

Teacher And Chaperone Packet

The Catalina Experience™ at White's Landing

PLEASE MAKE A COPY FOR ALL TEACHERS CHAPERONES

TCX programs are educational in focus. Although we strive to make them fun and interactive, this is not done at the expense of the learning environment. A TCX instructor has at least a BS or BA degree and his or her energies are directed toward program activities. **They do not fulfill the role of a 'counselor' by supervising students during their free time, at meals, or in the cabins. Participating adults supervise students during these times.**

We respect and encourage the adults who choose to participate with their school, group and/or child. Our program would not function at the level it does without their active involvement. We believe there are many rewards, both personal and group related, which will result from their efforts.

Chaperones should come prepared to participate in all program activities, including snorkeling and kayaking. This is an expectation of our program. Chaperones will also be in charge of the control, discipline and overall safety of the students both during program time and free time.

TCX is not logistically in a position to accommodate 'free agents'; individuals who would like to do their own thing while at White's Landing. Examples include SCUBA diving or going off by oneself to explore other aspects of the program or island. Although adults are here to support the school's trip, individuals have arrived, on occasion, prepared to entertain themselves. We hope to avoid any disappointment by providing an overview of adult responsibilities and the procedures, which will influence your visit to White's Landing.

Role of Chaperones

Program: Be an active part of the program, including snorkeling and kayaking. This sets the appropriate example for the students and provides support for the instructor. Help supervise during program. Our instructors' energy should go into teaching, not disciplining.

First Aid: If a student has a minor injury or illness, a chaperone escorts the student to TCX's first aid room. This room is stocked with medication and supplies. Chaperones must consult the student's medical form before administering first aid.

Keep students on time to programs and meals. This will maximize time in program and ensure warm food for all. Sit at tables with students and supervise meals. This will help to reduce noise and facilitate a pleasant dining experience.

Facility: Supervise students during free time and in the tent-cabins. To curtail rough horseplay, keep students within their boundaries. **Student's should always be with a chaperone.**

Dorms: Chaperones will stay in the same tent-cabins with the students and may stay in the same room. Schools supervise the tent-cabins. Help water conservation by reminding the students only one shower per day.

Damages: Schools are held responsible for any property or building damages done by their students during their stay.

Quiet hours are from 10:00PM to 7:00AM for all participants. It is the chaperones responsibility to help the students respect the Quiet Hours. Our program is energy intensive. Everybody will need and want their sleep.

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SUPPORT THE PROGRAM IN THE FOLLOWING WAYS:

- Always wear shoes.
- No water activities without TCX supervision.
- Comply with all instructions of the TCX staff.
- Be courteous to the TCX staff and encourage it in the students.
- Keep students out of restricted areas.
- Keep noise to an acceptable level.
- Do not litter and encourage students to pick up any litter.
- Curb general horseplay. A simple X-ray or stitch is at least a *four-hour round trip*.
- Keep the tent-cabins and restrooms clean. Do not put anything but toilet paper in the toilets.
Please instruct the females in your group NOT to dispose of sanitary napkins or tampons in the toilets. Receptacles for that purpose have been provided.
- Motivate all students to be on time for all program sessions and meals.
- Students may not smoke. Adults please smoke only in designated areas.
- **No alcoholic beverages and no illegal drugs.**
- All camp Quiet Hours are 10:00PM to 7:00AM.
- No rock throwing.
- No shell or animal collecting. We wish to preserve our marine environment.
- **Students may not use the telephone. If there is an emergency, the group leader will be able to call the appropriate people.**
- Conserve water. Only one shower a day, please.

FREE TIME

Recreational "free time" gives the students a break from taking in information and allows them to let out energy stored up during the previous learning session. Because students are not typically used to being engaged in structured activities all day and evening, free time is important. Volleyballs, basketballs, footballs, and soccer balls are all available.

CHAPERONE SUPERVISION

Since "free time" is the TCX instructors time off, the schools chaperons are to be responsible for the supervision and general discipline during this time.

Since the majority of injuries, scrapes, bruises, etc. occur during "free time", adult supervision helps facilitate a safe and continued experience for students.

TENT-CABINS

Adults will stay in the same tent-cabins as the students. Quiet hours are from 10:00PM to 7:00AM must be enforced. Arrival days are long and the program is very active. All participants should be allowed the necessary rest in order to enjoy the program. Horseplay in and around the tent-cabins should be discouraged. Because food and drink attracts insects and animals, no food or drinks are allowed in the tent-cabins. Tent-cabins are off limits to the opposite sex and other groups.

Safety is of paramount concern, but despite training, safety measures and emergency procedures, many of the activities in and around camp carry some inherent risk. It is for this reason that we must insist that each chaperone read the enclosed Release and Waiver of Liability, agree to its terms, sign and date the form. The completed form should be returned to the group leader well in advance of your trip.

WE REGRET THAT WITHOUT SIGNING THE RELEASE AND WAIVER OF LIABILITY, YOU WILL NOT BE ABLE TO ACT AS A CHAPERONE, PARTICIPATE IN THE PROGRAM, OR BE ON CAMPUS.

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THE CATALINA EXPERIENCE CAMP PARTICIPANT'S RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability is made in consideration of The Catalina Experience (TCX) consent to my request to be present, participate in and use the equipment at a TCX camp and programs, (the "Program").

I have been informed of the nature and activities of the Program in which I will participate which include camping, hiking, snorkeling, kayaking, boating, and transportation to and from the Program. I understand there are numerous risks associated with my presence, participation and use of equipment, which may pose a threat of serious injury, illness or death. I understand these risks are a part of engaging in the type of outdoor sports and activities which are a major component of the Program. I further understand that it is not possible to list all potential risks that I may encounter while present, participating or using the equipment of the Program, but I am familiar with outdoor sports and activities in which I will engage and I am not aware of any physical, emotional or mental problem or limitation that would prevent or impair my participation or increase the risks involved.

With this knowledge, I accept and Assume the Risk and Full Responsibility for illness, injury and death, loss of personal property and other damage and expense which may result from by presence, participation and or use of equipment in the Program, whether caused by the negligence of TCX, its agents, employees, landlords, lessors, or representatives, (the TCX "Parties"), or otherwise.

I hereby agree to Release, Waive, Discharge and Promise Not to Sue the TCX Parties, and each of them for any liability to me, my heirs, next of kin and personal representatives, arising from any loss, damage claim or cause of action that may result from my presence, participation and or use of equipment in the Program or activities incidental thereto, and any injury to my person or property, including death, whether caused by the negligence of the TCX Parties or otherwise.

I further agree to indemnify, save and hold harmless the TCX Parties and each of them from and against any loss, liability, damage, or expense, including attorney's fees, they more incur as the result of my breach of this Agreement.

This Agreement is intended to be as broad and inclusive as permitted by and shall be construed and governed under, the laws of the State of California. If any part of the Agreement is held to be invalid the remaining terms shall remain in full force and effect.

I Have Read and Understand this Agreement and its Legal Consequences and Agree to be Bound by its Terms.

Participant's Name (print)	Participant's Signature	Date
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School Name	Dates of Attendance	Facility
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The Catalina Experience™ at White's Landing

WHITE'S LANDING INFORMATION AND ORIENTATION

White's Landing is located on Catalina Island west of the town of Avalon. White's provides a setting for retreats that is free from many of the mainland distractions. It is a place to appreciate nature and a simple lifestyle. An understanding of the following information and guidelines will make your stay at White's a more enjoyable one.

For those of you who are first time visitors to Catalina Island's White's Landing, it is a rustic camp. The accommodations are **tent style** and **lack electricity**. For that reason, campers are encouraged to bring an electric lantern or flashlight for the evening. Open flame or propane lanterns are prohibited due to fire hazard.

Or Staff: At the Catalina Experience, we acknowledge the trust you have in our staff to show your children a wonderful time, but more importantly keep them safe. For that reason, we have taken every precaution to ensure that our campers are under the greatest possible supervision available. Upon hiring, all staff successfully passed a background check. All program staff carry current First Aid and CPR certifications. Finally, all of our staff have been hand picked for leadership qualities that will heighten the experience of our campers, guaranteeing a camp experience they will remember for a lifetime.

Facilities: The camp compound consists of the following:

1. Enclosed cabins and deck mounted tents
2. No electricity available in tents
3. Centrally located restroom pavilions with flush toilets, hot showers and power outlets
4. Enclosed dining hall and patio seating
5. Field laboratory
6. Camp store with soda, candy, books, clothes and sundries

Recreation: Waterfront- swimming, sea kayaks, snorkeling, boogie boards, lounge chairs, and marine specimen touch tank

Land Based- low ropes course, astronomy, basketball, volleyball, horseshoes, hiking, GPS scavenger hunt, geology trek, native peoples and campfire.

Water Use: Catalina Island is a desert island where water is considered a precious resource. All campers are asked to conserve water wherever possible (especially during showers).

Smoking and Fire: Due to extreme fire danger and camp isolation no smoking is allowed in camp except adults at the waterfront. No playing with matches, lighters or fireworks. Fire extinguishers are conveniently placed near sleeping areas, and a \$50.00 fine will be charged against any individual who discharges one without compelling reason.

Alcohol and Drug Use: Use of alcohol by minors or use of illegal drugs by anyone will be cause for automatic dismissal from camp. All travel and related expenses incurred will be borne by the dismissed camper and all camp fees will be forfeited. Such activities are contrary to the very purpose of the camp and will jeopardize future use of the camp by the individual.

Weapons: Weapons of any kind, including but not limited to knives, guns, mace, etc. are not permitted on camp property. Possession of such a weapon is grounds for confiscation of the weapon and automatic dismissal from camp. All travel and related expenses incurred will be borne by the dismissed camper and all camp fees will be forfeited. Such activities are contrary to the very purpose of the camp and will jeopardize future use of the camp by the individual.

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Disciplinary Action and Property Damage: Any youth sent home for disciplinary reasons will pay all travel and related expenses, forfeit all camp fees and must make full payment for any damaged property.

Personal sports equipment or electronics: We do not suggest you bring any electronics to camp as there is a high probability it will be damaged, lost or stolen. TCX is not responsible for any electronic equipment a camper decides to bring. The camp will provide equipment need for all activities. If the camper would like to bring their own equipment that is permissible, but again, TCX cannot be held responsible for this equipment.

Hiking: Staff does not maintain any hiking trails beyond camp property lines. However, there are various hiking areas. Hiking outside of camp requires checking out at the camp office and hiking with a partner. No hiking or climbing on cliffs is permitted, and hiking into Avalon is not possible due to the distance required.

Animals: Campers are not allowed to bring animals to White's Landing.

Dining: Dining at White's is "buffet style". Additional portions are available once everyone is served. Shirts and shoes are required at meal times.

Cabin Conduct: Cabins are NOT Co-Ed during youth camps. There is a boys and a girls side of camp, separated by a road. No food is allowed in cabins where wild animals may enter to find snacks. Fines will be charged for defacement of buildings or equipment.

Waterfront: Waterfront use is allowed at designated times, and only while a lifeguard is on duty. Diving from the pier is strictly prohibited. There is no SCUBA or spear fishing permitted unless special permission has been granted. Snorkeling equipment and wetsuits are available for camper use free of charge during appointed class times.

Camp Store: The Catalina Experience operates a camp store for your convenience. The store hours are set by the Camp Manager at specific times during your camp itinerary.

U.S. Mail: Mail is picked up and sent to Avalon at 1:30 p.m. daily. A mailbox for outgoing mail is located outside the dining hall. Please do not send mail to White's. The short stay of your camper will not permit receipt.

Medical Facilities/ First Aid: There is a first aid station on site. More serious conditions will be sent to Avalon or 911 will be called, bringing emergency help via Avalon Baywatch. Campers should carry a medical insurance card, and the medical release form (included in this packet) must be completed prior to arrival at camp. Any situation where a camper needs to leave camp for additional medical care will warrant a phone call to that students parents. If students are sick 3 days or longer, parents will also be notified.

Contacting Camp: Please telephone White's only in emergencies. The number is 888-829-5553 ext 5.

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There are many items that campers will want to bring to TCX. Some are necessary and some may just be extra baggage that they may never use. This is a short trip and the campers should pack appropriately.

We advise that campers bring no more than they can comfortably carry. Your campers will have to carry their luggage not only on and off the boat, but also up a field to their tent cabins when they arrive at White's Landing. They will have to repeat that process on their day of departure.

Be sure to mark all clothing before arrival on the island.

Essential items:	Not essential but desired by many:	Do not bring:
Old shirts and shorts	Sunhat	Knives
Jeans or old pants	Sunglasses	Spear guns
Long sleeved shirt	Camera and film	Firecrackers
Raincoat or poncho	Pillow	Curling Irons
Underwear	Day Pack	Valuables
Bath towel	Contact lenses (glasses cannot be worn under masks. TCX does not offer optical snorkeling masks.)	Alcohol or drugs
Toothbrush and paste	Extra swim suit	TV's, radios, etc.*
Swim suit	Extra blanket	Video games
Large beach towel	Fold up Chair	Water guns
Warm Sleeping Bag		Water balloons
Flashlight		Gum
Tennis shoes/ hiking boots		Cell phones*
Sunscreen		
Toiletries		
Water bottle		
Warm sweater or sweatshirt		
Pencils or Pens		

***If campers use mp3 players or electronics on the trip over, please collect them and place them in a safe place. We discourage children from bringing cell phones to camp, however, adults may bring cell phones as necessary. TCX does not assume responsibility for lost/stolen items.**

Please pack personal gear in a suitable container. NO LARGE TRASHCANS. Soft luggage or duffle bags are best. Also, tying their sleeping bag to the rest of the luggage can make it harder to load on and off the boat. Please keep luggage pieces separate and well marked with the campers name, organization and WHITE'S LANDING.

INCLEMENT WEATHER

The weather on Catalina Island is usually very good. However, it is possible to have rain, wind, fog, or a combination of these conditions at any time. All campers and chaperones should have rain gear. Plastic trash bags can function as an inexpensive, although not very durable, rain poncho. If there are bad winds, it is possible that your boat transportation will be postponed until the winds have died down. **Be prepared for all types of weather!**

It is prudent to pack plastic bags for wet articles from rain or last-morning water activities.

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DEPARTURE PROCEDURE

Prior to departure from The Catalina Experience, students will sweep out and clean their tent-cabins, clear the sand off the mattresses and pick up any debris around the tent. TCX Instructors will check each tent for cleanliness and damages before dismissing the group. Luggage will be carried by the students to the designated area to await departure.

The boat may return to the mainland via other camps or Two Harbors.

SAFETY INFORMATION

EMERGENCY PROCEDURES

In the event of a fire or other facility emergency adults are responsible for moving students to an appropriately safe location. This procedure will be covered during the orientation upon arrival. Students should not tamper with fire fighting equipment. Students who discharge fire extinguishers without just cause will have to pay a \$100.00 recharging fee.

Fire: If any person spots a fire, they should sound the alarm immediately, report to the program office and explain the situation to the TCX staff. Upon hearing the alarm, all guests at The Catalina Experience are to report to the waterfront. The teachers are to account for all their students. **DO NOT ATTEMPT TO FIGHT THE FIRE!**

Lost Child: The TCX staff has been instructed as to the proper procedure for a lost child. Paramedics and the Sheriff are available for emergency situations.

MEDICAL PROCEDURES

If an accident of any type occurs, report it immediately to a TCX staff member. If first aid is required it will be administered by a qualified individual. All TCX instructional staff are certified in First Aid and CPR. Paramedics will be contacted for major accidents. Problems requiring a doctor's attention, other than accidents handled by paramedics, will have to go to Avalon or the mainland for attention. In the event of any accident that requires a student to be taken off site for medical attention, TCX staff will notify parents of that student. Camper illnesses that last 3 days or longer will also warrant parental notification.

Student Medications: The school group leader will be responsible for distributing any medication required by the students.

STUDENTS WITH COMMUNICABLE ILLNESSES

During the course of a visit, any student or other guest at White's Landing that shows symptoms of chicken pox, measles, or any other communicable disease will be restricted from program participation and sent home at the earliest opportunity. Please do not bring any sick students or chaperones to White's Landing. Fevers, flu and colds are just a few examples. This policy is in consideration of the affected person's comfort and the health and well being of the remaining students and TCX staff.

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MEALS

All meals are set up buffet style with a hot meal and a salad bar. Students will all come into the dining hall and sit down at their designated tables and wait to be dismissed. After each meal a clean up crew from each school will stay behind to clean all the tables and sweep the floor.

General Guidelines:

- Chaperones should make sure that all students have washed their hands before each meal.
- All students and adults are to stay in the dining hall until announcements are given.
- Students should enter the dining hall in an orderly fashion.
- All students will be responsible for bussing their own dishes.
- A group of students from each school will stay after the meal, with a chaperone, to help clean the dining hall.

Campers need to be courteous and take only what they can eat.

SAMPLE MENU

Breakfast:

- Oatmeal and Scones, French Toast, Scrambled Eggs and Hash browns, Breakfast Burritos
- Sides: Bacon, Sausage, Fresh Fruit, Bagels,
- Self Serve Cold Cereal Bar

Lunch:

- Cold cut sandwiches, Tomato soup and Grilled Cheese, Chicken Sandwiches, Meatball Subs
- Sides: Chips, Veggie Platter, Fresh Fruit, Pasta Salad
- Self Serve Salad Bar

Dinner:

- Baked Pene with meat sauce, Chili and Cornbread, BBQ Burgers/Hot dogs, Baked Chicken
- Sides: Cheese bread, Chips and Salsa, Baked Beans, Dinner Rolls, Stuffing
- Self Serve Salad Bar
- Dessert: brownies, cookies, cake, etc.

Note: This is a sample menu only. Food items are subject to change and vegetarians are accommodated at each meal. One month prior to departure our office will contact the group leader for any special food needs or allergies. **Food is of highest quality and there is plenty of it. Please refrain from bringing extra food and snacks as these will attract insects and rodents.**

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STUDENT APPLICATION-MEDICAL FORM STUDENT INFORMATION (COMPLETE IN FULL)

GROUP NAME: _____

Dates of Camp: _____

Student's Last Name First Middle Initial Age Male Female

Street Address (Home)

City State Zip Code Home phone

Parent or Guardian

Street Address (Work)

City State Zip Code Work Phone

Emergency Contact other than Parent

Name

Street Address City State Zip Code

Home Phone Work Phone Relationship

Name of Your Insurance Company Policy Number

Address of Insurance Company Phone Number

Family Physician Phone Number

Student Age Height Weight

Check all applicable conditions of student and explain below

- Allergies (General)
- Allergy to bee stings
- Asthma
- Backaches or weak back
- Bowel or bladder problems
- Car/sea sickness
- Epilepsy or convulsive disorder
- Food Related Allergies
- Hay fever
- Headache
- Heart trouble or murmur
- Poison Oak
- Respiratory problems
- Sinus trouble
- Sleep Walking
- Vomiting
- Vegetarian
- Diabetes
- Other

Explain:

Is student capable of participating in strenuous activities? YES NO

Explain:

Any other Important medical needs? YES NO

Explain:

Date of last Tetanus:

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Is the student required to take regular medication: YES NO (all medications are administered by the chaperones for the student's own school)

The TCX infirmary houses the following common medications. Please provide consent and instructions (dose) for administration of medication if it is needed:

YES	NO		YES	NO	
___	___	Kaopectate (for diarrhea)	___	___	Sudafed (Pseudoal)
___	___	Pepto Bismol (for upset stomach)	___	___	Advil (Ibuprofen)
___	___	Milk of Magnesia (for constipation)	___	___	Nyquil
___	___	Chloraseptic Spray (for sore throat)	___	___	Cepacol
___	___	Caladryl (for skin rashes)			
___	___	Acetaminophen (Tylenol generic for headache or elevated temperature)			

Medical Consent

The student's medical conditions stated on this application are complete and correct. I hereby give permission to The Catalina Experience (TCX) personnel to administer first aid and to arrange for medical care and treatment in case of a medical emergency. I also give permission to the physician selected by TCX camp personnel to examine, diagnose and treat or secure proper treatment for the student as the physician shall determine is proper and necessary under the circumstances. A photocopy of this authorization shall be as valid and may be accepted as the original.

Parental Authorization

I have been informed of the nature of the TCX program in which the student is enrolled. I understand that there are risks associated with the student's participation in the program activities generally described in the parent information pamphlet and transportation to and from the camp, which pose a threat of injury, illness, or death. The undersigned is familiar with outdoor sports and activities and the student's abilities and I am not aware of any physical, emotional, or mental problem or limitation that would prevent, impair or increase the risk involved in the student's participation in TCX activities.

With this knowledge, I grant permission for the student to participate in all camp activities and on behalf of the undersigned and the student I accept and assume the risk and full responsibility or injury, illness, death or loss of personal property or other damage, and medical or other expense resulting from the student's presence at TCX.

I here by release and discharge The Catalina Experience, and their agents and employees from liability to us and to the student for any and all losses, damages, and expenses and any injury to person or property, including death, resulting from the student's travel to or from TCX and participation in the program.

I agree to direct the student to comply with all TCX rules and policies and to cooperate with TCX personnel. I understand and agree that if the student fails to comply with the rules and policies, he or she may be expelled from TCX and sent home at my, the parent or legal guardian's expense. I also authorize the use of photos taken of my child by TCX in their promotional literature.

DATE: _____ SIGNATURE: _____

Parent or legal Guardian

****Note: Please attach a copy of the front and back of the applicable insurance card to this form ****

Rules for acceptance and participation in The Catalina Experience programs are the same for everyone without regard to race, color, national origin, sex or handicap.