agreement is between your school/district and the Point Bonita YMCA, as detailed in the Outdoor Education General Agreement/Contract. The school is expected to pay for anyone who participates in the program, even a portion thereof. Assuming the school has met its other financial obligations as detailed in the contract, the YMCA can credit a partial refund to the school if students leave for health or family reasons. Point Bonita YMCA will not collect direct payments from or issue refunds to individual families. The YMCA will not issue refunds for students who are sent home for disciplinary reasons. The school may be billed for damage to the YMCA caused by its participants.

**COVERING COSTS:** While our Outdoor Education Program rates are among the lowest in the area, we understand that the total cost of the trip may be a financial hardship for some of your students' families. Many schools have various systems and programs to ensure that students can come regardless of financial background. Ideas include:

- Working with previous grades to start saving or fundraising early
- Offering payment plans throughout the school year (or even starting in the previous grade)
- Working with your parent-teacher organization to allocate an annual fund for the Point Bonita YMCA Outdoor Education trip

Check with your school for more ideas. We also provide a list of fundraising tips and grant resources on our website under the Teacher's Resources tab.

**FUNDRAISING:** Fundraising can be a great way to raise additional money to fund your program, partially or entirely. There are many fundraising resources online and most likely at your own school.

**FINANCIAL ASSISTANCE:** Thanks to the support of our community and private donors, the YMCA is pleased to offer financial assistance. Download a Point Bonita YMCA Outdoor Education Financial Assistance Application from our website at [www.pointbonitaymcasf.org](http://www.pointbonitaymcasf.org). Please fill out the [application](#) in full, and attach any supporting documentation.

APPLICATION DEADLINES:	FALL PROGRAM (July 1- October 31):	September 30
	WINTER PROGRAM (November 1 - January 31):	November 1
	SPRING PROGRAM (February 1 - June 30):	February 1

Mail your application to our Reservations Coordinator, Rochelle Tolbert, at Point Bonita YMCA, 981 Fort Barry GGNRA, Sausalito, CA, 94965. You may also email the application to [rtolbert@ymcasf.org](mailto:rtolbert@ymcasf.org), or fax to 415/331-2567 Attn: Rochelle Tolbert.

The YMCA will inform you of your award amount prior to your visit, and the amount will be credited against your final invoice. Please note that financial assistance is offered on a first-come, first serve basis. Apply as soon as possible for prioritized funding; most funds are allocated by early in the school year. Each school year there is a limited amount of funding, and therefore, the YMCA cannot assure every school of financial assistance or the full amount requested.

**SCHOLARSHIPS AND GRANTS:** We work with, and apply to, various foundations that offer scholarships and grants to schools attending the Point Bonita YMCA Outdoor Education Program. Each foundation has varying criteria in selecting schools to fund. Contact the YMCA if you would like to find out if there are any current scholarships and/or grants that you may qualify for, for a list of ideas for possible program-funding grants or for information on how to apply for grants.

## INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF INSURANCE

Your group will need to provide proof of insurance coverage while at Point Bonita YMCA.

This form will help you walk through this process. If you have any questions, please call us at 415-331-9622.



## TEACHER/PRINCIPAL RESPONSIBILITIES

- 1) Depending on your school, either you or your Principal will initiate this process. You will need to get the contact information of the person in your district who deals with insurance. (Private schools should contact their insurance agent directly.)
- 2) Contact the district representative and tell him/her that you are going to POINT BONITA YMCA for your Outdoor Education Residential Camp and that we require a certificate of insurance. Give them: (1) a copy of this sheet, Instructions for Obtaining a Certificate of Insurance AND (2) a copy of the contract.
- 3) Please follow up with the district person to ensure that the Point Bonita YMCA receives this certificate before you arrive.

## DISTRICT RESPONSIBILITIES

- 1) We will need a certificate of insurance as worded below (also found on the backside of your contract in the Point Bonita YMCA General Agreement/Contract Terms).

*It is agreed that the School shall defend, hold harmless, and indemnify the YMCA, its officers, agents and/or employees for any and all claims for injuries to persons and/or damage to property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions or willful misconduct of the School, its students, agents, or employees.*

*It is further agreed that the YMCA shall defend, hold harmless, and indemnify the School, its officers, agents, and/or employees for any and all claims for injuries to persons and/or damage to property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions or willful misconduct of the YMCA, its officers, agents, and/or employees. Notwithstanding the foregoing, PLEASE DO NOT BRING UNNECESSARY ITEMS OF VALUE TO THE CENTER; THE YMCA ACCEPTS **NO** RESPONSIBILITY FOR LOSS OR DAMAGE TO PERSONAL PROPERTY.*

*In the event of the concurrent negligence of the YMCA, its officers, agents, and/or employees, and the School, its students, agents and/or employees, then the liability for any and all claims for injuries and damages which arise out of the terms and conditions of this Agreement shall be apportioned under "California's Theory of Comparative Negligence" as presently established, or as may be hereafter modified. The duty to indemnify shall include the duty to defend as set forth in Section 2778 of the California Civil Code.*

*The School shall provide proof of commercial general liability insurance in the minimum amount of one million dollars (\$1,000,000.00), covering the YMCA of San Francisco, its directors, officers, employees and volunteers as additional insured with respect to liability arising out of contracting group's use of the Center, and shall be primary and non-contributory with insurance maintained by the YMCA. In addition, the School shall provide proof of Workers' Compensation and Employer's Liability insurance, in effect during the life of this Agreement, as required by Section 3700 of the California Labor Code, and Automobile Liability insurance in a minimum amount of one million dollars (\$1,000,000.00) combined single limit per occurrence.*

- 2) Name the YMCA of San Francisco, its directors, officers, employees and volunteers as the Certificate Holder.
- 3) In the box marked *Description of Operations/Locations/Vehicles*, note the school name (as it appears on your contract) and visit date(s).
- 4) The certificate must contain the following statement: "YMCA of San Francisco, its directors, officers, employees and volunteers as defined in the Point Bonita YMCA Outdoor Education General Agreement/Contract Terms are named as additional insured with respect to liability arising out of contracting group's use of the Center, and shall be primary and noncontributory with insurance maintained by the YMCA." If there are additional pages, such as an Additional Insured Endorsement sheet, attach them to your certificate.
- 5) FAX your certificate of insurance to 415-331-2567, MAIL to Point Bonita YMCA 981 Fort Barry, Sausalito, CA, 94965, or EMAIL to [rtolbert@ymcasf.org](mailto:rtolbert@ymcasf.org); ATTN: Rochelle Tolbert, Reservations Coordinator.
- 6) Provide the school with a copy of the certificate of insurance for their records.

**WE MUST HAVE THE CERTIFICATE OF INSURANCE AT LEAST 4 WEEKS PRIOR TO YOUR ARRIVAL. THE POINT BONITA YMCA RESERVES THE RIGHT TO CANCEL THE RESERVATION AT ANY TIME IF THESE REQUIREMENTS ARE NOT MET. ADDITIONALLY, IF WE DO NOT HAVE A CERTIFICATE OF INSURANCE ON FILE WHEN THE STUDENTS ARRIVE, THEY WILL NOT BE ALLOWED TO GET OFF THE BUS. NO EXCEPTIONS.**

Point Bonita YMCA | 981 Fort Barry GGNRA Sausalito, CA 94965 | Phone: (415) 331-9622 | Fax: (415) 331-2567

## Point Bonita YMCA Outdoor Education PROGRAM INFORMATION

**PROGRAM PHILOSOPHY:** Outdoor Education at Point Bonita YMCA engages students in the world around them, teaching natural history, wellness, and community building in a safe, interactive and cooperative way. Our philosophy is holistic and multi-disciplinary, with an awareness of the connections between humans and the environment. We get students into nature, to embrace the sun, wind, rain, and fog. The Program is designed in concert with National and California academic standards, and we can tailor our lessons to address your current classroom lesson plans.

**DIVERSITY:** It is the policy of the Point Bonita YMCA not to discriminate against any participant or employee because of race, color, religion, creed, sex, gender, sexual orientation, marital or veteran status, age, national origin, physical or mental disability, medical condition, ancestry or any other irrelevant consideration.

**SCHOOL VISIT:** We may be able to send a Point Bonita YMCA Outdoor Education Representative to visit your school if necessary, to alleviate student or parent concerns regarding your visit. This visit could help orient students and parents to the coming experience and answer questions about the program.

Travel expenses will be added to the final invoice for the school, totaling \$.75/mile (\$45.00 minimum). Unfortunately, we cannot visit schools more than 100 miles away (one way) from the Point Bonita YMCA. Due to scheduling constraints a school visit may not always be possible.

**STUDENTS WITH SPECIAL NEEDS:** We are happy to accommodate students with special needs (i.e. wheel chairs, learning differences, food allergies). Please indicate special needs on the Pre-trip Questionnaire and contact the Program Director in advance, so that we can make arrangements to best meet the needs of your students.

**NATURALISTS:** YMCA naturalists address the individual needs of each school by presenting a curriculum consistent with teacher expectations and YMCA Goals and Outcomes (page 2). Each naturalist brings a unique teaching style to the field which emphasizes his or her individual talents, background and interests. This provides a diverse experience and may mean that not all hiking groups will visit the same places or do the same activities. If this is of utmost importance to you, please indicate this on the [Pre-trip Questionnaire](#) (pages 13-15, and online).

**NATURALIST GROUPS:** Point Bonita YMCA will assign the number of naturalists based upon the numbers on your Pre-trip Questionnaire. *It is very important that you get these numbers to us one month prior to your trip.* Each group will have a maximum of 16 students per naturalist group, with a range of 10-16. If you prefer smaller group sizes, you may be able to hire an extra naturalist for an additional fee. We recommend a blend of students with various skill and energy levels, and from different classes.

At least one chaperone needs to be assigned to each group, and stay with that group for the entire visit. In addition, at least one teacher should be available for emergency and discipline issues that may arise (without any group being left without a chaperone). Parents must be placed in a different hiking group than their own child, unless it is necessary for the child's health. **Please do not assign more than 3 adult chaperones per naturalist hiking group.** See *SUPERVISION* section below for more information on additional adult chaperones.

**CHILD-SAFE PRACTICES:** The safety of youth is the first priority of the YMCA. YMCA staff are trained to ensure a child safe environment, and naturalists receive specialized training in Youth Development Principles and Child Abuse Prevention. Point Bonita YMCA abides by the following:

1. **All** YMCA staff are screened through detailed applications, reference checks, and fingerprints;
2. **All** YMCA staff are legally mandated to report reasonable suspicions of child abuse;
3. Staff cannot accept gifts or gratuities from participants or their families, and are prohibited from working one-on-one with youth they've met through the YMCA;
4. Staff cannot be in a one-on-one situation with youth where actions cannot be observed;
5. Teachers, parents, and students can address any and all concerns regarding the behavior of staff to senior YMCA personnel. (Human Resources Hotline: 415/281-6790)



**SUPERVISION:** Students need to be supervised at all times. YMCA staff and representatives of the school share a supervisory responsibility over the students. Schools must provide an adequate number of chaperones, including **at least two men and two women**. At all times there needs to be at least one adult for every eight students; for grades K-3, there should be an adult for every six students. We recommend that the school bring no more than one adult for every five students, as **too many adults can negatively impact the students' experience**. If you want to bring more than the 1 to 5 ratio, additional adults will need to be approved by the YMCA first. The additional adults will not be allowed to participate in the assigned student hiking groups; this is to ensure the best possible educational experience for the students. Programming for the extra adults may be available. Contact us for details.

**CHAPERONE EXPECTATIONS:** Begin the recruiting process for chaperones as soon as possible. Point Bonita YMCA recommends that teachers have a "screening" process in regards to chaperones. Once chaperones have been chosen, copy and distribute the Chaperone Guidelines (page 22) to each person prior to the visit date. Arrange a chaperone meeting before arrival and clearly explain their responsibilities and our expectations for them:

- Maintaining student physical and emotional safety at all times.
- Supervising the students any time they are in dormitories.
- Assisting with supervision during hikes and night programs.
- Reinforcing manners and proper behavior during meal times.
- Modeling positive attitudes and interest in the program at all times.

Chaperones **MUST** be placed in a different naturalist group than their own child, unless it is necessary for the child's health; this ensures the best experience for *every* student. However, chaperones of the same gender may be assigned to their child's dorm room. Chaperones should plan on staying for the entire length of the program for consistency. Please contact us if this will be a hardship for your school.

**DISCIPLINE:** We have high expectations for students, who are held responsible for their actions. YMCA staff use proactive methods to involve students, and will make expectations clear. Our system of "checks" is as follows:

- 1<sup>st</sup> check: Warning
- 2<sup>nd</sup> check: Time to think. Students will reflect on their behavior.
- 3<sup>rd</sup> check: Conference with teacher and YMCA staff to agree on a behavior contract; if needed, student calls home in the presence of the teacher.
- 4<sup>th</sup> check: Student is sent home

YMCA reserves the right to send a child home due to unsafe and/or inappropriate behavior. It is the family's responsibility to pick up the child, if that is not possible it becomes the school's responsibility.

**REGISTRATION and RELEASE of LIABILITY FORMS:** We need a completed Release and Waiver of Liability and Indemnity Agreement and Registration Form for each participant, including ALL adults (pages 18-19). These forms will provide important health information and allow parents/guardians to authorize their child to participate in the program. Please check to see if your school or district requires their own permission forms to be completed, as well. Collect Registration Forms and Release of Liability Agreements and check them for accuracy, clarity and completeness. **Both forms must be signed, and the Release of Liability Agreement must be completed without alterations.**

Before arrival, the teacher(s) or trip coordinator should look through each Point Bonita YMCA Registration Form for dietary restrictions and pertinent health/special needs concerns in order to complete the Pre-trip Questionnaire. The information on the Registration Form is vital to our Food Service being able to accommodate special dietary concerns and for naturalists to be fully prepared to meet each participant's needs.

**When you receive forms back from program participants, make double-sided copies of them** (Registration on one side and Release of Liability Agreement on the other), **and divide them into each naturalist hiking group**. Naturalists need a copy of every participant's form with them for emergency purposes. *The originals must be SENT to Point Bonita YMCA at least one month before your visit so that we have adequate time to review them;* the originals will be kept in the YMCA Outdoor Education Office.

**HEALTH and SAFETY:** YMCA personnel are trained to handle emergency situations that may arise during the day. Naturalists are certified in First Aid, CPR, and use of Automatic External Defibrillators. For situations during the night, an on-site staff person is "on duty", and is available by phone. National Park Service and Southern Marin Fire Protection District emergency personnel are on duty 24/7 and can be reached by calling 911. Marin General Hospital is about 30-45 minutes away; directions to the hospital will be provided upon arrival. For non-emergency transportation to a hospital (e.g. twisted ankle), **the school should make sure that at least one vehicle is available at all times.** In addition, each school should provide at least one adult with current First Aid and CPR certifications. First Aid supplies are available on-site. Teachers should bring whatever form(s) they need to contact student's families if needed.

YMCA personnel cannot provide and/or distribute medication; this includes sunscreen, over-the-counter, prescription oral medications, etc. Each school is responsible to store and distribute any and all necessary medications. For medications that must be kept cool, a refrigerator can be made available. We have provided an optional Medication Log for the school's use on page 28 to help teachers ensure appropriate and timely medication management for their students.

To ensure the wellbeing of the entire community, the YMCA reserves the right to request that sick participants be examined by appropriate personnel, be quarantined, or sent home.

**EARLY DEPARTURES:** If a student must leave early (due to illness, disciplinary concerns, etc.), the child's parent or guardian should pick him/her up. If the student's parent or guardian is unable or unwilling to pick up that student, the school must assume responsibility for removing the student from the premises. In any case, no student should ever leave the program without the prior knowledge of both the Teacher and the YMCA.

**VISITORS:** Family members may be allowed to visit our campus while the school is in residence, at the discretion of the teacher(s). However, experience has shown that a family member's visit can actually stimulate homesickness. The following procedures apply:

1. We request that visitors notify the teachers in advance who will be visiting and when
2. All visitors must fill out an Registration and Release of Liability Form, preferably in advance
3. Visitors must "check in" with the teachers immediately upon arrival
4. The best time for visits is during Recreation Time (approximately 4:15-5:45 PM)
5. Visitors cannot "meet up" with the kids during hikes, as it can disrupt the experience
6. Visitors may enjoy a meal, *if approved in advance by the YMCA.* The school will be billed for any additional meals.

**SCHEDULE:** Students must come prepared to begin the program as soon as possible. Thus students should have appropriate clothes and shoes already on when they arrive, and daypacks loaded with essentials (rain-gear, water bottle, lunch, etc.; see page 20). Assigned dorm rooms may not be ready upon your arrival, so schools should not expect to move into the dorms until returning from the day's hike.

***GENERAL SCHEDULE- \*Indicates times when teachers and chaperones are directly responsible for supervising students***

<b>*7:00 am</b>	Wake-up (no earlier for kids)
<b>*7:45 am</b>	Breakfast prep- Teacher's meet the students, pick hoppers & release them to the dining hall
<b>*8:00 am</b>	Breakfast
<b>*8:45 am</b>	Community Project - Have the students straighten their rooms, pick up litter around campus, and get their hiking gear together. On the last day, they should pack up and sweep their rooms.
<b>9:15 am</b>	Morning meeting - Led by naturalist
<b>9:30 am - 4:15 pm</b>	In the field, exploring the park & learning
<b>*4:15-4:45 pm</b>	Snack is served behind the dining hall
<b>*4:15-5:15 pm</b>	Recreation (see Recreation Time, below)
<b>*5:15-5:45 pm</b>	Optional Teacher Time (see Optional Teacher Time, below)
<b>*5:45-6:00 pm</b>	Pre-meal meeting - On the first night, a naturalist will facilitate the meeting and the first meal; thereafter, a teacher is responsible.
<b>*6:00 pm</b>	Dinner
<b>7:15- 8:45 pm</b>	Evening Program
<b>*8:45 pm</b>	Teacher's Time
<b>*9:30 pm</b>	Lights Out
<b>*9:45 pm - 7:00 am</b>	Quiet Time

\*\* A daily schedule specific to your school may be provided upon request.

**RECREATION TIME:** Students have Recreation Time from 4:15 to 5:15 PM each day. This period is essential, but idle time may be a problem for some students. Teachers are in charge during recreation time and may plan their own activities. We recommend that teachers have a few simple activities planned to provide basic structure to those that need it, such as class meetings, art activities, or organized games. We only provide basic sports equipment; all other materials must be brought with you. Teachers **must** assign chaperones to specific areas on our campus, ensuring that students are supervised (page 24).

**OPTIONAL TEACHER TIME:** Between 5:15 and 5:45, teachers have the opportunity to lead an activity of their choosing, such as journal time in the meeting room, reflecting on the field day. This time may also be used as rest/quiet time in the dorms, or as a continuation of recreation time.

**NIGHT PROGRAMS:** Every visit includes a Night Walk with our naturalists (barring extremely foul weather); other night programs will involve the group as a whole. Indicate on your pre-trip questionnaire which night program(s) you would like covered (page 15). Contact the Program Director if you have specific requests regarding night programs.

**JOURNALS:** There is a new journal available on our website! Naturalists may have students do activities in journals during the field day(s). Journaling can help deepen students' experiences through reflection and provide them with a way to remember their trip. The pages represent topics and/or activities that the students *may* experience, but teachers should not presume that every child will complete every page.

YMCA and National Park information is on the back of the journal cover. Please include the cover with all journals, even if you do not copy it in color. Feel free to adapt the Student Journal. If you make significant changes, it is helpful to send us a copy of your revised journal. Using a journal is optional, but preferred for 3-5 day programs. The Student Journal is available separately on our website at [www.pointbonitaymca.org](http://www.pointbonitaymca.org).

**COMMUNICATIONS:** For general communication from the school, messages can be left for our Program Director, Kyvio Cecil-Raditz, at 415/331-9622 x480. After hours messages should be left at x633. **Teachers should handle phone calls to the school or to parents.** We recommend that communication between students and parents is limited during the child's stay as it tends to increase homesickness. Please do not allow students to bring cell phones on trail with them. Please determine what other limits you want to place on the students in terms of use of pay phones and cell phones during campus time.

If families want to mail letters to students to arrive during their stay, those letters should be mailed *one week before* the scheduled visit. Letters should be addressed as follows: Point Bonita YMCA, Student's Name/School, 981 Fort Barry, GGNRA, Sausalito, CA 94965.

**MONEY and PURCHASES:** Point Bonita YMCA recommends that students be dissuaded from bringing excess cash. We prefer that students not be allowed to shop at the Visitor's Center or Marine Mammal Center gift shop during program time. Please inform the Lead Naturalist upon arrival if students are allowed to purchase items.

If students or families are interested in purchasing Point Bonita YMCA t-shirts, sweatshirts, or water bottles, submit a single Merchandise Order Form (page 21) to the Point Bonita YMCA. Compile families' requests into a single Merchandise Order Form, and fax it to the Point Bonita YMCA at least two weeks prior to your visit. **Fax: 415/331-2567.** Please collect the money ahead of time, or have parents write checks to the Point Bonita YMCA for the exact amount. The on-site vending machines are off limits to students and adults during the program.

**FACILITIES:** Point Bonita YMCA is located within the Marin Headlands, part of the Golden Gate National Recreation Area (GGNRA). Our outdoor classroom includes beaches, a lagoon and pond, wind-swept hills, and numerous historic structures and educational opportunities.

We can sleep up to 150 people in heated rooms that hold 4-12 people. We use one residence hall for males and one for females, both of which are equipped with a common restroom. Coin-operated washing machines and dryers are available.

It is possible that your school will be sharing the facility with other school groups. This is an opportunity to meet and interact with people from other areas. Each visiting group will have its own room assignments and meeting rooms, but will share the dining hall, bathrooms, and outdoor areas. Please help facilitate safe, positive interactions by communicating your needs and concerns to YMCA staff and the leaders of other groups.

**MEALS:** Our kitchen prepares delicious, nutritious meals, with an emphasis on local and organic items. Typically, the first meal provided by the YMCA is dinner. Students bring their own lunch on the first day, unless otherwise arranged. Menus are designed to satisfy both adults and children. Meals are served buffet style. During meals, naturalist groups sit together at assigned tables with chaperones.

Point Bonita YMCA kitchen staff can make special accommodations for a variety of dietary needs and food preferences. We can offer vegetarian and vegan options and design meals around food allergies. You **MUST** indicate on the Pre-trip Questionnaire if there are participants with special dietary modifications or food allergies in order for us to be able to accommodate their needs. We do not purchase, prepare or serve any nuts in our facility. However, we cannot guarantee that all items we serve were not processed in a facility that is completely nut free. If parents have specific concerns regarding their child's diet, or would like to discuss the menu, they are welcome to call our Food Service Director, Rich Holden directly at 415/331-9625.

## Point Bonita YMCA Outdoor Education PROGRAM DESCRIPTIONS

To meet your educational needs, please review the following program descriptions before completing the Pre-Trip Questionnaire online at <https://www.surveymonkey.com/s/PBYPre-tripQuestionnaire>. Our approach is inter-disciplinary, so overlap between program topics is to be expected.

Weather, season, length of stay, and other factors might limit particular activities. In all cases, the naturalist will make decisions about his or her own group based upon safety concerns, students' interests, and educational opportunity.

Each of the program themes will include The Principles of Sustainability, which come from our partnership with Ocean Future's Society Ambassador's of the Environment Program.

- Everything Runs on Energy: *Stars, Cities, Machines, and People*
- Nature Recycles Everything: *There is No Waste In Nature*
- Biodiversity is Good: *The More the Merrier, & It's Good to Have a Spare*
- Everything is Connected: *All Depends on Others, & Everyone Has Two Jobs*

In order to best meet our program goals, we have organized our program topics into three themes. All programs include community and group building, as well as wellness components. When you complete the Pre-Trip Questionnaire online, you will pick ONE of the following program topics. Then, you will have an opportunity to add a couple of extra components.

### **Earth Systems: Our Abiotic World**

Students will explore primarily abiotic (non-living) components of our Earth, focusing on rocks and water. Students will learn hands-on geology through various activities involving weather- and human-caused erosion, the formation of the Marin Headlands, plate tectonics, local rock types and the ways that they are formed and shaped. The connection between geology and hydrology will be forged through exploration of watersheds and examining parts of our local Headlands watershed, Rodeo Lagoon and pond. This program topic also includes hands-on, interactive water cycle activities, the formation of waves, tides, and currents, and discussion and examination of renewable (e.g. solar, wind) and non-renewable resources (e.g. fossil fuels). Students will gain an understanding of the importance of abiotic elements to the survival of all living things and how they can be stewards of the environment.

#### **Program Topics under this theme:**

- Geology (Earth Science, Shaping of the Earth, Erosion)
- Water Cycle, Watersheds, Water Conservation
- Tides, Waves, and Currents
- Human Impact: Erosion and Pollution
- Conservation of Resources: Renewable and Non-renewable resources

### **Life on Earth: Our Biotic World**

This program theme focuses on biotic (living) organisms and their relationships. Through close examination of local plant and animal communities, students will gain an understanding of Marin Headlands ecology. In exploring local habitats such as coastal scrub, tide pools, beach, and pond, students will learn about predator-prey relationships, plant and animal adaptations, food webs, life cycles, and interdependence. Students will also learn how they are connected to and impact the Earth through activities such as gardening and beach clean-ups, as well as discussions of human impact on our fragile environment.

#### **Program Topics under this theme:**

- Food Webs
  - Photosynthesis
  - Interdependence (e.g. predator/prey relationships)
  - Garden/Nutrition
- Plants and Animals (adaptations and life cycles)  
Habitats and Ecosystems  
Human Connections and Impact

## **Change Over Time**

Headlands human, geologic, and local plant and animal species histories comprise the main components of this theme. Through visiting historic sites, such as military batteries, and learning how the Miwok people relied on the native plants and animals, students will view the Headlands through a historic lens. Geologic history, including the formation and erosion of the Marin Headlands, as well as plant and animal adaptations and the history and impact of invasive species in the area will be studied. Students will also learn how they can create positive change.

### **Program Topics under this theme:**

- Human History and Impact (Miwok, Vaqueros, Military, Lighthouse, etc)
- Geologic History
- Plant and Animal Adaptations
- Native and invasive species
- Positive Change – Youth Empowerment

### **You will also have the opportunity to add up to TWO of the following preferences:**

- Sand Crab Monitoring (6<sup>th</sup> grade and up).** We are partnering with [LiMPETS](#) (Long-term Monitoring Program and Experiential Training Program for Students) to track pacific mole crabs on South Rodeo Beach. Students learn about the program and the ecological importance of pacific mole crabs through a PowerPoint presentation and then go to the beach where they carefully track the number, gender, and size of pacific mole crabs in transects that they plot out. Students who participate and accurately track their data get to be part of a real scientific study! **This program is recommended for high school students, but is possible to carry out with focused middle school students with enough engaged adult assistants.**
- Battery Townsley (only available Tuesday/Thursday afternoons)** Depending on availability, students can go on a short naturalist-led tour of the inside of historic Battery Townsley (built in 1938). Access to the inside of Battery Townsley is very limited, but students can always explore the rest of the battery – if their naturalist chooses to bring the group.
- Marine Mammal Center** Highly popular for the visiting public in the Spring, when young, underweight elephant seals occupy many of the animal care facilities, the [Marine Mammal Center](#) (MMC) fluctuates in the number of animals they treat throughout the year. The Center also offers a classroom, where students are allowed to touch marine mammal pelts and skulls, as well as many visuals. There are also sometimes art exhibits in the outdoor spaces. Visitation to the MMC may be limited due to the number of groups allowed at once and the time allotted to the Point Bonita YMCA per day.
- Lighthouse** Built in its current location in 1877, a visit to the Point Bonita Lighthouse is a very popular request for groups. Times that naturalists are allowed to take groups to the lighthouse are limited due to sharing access with our Park Partners.
- Nike Missile Site (Only available Thursday afternoon!)** If requested and confirmed well in advance, a one-hour tour, led by an NPS employee, may be arranged for some groups up to about 30 people (2 naturalist groups).
- Extra Beach Time** If you want to make sure your students get more time at the beach, it helps to pick this!
- Challenge Hike (Hill 88 or Hawk Hill)** Recommended for students in 6<sup>th</sup> grade and up (and during four- or five-day programs), the challenge hike provides great exercise, incredible views, and an all-around sense of individual and group accomplishment!
- Cultural/Local History** This may be included due to the inevitable visits to one or more of the historic batteries, but if you would like an extra emphasis on local history, pick this!

### **IMPORTANT SCHEDULING NOTE:**

**Please note, we cannot guarantee that every group will visit the same places and participate in the same activities due to scheduling constraints, tides, and minimizing human impact. The Marine Mammal Center and Lighthouse are available to us for limited times, most days, due to sharing these resources with our park partners. Please help us by communicating this to your teachers, chaperones, and students!**

## Night Programs

**Night Hike:** Experience a nature hike under sparkling stars or the glow of the setting sun! Learning opportunities include lessons on nocturnal animals and their adaptations, myths and facts about stars and the moon, and sensory experiences. Every student is given this opportunity!

**Creating Communities:** Students explore both what is required and desired to create a sustainable community. In small groups, students delve into art and their imaginations as they design their own communities! After presenting their visions for the entire group, students consider the needs of our larger planetary community. This night program may also include other team building exercises at the request of the teacher(s).

**Diving into Oceans:** Discover the small yet hardy creatures that thrive and survive in the volatile intertidal zone! Learn about the adaptations and strategies of these specialized creatures that live constantly in extreme conditions. Afterwards, tour our tide pools through a photographic journey! This night program is a great introduction to or reinforcement of students' hands-on experience during the day.

**Skits & Stories:** Create a magical skit that demonstrates one of the many adaptations native animals use to survive in their environment. Students make up stories that evoke the feel of native legends and tap into students' sense of imagination, and then perform them for the whole group. This is a creative and fun group challenge.

**Marine Mammals:** Learn about the different species, characteristics and adaptations of our local marine mammals through hands-on fun! The evening winds down with a slide show journey to the Farallones Islands, and vivid images of whales, seals, and sea lions that give students an awe-inspiring sense of life beneath the surface.

**Town Hall:** Through an interactive theatrical performance, reenact the real-life 1960s debate on the proposed development of the Marin Headlands! During a town hall meeting, students experience how competing and conflicting interests affect public policy. Representing various local agencies, companies, and non-profits, students defend and advocate for their "character" position, asking critical questions of students representing other positions. At the end of the night, an in-character vote determines the fate of our National Park!

**Campfire:** The campfire program will include hilarious skits, sing-along songs with musical instruments, opportunities for students to showcase their talents and be involved in the skits, and more! Please note that we may not be able to have an actual fire due to weather conditions. There may also be an additional fee for the extra naturalists needed for this program to be successful.

## Point Bonita YMCA Outdoor Education Program SAMPLE LETTER TO FAMILIES

**\*\* (please retype and adapt all *bold italics* as needed, or you may request a Word document to be amended) \*\***

From: *(Teacher)*

*(School)*

This year our school will be participating in the Outdoor Education Program (OEP) at the Point Bonita YMCA from (date) to (date). Point Bonita is located on the Pacific coast of Marin County, in the Marin Headlands section of the Golden Gate National Recreation Area.

Outdoor Education at the Point Bonita YMCA will bring the students closer together as a community while they learn about the plants, animals, geology, and history of the region. Students will be taught by professional Naturalists who engage the kids in fun, hands-on lessons. The school will be staying in heated buildings, with easy access to full bathrooms. The YMCA will provide high-quality, delicious meals throughout your stay.

We have chosen the OEP based upon the Point Bonita YMCA's proven record of safety, alignment of educational goals, and their commitment to fun and discovery. The students have undoubtedly been looking forward to participating in this *(number)* grade tradition!

The cost of the program is *(price/student)*. This includes programming, food, and lodging at the Point Bonita YMCA, transportation costs, and *(additional costs)*. We are committed to having every child attend, and do not want cost to be a barrier.

Included with this letter are the following:

- "Things to Bring" List
- Registration and Release Forms
- *(School required forms)*

Please fill out and return the appropriate forms by *(date)*. They are essential to ensure the safety and well-being of your child.

For more information about the trip, we will be hosting a Family Information Night on *(date/time)*. This is an opportunity to learn more about the program, and get your questions answered. You can also get more information about the Point Bonita YMCA at their web site: [www.pointbonitaymca.org](http://www.pointbonitaymca.org).

Thanks again for your support of your child, our school, and the Point Bonita YMCA!

*(Teacher's Signature)*







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

Hello Student and Family members:

Everyone at the Point Bonita YMCA is excited about your upcoming visit. We want your experience with us to be safe, fun and rewarding. While you are here you will learn about nature, yourself, your teachers, and your classmates.

Point Bonita YMCA is located in the Marin Headlands, across the Golden Gate Bridge from San Francisco. We are in the Golden Gate National Recreation Area, which is protected by the National Park Service. Millions of people visit the park each year.

Here are some things you can do to get ready for the trip:

- Bring sturdy walking shoes, sunscreen, and a good raincoat;
- Get in good shape—walk, run, or ride a bike every day;
- Find Point Bonita on a map; learn about the ocean; and
- Prepare a journal to write about your experiences while you are here.

Students, during your stay you will have some new responsibilities, like learning how to work and live with others. You will be part of a special community. In order to make your stay with us safe and enjoyable, we need your cooperation in following the YMCA Core Values: Respect, Responsibility, Caring and Honesty. You must agree to the following guidelines to participate in your trip to Point Bonita YMCA (please check):

- I will live, work, and play cooperatively and respectfully.
- I will take responsibility for my attitude and actions.
- I agree to respect:
  - Night-time quiet hours, 9:45 pm to 7:00 am;
  - Others people's privacy and property; and,
  - All YMCA buildings and property.
- I will stay out of the rooms and residence halls to which I am not assigned.
- I understand that there is no swimming in the ocean, lagoon, or pond.
- I understand that Federal law protects *everything* in the Golden Gate National Recreation Area (GGNRA), and cannot be removed or harmed.

*We, the undersigned student and my Parent/Guardian, have read and understand these guidelines, and realize that the student may be sent home for unsafe or inappropriate behavior.*

---

Student's signature

date

---

Parent or Guardian's signature

date

**YMCA of San Francisco**  
**Release and Waiver of Liability and Indemnity Agreement**

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA (or for my children to so participate) for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and such participating children and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgment that such premises and all facilities and equipment therein and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED, ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.

2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned or such children in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise.

3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to negligence of releasees or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

4. THE UNDERSIGNED HEREBY GIVES PERMISSION for the YMCA of San Francisco, or any of its branches, to use any photographs or video footage taken of the undersigned and/or the undersigned's children participating in YMCA of San Francisco activities in future YMCA promotional purposes, without additional release or authorization.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ THIS RELEASE.

Signature of applicant/parent: \_\_\_\_\_ Date \_\_\_\_\_

Print name of applicant/parent: \_\_\_\_\_

Print name(s) of child(ren) in program: \_\_\_\_\_

YMCA of San Francisco – 50 California Street, Suite 650 – San Francisco, CA 94111



# Point Bonita YMCA Outdoor Education REGISTRATION FORM

<b>Participant:</b> _____				Age: _____	Sex: _____
Address: _____		City _____		State _____	Zip _____
Number & Street					
<b>Parent/Guardian</b> _____				Work _____	Cell _____
<b>Non-Parent Contact</b> _____				Home _____	Cell _____

<p><b>Health History</b> (give date of illness or immunization)</p> <p><input type="checkbox"/> Asthma</p> <p><input type="checkbox"/> Heart defect/disease</p> <p><input type="checkbox"/> Convulsions</p> <p><input type="checkbox"/> Diabetes</p> <p><input type="checkbox"/> Bleeding/Clotting Disorders</p> <p><input type="checkbox"/> Hypertension</p> <p><input type="checkbox"/> Mononucleosis</p> <p><input type="checkbox"/> Latest tetanus vaccination</p> <p><input type="checkbox"/> Epilepsy</p> <p><input type="checkbox"/> Measles</p> <p><input type="checkbox"/> German measles</p> <p><input type="checkbox"/> Mumps</p> <p><input type="checkbox"/> Chicken pox</p> <p><b>Allergies:</b></p> <p><input type="checkbox"/> Hay fever</p> <p><input type="checkbox"/> Poison oak</p> <p><input type="checkbox"/> Insect stings</p> <p><input type="checkbox"/> Penicillin</p> <p><input type="checkbox"/> Other _____</p>	<p>Is there anything that would limit this person's ability to fully participate in Outdoor Education at the Point Bonita YMCA? _____</p> <p>Does this person have any special needs, including social or emotional issues, that we should know about prior to the visit? _____</p> <p>Current Medications (send with instructions) _____</p> <p>Dentist/Orthodontist: _____ Phone _____</p> <p>Doctor: _____ Phone _____</p> <p>Do you carry family medical insurance?      Yes      No</p> <p>Carrier: _____ Policy/Group #: _____</p> <p>Dietary modifications and/or food allergies: _____</p> <p>What else would you like us to know about this person, health or otherwise, that would help us work most effectively with him or her? _____</p>
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<p><b>Authorization for Treatment:</b> I hereby give permission to the medical personnel selected by the YMCA to order X-rays, routine tests, treatment, and necessary transportation for the person named hereon. In the event that I cannot be reached in an emergency, I hereby give permission to secure and administer treatment, including hospitalization, for the person as named above. This form may be photocopied.</p>	
<p><b>Removal from Program Agreement:</b> I understand that the person named hereon may be sent home due to unsafe or inappropriate behavior. If the person named hereon is a minor, that person's parent or guardian may be asked to pick up the child from the Point Bonita YMCA.</p>	
<p>_____ Signature (parent or guardian if person is a minor)</p>	<p>_____ Date</p>

<p>I want to receive the Point Bonita YMCA electronic newsletter!</p>	
<p>_____ Signature</p>	<p>_____ email address</p>



## Point Bonita YMCA Outdoor Education Program

### PARTICIPANT THINGS-TO-BRING LIST

(Based on a 3-5 day program; adjust accordingly)

*Please be prepared for both rain and sunshine!*

#### REQUIRED ITEMS:

##### Clothing:

Waterproof rain coat or poncho	2 sweatshirts/sweaters
Warm jacket	2-3 pairs jeans or tough pants
Warm Hat <b>and</b> Hat with a brim	3-5 pairs of underwear
Gloves	3-5 T-shirts
2 pairs of socks per day	Pajamas
Bathing suit (for showering)	
2 pairs of sturdy shoes/boots (no sandals!)	

##### Toiletries:

Toothbrush & tooth paste	Sun Block (SPF #15 or higher)
Comb or brush	Chapstick or Lip Balm
Shampoo and Soap	

##### Other Necessities:

<b>Water bottle- at least 24oz (w/a water-tight, screw-top lid)</b>	
Backpack (big enough to carry a lunch, jacket, and water bottle)	
Sleeping bag and pillow	Laundry bag for dirty clothes
Fitted sheet for twin mattress	Towel and wash cloth
A Bandana (to eat on) for trail lunch day(s)	

#### PLEASE REMEMBER TO PACK A LUNCH FOR THE FIRST DAY!

##### OPTIONAL ITEMS:

Hand lens (magnifying glass)	Camera
Binoculars	Quarters and laundry soap
Sunglasses	Rain pants
Shower shoes	Padlock (see below)

Crazy shirt for the last day!

\*Chaperones (NOT students!!) are encouraged to bring their own reusable mug for coffee and tea\*

##### THINGS NOT TO BRING:

Pocket knives or weapons	Hair dryers
Radios, disc, tape or MP3 players	Gum, candy, or other snacks
Fishing gear	Electronic games
Cell phones	Fireworks
Personal sports equipment	

Please do not bring **ANYTHING** of value that you do not want to lose. Mid-size lockers can be provided- you must provide your own lock. The YMCA accepts no responsibility for loss of or damage to personal property.

## Point Bonita YMCA Outdoor Education Program MERCHANDISE ORDER FORM

Teachers please remember to compile families' requests into a **single Merchandise Order Form**, and fax it to the Point Bonita YMCA at least two weeks prior to your visit. **Fax: 415/331-2567**

School \_\_\_\_\_ Visit Dates \_\_\_\_\_

Participant's name \_\_\_\_\_ Phone \_\_\_\_\_



**WATER BOTTLES** (BPA-free plastic, 24 oz.)

TOTAL WATER BOTTLES \_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_

**T-SHIRT** (100% organic cotton, pre-shrunk, Natural color, adult sizes)

Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_ X-Large \_\_\_\_\_

TOTAL T-SHIRTS: \_\_\_\_\_ x \$18.00 = \$ \_\_\_\_\_

**SWEATSHIRT** (Pullover w/hood, adult sizes only, cotton/polyester blend. Aqua color. (Natural, Gray and Brown are discontinued- limited quantities are available)

Aqua: Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_ X-Large (Brown or Aqua) \_\_\_\_\_

Natural: Small N/A Medium \_\_\_\_\_ Large \_\_\_\_\_ XX-Large (Aqua only) \_\_\_\_\_

TOTAL SWEAT-SHIRTS: \_\_\_\_\_ x \$40.00 = \$ \_\_\_\_\_

**TOTAL COST: \$ \_\_\_\_\_**

**Please bring cash/checks equaling the Total Cost. Make checks payable to Point Bonita YMCA.**

## Point Bonita YMCA Outdoor Education Program CHAPERONE GUIDELINES

**TRAIL RESPONSIBILITIES:** Your role is to support teachers and naturalists. Follow their lead in regards to discipline, positive feedback, and student expectations. You may be asked to participate to a greater or lesser degree. In the case of an injury or extreme discipline problems, you may be asked to accompany a student back to the YMCA.

You will be asked to fill out an evaluation of the program, including the performance of the naturalist. If you have a concern, choose an appropriate time to speak with your naturalist, or approach a teacher or your school's trip coordinator.

**SUPERVISION:** Chaperones help with the supervision of students, oftentimes without the presence of YMCA employees. Here is when you must proactively supervise students:

- **Overnight: 9:00 pm to 7:45 am.** Lights out is at 9:30 pm. Students are to respect quiet time policy from 9:45 pm to 7:00 am.
- **Meal Times:** Breakfast is served at 8:00 am, lunch is at noon (or on the trail), and dinner is at 6:00 pm. Sit with students, supervise at the meal, and help with clean up.
- **"In-Between" Times:** Students are given roughly 20 minutes before and after each meal to wash up, use the restrooms, and prepare for the next activity.
- **Recreation Time: 4:15 to 5:45 pm.** You will be assigned an area to supervise during this time. If students are interested in exploring beyond the grounds, they **MUST** be accompanied; there must be a minimum of two students and a maximum of eight students for every chaperone, and beaches are **off limits**. Use your best judgment, and have the group back in time. *Check with a teacher before taking students off-site.*

**WELLNESS:** Your health and sanity is just as important to us as that of the students. Please inform the teachers and YMCA staff of any special dietary or health concerns; whenever possible, we want to accommodate your needs. **To alleviate waste and excess water-usage, please bring your own reusable (travel) mug for coffee and tea.** We expect that chaperones stay with their particular naturalist group for the entire length of the stay. If the long days begin to catch up with you, however, please communicate this fact, since other arrangements may be possible.

**STANDARDS OF CONDUCT:** Act as a role model for the students, and be supportive to every child equally. Use appropriate language. Respect the privacy and individuality of each child.

The vending machines are off-limits to students, and therefore to everyone. Coffee and tea is for adults only. Do not provide off-limits food or drinks to your child. Point Bonita YMCA is a smoke-free campus. You may smoke offsite, but please deposit butts in appropriate containers, and not in trash cans or on the ground. We request that chaperones not smoke during hikes, even if out of sight of children.

The following behaviors will result in the immediate dismissal from our program, and potentially a referral to authorities: physical discipline or corporal punishment; lewd, inappropriate, or sexual comments or actions; possession of illegal substances or alcohol; possession of weapons; other illegal activity.

**TELEPHONE COMMUNICATION:** Inform family members and associates that you may not be immediately available by phone. If someone needs to get a message to you during your stay: Point Bonita YMCA office, 9:00 am - 5:00 pm: **(415) 331-9622 (Voice mail: x480 or x633)** Residence Halls, 8:00 am - 10:00 pm: **Golden Gate (415) 332-9728** or **Farallon (415) 332-9743.**

When working with children, we request that cell phones be turned off, unless you truly need to be available at all times. Such devices distract from the experience we want for you and the kids. (FYI: cell phones don't get effective coverage in many locations, and YMCA naturalists carry radios that *do* get coverage.)

## NATURALIST GROUPS ASSIGNMENT SHEET

After finding out how many Naturalists have been assigned to your school, divide the students and chaperones into groups. Make as many copies as necessary.

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

<b>Group #</b>
<b>Group Name:</b>
<b>Naturalist:</b>
<b>Chaperones:</b>
<b>Students:</b>
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.

<b>Group #</b>
<b>Group Name:</b>
<b>Naturalist:</b>
<b>Chaperones:</b>
<b>Students:</b>
1.
2.
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16.

<b>Group #</b>
<b>Group Name:</b>
<b>Naturalist:</b>
<b>Chaperones:</b>
<b>Students:</b>
1.
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<b>Group #</b>
<b>Group Name:</b>
<b>Naturalist:</b>
<b>Chaperones:</b>
<b>Students:</b>
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12.
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15.
16.

<b>Group #</b>
<b>Group Name:</b>
<b>Naturalist:</b>
<b>Chaperones:</b>
<b>Students:</b>
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<b>Group #</b>
<b>Group Name:</b>
<b>Naturalist:</b>
<b>Chaperones:</b>
<b>Students:</b>
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16.

## RECREATION TIME ASSIGNMENT SHEET

To maximize safety during recreation time, teachers should assign their school's chaperones to supervise specific areas. More than one chaperone can be given a certain assignment per day, so that the adults can "tag-team" and potentially be given some personal time. Make sure that chaperones know their assignments!

	Day One	Day Two	Day Three	Day Four
<b>Meeting Room</b>				
<b>Boys' Residence Hall</b>				
<b>Girls' Residence Hall</b>				
<b>Basketball &amp; Volleyball Courts</b>				
<b>Tetherball &amp; Main Parking Lot</b>				
<b>Off-Site Hikes (2-8 kids per chaperone)</b>				
<b>Snack Area &amp; Garden</b>				
<b>Other:</b>				
_____				
_____				
<b>Other:</b>				
_____				
_____				



# ROOM ASSIGNMENT SHEET

Rooms will be assigned to your school, and *you will not be automatically assigned all of the rooms listed below!* Have these assignments done prior to your arrival.

Golden Gate Dormitory, Gender: \_\_\_\_\_

Room 1 (4 beds)
1.
2.
3.
4.

Room 6 (12 beds)
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

Room 9 (12 beds)
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

Room 2 (7 beds)
1.
2.
3.
4.
5.
6.
7.

Room 7 (7 beds)
1.
2.
3.
4.
5.
6.
7.

Room 10 (6 beds)
1.
2.
3.
4.
5.
6.

Room 3 (4 beds)
1.
2.
3.
4.

Room 4 (4 beds)
1.
2.
3.
4.

Room 8 (7 beds)
1.
2.
3.
4.
5.
6.
7.

Room 11 (6 beds)
1.
2.
3.
4.
5.
6.

Room 5 (4 beds)
1.
2.
3.
4.

**Farallon Dormitory, Gender: \_\_\_\_\_**

**Room 1 (6 beds)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Room 7 (12 beds)**

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

**Room 10 (6 beds)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Room 2 (4 beds)**

- 1.
- 2.
- 3.
- 4.

**Room 11 (6 beds)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Room 3 (4 beds)**

- 1.
- 2.
- 3.
- 4.

**Room 8 (8 beds)**

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

**Room 12 (7 beds)**

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

**Room 4 (4 beds)**

- 1.
- 2.
- 3.
- 4.

**Room 9 (6 beds)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Room 13 (10 beds)**

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

**Room 5 (4 beds)**

- 1.
- 2.
- 3.
- 4.

**Room 6 (8 beds)**

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





## Point Bonita YMCA DRIVING DIRECTIONS



### From South of the Golden Gate Bridge:

Going North on Highway 101 from San Francisco, cross the Golden Gate Bridge (automatic toll of \$6 (\$5 FasTrak)). Go past the Vista Point exit and take the Alexander Avenue exit. Bear right and proceed slowly for approximately 500 feet, take the first left to the Marin Headlands onto Bunker Road. Ahead, you will come to a one-way tunnel. You may have as much as a five-minute red light here. At the green, continue through the tunnel. Continue straight on Bunker Road for approximately 2 miles. After you see the horse stables on the left, continue around the corner and bear left onto Field Road. Follow the signs up the hill heading to the Point Bonita Lighthouse, Nike Missile Site, AYH Hostel, and the Point Bonita YMCA. The YMCA will be a little past the Nike Missile Site on the right.

### From North of the Golden Gate Bridge:

Head South on 101 to the last Sausalito exit, Alexander Ave. (after the Waldo Tunnel and just before the bridge). At the exit stop sign, turn right and double back under 101 to a stop sign. Proceed slowly, after 500 feet, take the first left to the Marin Headlands onto Bunker Road. Ahead, you will come to a one-way tunnel. You may have as much as a five-minute red light here. At the green, continue through the tunnel. Continue straight on Bunker Road for approximately 2 miles. After you see the horse stables on the left, continue around the corner and turn left onto Field Road. Follow the signs up the hill heading to the Point Bonita Lighthouse, Nike Missile Site, AYH Hostel, and the Point Bonita YMCA. The YMCA will be a little past the Nike Missile Site on the right.

### From the East Bay:

Take 580 West towards San Rafael. Continue on 580 to the Richmond/San Rafael Bridge. (\$5 portions toll) Take the Sir Francis Drake Blvd. exit off the bridge. Continue on Sir Francis Drake past San Quentin and the Larkspur Ferry Terminal to 101 South. Take the left ramp onto 101 South towards San Francisco. Continue on 101 to the last Sausalito exit, Alexander Ave. (after the Waldo Tunnel and just before the bridge). At the exit stop sign, turn right and double back under 101 to a stop sign. Proceed slowly, after 500 feet, take the first left to the Marin Headlands onto Bunker Road. Ahead you will come to a one-way tunnel. You may have as much as a five-minute red light here. At the green, continue through the tunnel. Continue straight on Bunker Road for approximately 2 miles. After you see the horse stables on the left, continue around the corner and bear left onto Field Road. Follow the signs up the hill heading to the Point Bonita Lighthouse, Nike Missile Site, AYH Hostel, and the Point Bonita YMCA. The YMCA will be a little past the Nike Missile Site on the right.

# Point Bonita YMCA - Environmental Education, Meetings & Retreats

981 Fort Barry, Golden Gate National Recreation Area, Sausalito, CA 94965

(415) 331-9622 [www.pointbonitaymca.org](http://www.pointbonitaymca.org)

