



Cody Outdoor Classroom

Where Learning Comes Naturally

Greetings from Cody Outdoor Classroom,

We are excited that you and your students are joining us at Cody Outdoor Classroom. We appreciate the work you do to make this trip possible.

This packet includes information that will help your school prepare for your visit, including general information and tips, as well as a trip preparation checklist. Please read it carefully.

In a separate document entitled Cody Rosters, you will find the following paperwork:

- Program/School Questionnaire
- Lodging, Field Group, and Dining Table Rosters
- Food Needs / Restrictions Rosters

Please complete and email these rosters to us three weeks prior to the trip. **Please note, important information regarding how to complete the rosters is found on pages 5 - 6 of this document.**

There are two additional paperwork documents:

- Cody Chaperone Packet - Please make sure all adults, including teachers, attending the program return this signed and filled out. Please bring this with you.
- Cody Family Packet - Please make sure all students attending the program return this signed and filled out. Please bring this with you.

Please keep all paperwork together for each individual and alphabetize the set for students and adults to keep them organized. These documents are available on our website at <http://codyoutdoorclassroom.com/enrolled-schools>.

Please review all materials and let us know if you have any questions. We are happy to provide any additional information and support you may need. Feel free to contact Cody's Director Kristen Fenstermacher (603) 539 4997, kristen@schoolfieldtrips.com.

We look forward to working with you and your students.

Best,

The Staff of Cody Outdoor Classroom

Overview of the Program

Cody Outdoor Classroom programs emphasize concepts taught in the classroom and provide an opportunity for students to further explore these through experiential learning. We take an inquiry-based (concepts and processes are explored by the students, rather than told to them by the instructor) approach to help students understand interactions among systems in the natural and manmade world. We are committed to providing a curriculum that addresses a variety of learning needs and builds community among peers and adults.

We work with each school group to help design a program that best fits the needs and outcomes of the group. Although we customize the learning opportunities for each group, each program is rooted in the following components: Science Lessons, Team building, Evening Programs, and Meals and Transitions.

Below is an outline of a typical day at Cody:

7:00 am	Rise and Shine
8:00 am	Breakfast
9:00 am	Transition
9:30 am	Team building
12:00 pm	Lunch
1:00 pm	Transition
1:30 pm	Engineering Lesson
3:00 pm	Life Science Lesson
5:00 pm	Recreation time
6:00 pm	Dinner
7:00 pm	Transition
7:15 pm	Evening program
8:45 pm	Back to cabins, get ready for bed

Students at Cody are always supervised by adults. During daytime and evening lessons, the Cody staff teach all lessons and handle all behavior management / group dynamics. At meals, the Cody staff, chaperones, and school teachers dine with the students. Overnight cabin supervision, as well as transition and rec time supervision, is provided by the school's chaperones and teachers. Cody's medical staff member is available on site 24/7.

General Information

Chaperones

Cody requires that the school provides a 1:10 ratio of chaperone to student supervision at all times. One chaperone to every ten students attends Cody at no cost, including teachers. Additional adults, unless they are providing 1:1 support, are charged the student rate. The number of additional adults a school can bring depends on space available in the cabins. Chaperones can be high school students, college students, parents and/or teachers depending on the school's wishes. However, all chaperones MUST be 18 years or older and meet any other school district guidelines. Chaperones primary responsibilities include overnight cabin supervision and transition and rec time supervision. Chaperones are welcome to attend daytime and evening lessons also. Chaperones will have an opportunity to rest, shower, and have free time each day. A chaperone orientation will be facilitated by Cody staff on the first day. We prefer that chaperones attend for the full trip but understand this is difficult for many adults. Please let us know if you will have chaperones splitting the week.

Teachers

We know teachers have a lot of planning and organizing to do before the trip and we want them to be able to participate in activities, learn with their students, and take pictures during the trip. Cody instructors and medical staff will handle most situations that arise, however, we may ask for teacher support regarding behavior situations, homesickness, medical issues, and other scenarios as needed.

Some private teacher accommodations are available upon request.

Cody Outdoor School Merchandise

Students and chaperones have the option of purchasing a Cody Outdoor Classroom t-shirt. T-shirts cost \$15.00 and the teachers will be in touch prior to the trip regarding their preferred system to collect payment. Those who purchase a t-shirt will receive it during their stay at Cody.

If you would like your students to purchase shirts, please collect money in advance and bring one check to pay. We will email you a form and an image of the t-shirt.

Visitors and Guests

We ask that parents who are not chaperoning do not visit their children. Visiting parents may not only distract their child but make others jealous or homesick as well. Students are not permitted to have cell phones at Cody. This is to encourage them to enjoy life "unplugged" - live in the moment and appreciate their surroundings. If parents have concerns about this, please reassure them that we will contact them if there are any concerns regarding their child (illness, homesickness, behavior issues) and the Cody phone number is in the Cody Family Packet if there is an emergency at home and they need to contact us.

Payment and Fees

Four weeks before the trip, the Director and the lead teacher will verify the number of students, adults, and services provided. All schools will be charged for as many students as quoted four weeks (30 days) before program as the minimum balance. Failure to communicate reduced numbers at 30 days will default to original contracted numbers. In the event student or chaperone numbers increase after four weeks, the lead teacher needs to contact the Program Director to confirm if additional space is available. Invoices will be sent out from the Cody Outdoor Classroom business office, payment is due in full two weeks prior to your program start date, unless other arrangements have been made in advance with the Program Director. All student checks should be made payable to a school fund and the school should write a check made payable to "Cody Outdoor Classroom". Cody will not accept individual checks from the parents. Please mail all payments to:

**Att. Cody Outdoor Classroom
1 Washington St, Suite 106
Dover, NH 03820**

Health Care

First Aid

All Cody staff is trained in first aid and CPR.

Medical Staff

Cody provides medical staff that is on site 24/7. Our medical staff is there to support all students. If you have a student who requires 1:1 medical support, please provide a chaperone / teacher who can take on that role.

Food Allergies/Restrictions

Our facility is nut free and also accommodates gluten, wheat, dairy, soy, shellfish, egg and lactose allergies, intolerances and restrictions. Vegetarians and vegans can also be accommodated. Parents and chaperones will indicate any dietary needs in the planning packets. It is the teacher's responsibility to collect information from those forms and notify Cody of all allergies/ restrictions three weeks prior to the trip using the form in Cody Rosters.

Emergency Medical Services

Any accident, injury or illness that is beyond the staff's level of training will be handled by a visit to the Emergency Room in either North Conway or Wolfeboro, NH. A situation that is or might be life threatening will be handled by calling the Emergency Medical Service (EMS) system 911.

Medications

School teachers will **collect all student medications prior to departure**. Most teachers choose to collect them from families the morning of the trip, but you may choose to collect them earlier. Children are not permitted to keep medications on their person (Epi-pens and inhalers are the **ONLY** exceptions to this). This includes prescription and over-the-counter medications (Tylenol or cough drops). All medications need to be sent **in the original bottle / packaging with the Doctor's name, dosage, and usage instructions on the bottle / packaging**, if applicable. Parents place the bottle / package in a clear ziplock bag with their child's name and instructions for administration on it. Please check that all medications are turned in properly. All medications will be distributed by a qualified Cody medical staff member.

Behavior

Below is a copy of the Cody Behavior Expectations. We require every student and their family to read the expectations and sign an acknowledgement statement. We ask that teachers and chaperones work with us to uphold these expectations. We remind students of our expectations and their responsibilities on arrival day. Cody staff will handle any negative behaviors using firm, yet restorative actions. We will keep teachers informed of all situations and often ask for support on serious behavior issues.

Cody is committed to providing a safe, positive experience for all students. As part of the Cody community, students are expected to be familiar with and follow Cody's behavior expectations. Students who are unable to follow them may be disciplined and sent home at the discretion of the Program Director. Parents are then expected to pick up their child. Please discuss these expectations with your child prior to the field trip.

- Students must remain with their group and Cody instructor or teacher/chaperone at all times. Students should never be alone on camp or leave the property alone.
- Students must remain in the cabins with chaperones after lights-out.
- Students may not have in their possession any prohibited items (please review the Packing List to view the complete list).
- All medications should be given to the school teacher or Cody medical staff.
- Students are asked to take care of the property and report any damages. There are no pranks or graffiti permitted at Cody.
- Students should use equipment for its intended purpose and in a safe manner.
- Students should ask before using or borrowing items that belong to the program or another student, teacher or chaperone.
- Students should listen and follow directions from Cody instructors, teachers, and chaperones.

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- Students are expected to respect the plants and animals that also live at camp. Students should not litter or act to harm the natural world.
- Physical fighting or altercations are not tolerated at Cody and will be dealt with firmly, decisively, and at the discretion of Cody and the school teachers and may result in immediate separation or dismissal without refund of tuition.
- Bullying is not tolerated at Cody and all suspected bullying instances will be dealt with firmly, decisively, and at the discretion of Cody and the school teachers and may result in immediate separation or dismissal without refund of tuition.
- All school rules also apply and will be enforced at Cody.

Cody Rosters

The Cody Rosters can be found in a separate Excel document titled “Cody Rosters”. The information contained in the rosters should be completed and returned to the Program Manager three weeks prior to the date of the trip so we can provide the best experience for your students.

Feel free to use the Excel document provided, or print and handwrite the information, or use your own format. As long as we get all the information, we want you to do what is easiest for you.

Program / School Questionnaire

This section will provide us with some important logistical information, as well as background information on your students that will help us with the planning process.

Lodging Roster

Cody has several different cabin layouts and cabin capacities vary as well. Please confirm your school’s cabins with the Program Manager before completing this roster. Please keep the following in mind as you put together your groups: Write in first and last names of students. If there are particular students who would pose a problem being together, please separate them. The number of spaces represents the total number of beds in each cabin – make sure you leave space for and list chaperones (may not fill every chaperone bed) on this form. Floor plans are available upon request. Please fill this out three weeks prior to your visit and email it to the Program Manager.

Field Group Rosters

Please confirm the number of field groups with the Program Manager before filling out this roster. Each field group will have a maximum of 15 students. Please distribute students evenly among the groups. Consider group dynamics, gender balance, physical ability, and program goals when assigning students. If you wish to assign chaperones to a field group, **please put parents and their children in separate groups**. We have found that students get more out of the learning day if they are not with their parents. Please fill this out three weeks prior to your visit and email it to the Program Manager.

Dining Table Rosters

Please confirm the number of dining tables with the Program Manager before filling out this roster. Dining tables seat 10 total. However, no table will have ten students because we need to leave space for adults at each table. Most tables will have 8 or 9 students. Once the Manager has told you how many tables you need, please distribute students evenly among the tables. Please fill this out three weeks prior to your visit and email it to the Program Manager.

Food Needs / Restrictions Roster

Our facility is nut free and also accommodates gluten, wheat, dairy, soy, shellfish, egg and lactose allergies, intolerances and restrictions. Vegetarians and vegans can also be accommodated. Please list students, chaperones and teacher food needs. If any families have any concerns regarding allergies, we are happy to speak with them to ensure we can accommodate the student. Please fill this out three weeks prior to your visit and email it to the Program Manager.

If possible, please mail the completed health forms one week prior to the trip so the nurse can review them.

Curriculum Selection

We will email you the most up to date curriculum selection and work with you to determine how many lessons to choose based on your goals for the experience.

Helpful Planning Tips

- Out of the team of teachers attending, it is a good idea to designate a lead teacher who will be the main point of contact between the school group and the Cody Program Manager.
- Make sure at least one teacher brings a vehicle to Cody (this can be useful in a variety of situations).
- The cost we have quoted you does not include the bus fees. Be sure to include this before you inform families of the final cost.
- All teachers must complete the paperwork in the Chaperone Packet.
- Set the deadline for student and chaperone paperwork to be turned in at least one month prior to the trip. You will need to use those documents to collect some information that we need three weeks prior to the trip.
- Thoroughly check that all student and chaperone paperwork is complete - participants cannot be on site without it. If we find missing information / signatures on arrival day, teachers will need to call families to get the missing information.
- All the documents you need for the trip can be found at: <http://codyoutdoorclassroom.com/enrolled-schools>.
- If parents misplace the Packing List or Cody Family Packet, they can access those at <http://codyoutdoorclassroom.com/new-page-2-1/>.
- If this is your first time attending Cody, we encourage you to set up a parent information session. A member of the Cody team will present information and answer both parent and teacher questions. It is a good idea to do this several months prior to the trip.

Trip Preparation Checklist

Up to 6 months prior to the trip (the first steps):

- Trip dates set and deposit sent to Cody.
- Designate a lead contact at the school who will handle all communication with Cody during planning.
- Arrange transportation (Reserve buses).
- Inform parents and students of the experience.
- Work with Cody Director and set a date for the Parent Information Night.
- Send the Cody Family Packet home with students - set a deadline for completion (we suggest one month prior to the trip at the latest).
- Begin chaperone recruitment, 1:10 ratio. Remember male to female ratios depending on student gender ratios.
- Send the Cody Chaperone Packet to chaperones (teachers must also complete the paperwork section).
- Determine the actual cost to the students (account for bus costs, additional chaperone costs, fundraising, etc).
- Set a due date for all student and chaperone paperwork and money to be turned in.
- Begin working with the Program Manager to choose lessons and evening programs.
- Notify the school nurse of the trip and consult on any student concerns. Relay this information to the Cody Program Manager.

As the trip approaches, continue collecting paperwork and keep in contact with the Cody Program Manager with any questions or concerns that arise.

Four weeks prior to the trip:

- Latest deadline for student and chaperone paperwork to be turned in.
- Organize all student and chaperone paperwork. Please keep all forms for each student and chaperone together and alphabetize them by last name (have a separate section for students and one for chaperones).
- Check all paperwork for missing signatures / incomplete information. Return those to parents to complete.
- Review all paperwork and record food allergies, restrictions, and other concerns that need to be reported to Cody in advance.

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- Contact Cody Program Manager with an updated student count. They will then confirm the number of field groups and table groups, and tell you what cabins you will be staying in.
- Assign students and chaperones to field, table, and cabin groups.
- Work with the bus company to determine arrival and departure times.

Three weeks prior to the trip:

- Submit the completed Cody Rosters document to the Cody Program Manager.

Lead up to the trip:

- Continue to collect any missing paperwork from students, chaperones, and teachers.
- Notify Cody Program Manager of any updates / changes.
- Mail the health forms to the site one week prior to the trip (9 Cody Rd. Freedom, NH 03836).

First day of the trip:

- Collect all student medications (prescription and non-prescription, except inhalers, epi-pens and diabetic equipment which needs to be with the student).
- Bring all chaperone and student paperwork in a binder if you did not mail them. **Please keep all forms for each student and chaperone together and alphabetize them by last name (have a separate section for students and one for chaperones).**
- Note any changes to student attendance and let the Cody Program Manager know immediately upon arrival.
- Once you are on the road, it is helpful if you contact us so we have an update on your arrival time.