

**WELCOME TO THE *UNDERSEA ABC's LAB* PROGRAM**

Welcome to the Ocean Institute's *Undersea ABC's Lab* Program! *Into the A, B, Sea* is a story that captures the interest and imagination of young pre-readers. Students will use tide pool, kelp forest, and sandy bottom animals in our aquariums to help them learn their letters. We have developed this innovative program to assist preschool teachers in meeting Language Arts and Science Content Standards through the attraction of popular children's literature and the excitement of ocean animals.

Please take a few moments to familiarize yourself with the materials we have included, and share them with other teachers and chaperones who will be joining you. These materials contain important information to prepare you, your chaperones, and your students for your visit. You will also find an important form that must be returned to the Ocean Institute in order to complete your registration.

We are excited to present to you our *Undersea ABC's Lab* program and are pleased that you'll be joining us. If you have any questions before your program, please do not hesitate to contact our program director, Linda Blanchard at (949) 496-2274, extension 314. If you have questions on scheduling, please contact Alexis Honens at (949) 496-2274, extension 610.

Sincerely,  
Rick Baker  
Vice President of Education

# ACKNOWLEDGEMENT OF RISK AND WAIVER FOR ALL PARTICIPANTS

Welcome to the Ocean Institute! We want you and everyone to have a memorable and safe experience.

The Ocean Institute's environment, vessels, facilities, and activities are unique and different from your usual surroundings and activities. There are many inherent risks, dangers, and hazards and everyone must exercise caution at all times in order to avoid or minimize the risk of damage, injury, and death.

Examples of these risks, dangers, and hazards include, without limitation: (a) walking and standing surfaces that may be wet, slippery, moving, irregular, unstable, and rough; (b) open areas such as hatches into which someone could fall; (c) low or irregular lighting, or no lighting at all; (d) objects and equipment that could fall on someone; (e) low ceilings; (f) ropes, chains, and other items that could strike or entangle someone; (g) extreme and variable physical, weather, and ocean conditions, including darkness, sun glare, storms, and hot and cold temperatures; (h) vessels, docks, buildings, ladders, and stairs from which someone could fall; (i) vessels and docks that could pitch, roll, capsize, flood, collide, and sink; (j) gaps between a vessel and a dock that could open or close suddenly and unpredictably; (k) possible encounters with wildlife and plants; and (l) unavailability of medical attention and treatment.

If you attend and Ocean Institute activities, then you must exercise caution at all times to protect yourself and others from these risks, dangers, and hazards. If children or other persons under your care attend any Ocean Institute activities, then discuss these risks, dangers, and hazards with them as they too must exercise caution at all times.

Program Name: \_\_\_\_\_ Program Date: \_\_\_\_\_

## Participant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

## Guardian Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

If you attend any Ocean Institute activities, and/or if others under your care attend any Ocean Institute activities, then by checking the box below you, on behalf of yourself and such other persons, shall be deemed to have read and understood this document and to have irrevocably waived any and all claims against the Ocean Institute and its directors, officers, employees, contractors, volunteers, agents, and insurers for damage, injury, accident, illness, or death occurring during or by reason of such activities.

Additionally, I authorize the use of photos taken of me and others under my care by the Ocean Institute for its promotional purposes.

As the Parent/Guardian, I have read and agree to the statements made on this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## A. ADMINISTRATIVE CHECKLIST FOR PROGRAM

This preparation package contains information for the *Undersea ABC's Lab* program that takes place in the Ecology Learning Center. Please review the package carefully to ensure that you will be prepared for your program.

### ***Immediately upon receiving your program agreement...***

- Carefully review the Teacher Preparation Package
- Arrange your transportation
- Return your signed program agreement and deposit to the Ocean Institute in order to confirm your reservation

### ***Two months before your trip...***

- Confirm student and adult numbers with the Ocean Institute
- Arrange for parent chaperones—please limit the number to 2 adults for every 12 students

### ***One month before your trip...***

- Begin student preparation
- Copy and distribute Acknowledgement of Risk and Waiver to each student and adult participant

### ***Two weeks prior to the trip...***

- Mail program payment to the Ocean Institute—full payment must be received a minimum of 10 days before your program
- Collect Acknowledgement of Risk and Waiver from each participant
- Contact parents to remind them to sign and return the Acknowledgement of Risk and Waiver
- Contact the Ocean Institute with any changes in the number of participants. We cannot guarantee our ability to accommodate changes in numbers of students or adults within two weeks of your program date.

### ***One week prior to the trip...***

- Review behavioral expectations with students
- Read the book, *Into the A, B, Sea*, to your students**
- Distribute Student Clothing and Supply List
- Contact the Ocean Institute with any last minute questions or changes

### ***24 hours to go!!!...***

- Prepare nametags for students and adults

### ***When you arrive for your Undersea ABC's Lab program...***

- Unload the bus in front of the Ocean Institute
- Check in at the Student Services building with a final head count and all Risk and Waiver forms
- If necessary, students may use the restroom facilities that are located within the teaching complex. Please do so quietly so as not to disturb other programs. Return to the front of the Student Services building to wait for our staff.

## B. DESCRIPTION OF PROGRAM

*Into the A, B, Sea*, by Deborah Lee Rose, uses the alphabet to introduce readers to a wide variety of animals that live in the sea. At the end of the book, readers learn fascinating facts about each animal. **Please read *Into the A, B, Sea* with your students before your program.**

The students will be divided into groups and rotate through four stations.

- **Discovery Pool Station**  
Students observe and gently touch animals in the Discovery Pool. They learn about the parts of a sea star and the first letter of each word.
- **Habitat Station**  
Students explore different ocean habitats and the animals that live in each one.
- **Counting and Graphing Station**  
Students sort and count models of ocean animals and make a bar graph using the models.
- **Children's Theater**  
Students learn about the many different things that make sound in the ocean. They watch a short video and listen to different sounds that can be heard in the ocean. They identify the first letter of each word.

## C. LINKS TO CALIFORNIA CONTENT STANDARDS

### **Kindergarten**

#### **Science Standards**

##### Life Sciences

- 2.a. Students know how to observe and describe similarities and differences in the appearance and behavior of plants and animals.
- 2.c. Students know how to identify major structures of common plants and animals.

##### Investigation and Experimentation

- 4.a. Students will observe common objects by using the five senses.
- 4.d. Students will compare and sort common objects by one physical attribute.

#### **English-Language Arts Standards**

##### Word Analysis, Fluency, and Systematic Vocabulary Development

###### *Concepts About Print*

- 1.5. Distinguish letters from words.

###### *Decoding and Word Recognition*

- 1.14. Match all consonant and short-vowel sounds to appropriate letters.
- 1.16. Understand that as letters of words change, so do the sounds (i.e., the alphabetic principle).

#### **Mathematics Standards**

##### Number Sense

- 1.1 Compare two or more sets of objects (up to ten objects in each group) and identify which set is equal to, more than, or less than the other.
- 1.2 Count, recognize, represent, name, and order a number of objects (up to 30).
- 1.3 Know that the larger numbers describe sets with more objects in them than the smaller numbers have.

##### Algebra and Functions

- 1.1 Identify, sort, and classify objects by attribute and identify objects that do not belong to a particular group (e.g., all these balls are green, those are red).

## D. ADMINISTRATIVE PREPARATION FOR PROGRAM

### ADMINISTRATIVE CONTACT

For questions regarding the *Undersea ABC's Lab* program, please contact:

Linda Blanchard, Director of Lab Programs and Volunteers  
Telephone Number: (949) 496-2274, extension 314  
E-mail: lblanchard@ocean-institute.org

For questions regarding scheduling, please contact:

Alexis Honens, Program Reservation Coordinator  
Telephone Number: (949) 496-2274, extension 610  
E-mail: ahonens@ocean-institute.org

### INTRODUCTION

Thank you for choosing the Ocean Institute as your field trip destination. We appreciate the time and effort it takes to prepare your students for their program, and we will do everything we can to make their experience as rewarding as possible.

**Please make sure that all of the participating teachers have a copy of these teacher materials.** The information contained here can help you find answers to your questions, develop your preparation timeline, and prepare both your students and chaperones. This packet also contains directions to the Ocean Institute as well as contact phone numbers—please call us at any time with any questions you may have about your field trip.

### TEACHER INFORMATION: BEFORE THE PROGRAM

You can do several things before you arrive to help make your program run as smoothly as possible:

- Review the program goals, station activities, and expected student behaviors with the students before you arrive. Read the book, *Into the A, B, Sea*, with your students and make sure they have a clear understanding of the educational concepts they will explore during the program.
- Spend some time choosing and preparing your parent chaperones. Review the program goals, station activities, and expected student behaviors with them before you arrive. Make sure that they have a clear understanding of their role as a chaperone.
- Have a signed Acknowledgement of Risk and Waiver for each student and chaperone before boarding the bus.
- Notify the Ocean Institute staff of students with any special health or behavioral considerations.
- Send program payment to the Ocean Institute at least 10 days before the scheduled date of your field trip.

### TEACHER INFORMATION: DURING THE PROGRAM

Ocean Institute instructors are all well trained to work with students of different ages and abilities. Both you and the adult chaperones can help the instructors monitor student behavior and safety. There are several things that you can do to help facilitate the smooth running of your educational program:

- Work cooperatively with Ocean Institute instructors and your parent chaperones to manage students during the program.
- Work cooperatively with Ocean Institute instructors and your parent chaperones to solve student and chaperone management problems.

- Report any problems (including facilities and management) to the Ocean Institute staff as soon as possible.
- Spend a few minutes completing a program evaluation at the end of the program.

### **CHAPERONE INTRODUCTION AND INFORMATION**

Adult chaperones play a significant role in safety and the educational quality of the program. We request that you bring no more than 2 adults per 12 students. We ask your chaperones to help us in the following ways:

- Work cooperatively with Ocean Institute instructors and classroom teacher to enforce all safety rules.
- Work cooperatively with Ocean Institute instructors and classroom teacher to keep students on task at the stations.
- Guide students to different stations throughout the program.
- Act as a positive role model for the students by exhibiting enthusiasm for learning without answering questions directed at students.
- The rooms are crowded and noisy. Please make sure your chaperones know that the instructors need a certain amount of teaching space in order to distribute materials to students and effectively teach. Please ask your chaperones to turn off their cell phones and to not carry on conversations with each other that add additional noise.

### **PAYMENT**

**Payment must be received 10 days before your program date.** Please mail a **single check** for the total amount of the program minus the deposit you have already paid. Please make checks payable to **Ocean Institute**.

### **FINAL COUNT**

Call the Ocean Institute two days before your program if the number of students or adults changes. When you arrive at the Ocean Institute for your program, you must have an accurate count of total students and adults participating in the program. If the number of participants listed on your Confirmation Form is not accurate, call the Ocean Institute immediately. **We cannot guarantee that changes in numbers of students or adults can be accommodated if requested within two weeks of your program date.**

### **STUDENT AID**

The Ocean Institute maintains a student aid fund for students who are unable to obtain sufficient funding to attend the program. Please call (949) 496-2274, extension 0 for more information and to receive the necessary forms for student aid.

### **TRANSPORTATION**

Student transportation should be arranged well in advance. **It is important that you arrive on time.** Please schedule yourself to arrive at least 15 minutes before your scheduled program start time. If you arrive late, your program time will be shortened.

Buses can unload in front of the Student Services building. After the students have unloaded, the drivers will be notified of where to park the buses and must retrieve an Ocean Institute Bus Parking Permit.

### **STUDENT BEHAVIORAL EXPECTATIONS**

Please take time to discuss the academic nature of their field experience with your students before arriving at the Ocean Institute. While at the Ocean Institute, we expect your students to follow the same behavioral rules you have in your classroom.

**STUDENT PREPARATION**

We have found that the more familiar the students are with program concepts and content before they arrive, the more they will benefit from and enjoy their experience. **Please make sure that the students are familiar with the book, *Into the A, B, Sea*.**

**FORM FOR THE UNDERSEA ABC's LAB PROGRAM**

The following form is in the Appendix. Please make sure to have all the completed forms with you upon arrival for your program.

**Acknowledgement of Risk and Waiver**

Each participant must have this form signed by a parent or guardian to participate in the *Undersea ABC's Lab* program. Please make sure that you have one signed form for each student and adult chaperone when you check in with the Ocean Institute staff in the Student Services building.

**STUDENT CLOTHING AND SUPPLY LIST**

For safety reasons, students participating in the *Undersea ABC's Lab* program need to have and/or wear the following clothing. The weather is often cooler at the Ocean Institute than it is inland, so make sure your students are prepared.

- Jacket
- Rubber-soled, closed-toe shoes

Optional Items:

- Money for the gift and book store

**CHAMBERS GIFT AND BOOK STORE**

The *Chambers Gallery* Book and Gift Store is a fun and unique non-profit museum store open daily from 9:00 AM to 5:00 PM and definitely worth the visit. Additionally, the revenue is directed toward lowering tuition for schools that participate in Ocean Institute programs.

To help accommodate all of the schools that would like to shop each day, please have one teacher from your school check-in with a store staff member before your students begin shopping.

There will be a limit on the number of students allowed to shop at one time and we encourage you to organize them so that they all have time to enjoy the shop. Please have one or two adults in the store to help supervise your students. We ask that all food, drink, and backpacks be left outside while they are shopping. Teachers receive a 15% discount in the shop if members of the teachers club and 10% normally.

Please remind your students that sales tax will be added to their items.

In order to ensure a positive experience, we recommend the following:

1. Plan sufficient time before or after your program to shop.
2. All purchases should be stowed safely away and out of sight for the program.
3. Please allow only 10-12 students in the *Chambers Gallery* at a time. Remaining students should remain outside in a manner that does not interfere with traffic in and out of the building.

**DIRECTIONS TO THE OCEAN INSTITUTE****The address of Ocean Institute:**

24200 Dana Point Harbor Drive  
Dana Point, CA 92629  
(949) 496-2274

**Directions from Los Angeles:**

- Travel south on Interstate 5
- Exit on the Pacific Coast Highway Exit
- Stay in the right lane of the exit ramp and go north on Pacific Coast Highway
- Turn left onto Dana Point Harbor Drive
- The road ends in the Ocean Institute parking lot

**Directions from San Diego:**

- Travel north on Interstate 5
- Exit on the Beach Cities Exit
- Stay in the left lane of the ramp and go north on Pacific Coast Highway
- Turn left onto Dana Point Harbor Drive
- The road ends in the Ocean Institute parking lot

**E. BACKGROUND INFORMATION ON THE BOOK**

***Into the A, B, Sea***, by Deborah Lee Rose

*Into the A, B, Sea* uses the alphabet to introduce readers to a wide variety of animals that live in the sea. At the end of the book, readers learn fascinating facts about each animal.

**About the Author:**

Deborah Lee Rose has been a national science writing fellow and a science writer for the University of California at Berkeley. She also wrote *The People Who Hugged the Trees*, which was named a Jane Addams Children's Peace Book Award Recommended Title. She lives in the San Francisco Bay Area in California.