

REQUIRED FORMS PACKET

Dear Teachers,

Soon you and your students will begin the California Time Capsule Day Program! During the program, the students build an Indian brush shelter and compare it to an adobe brick house. They explore Indian plant uses, grind corn to make tortillas, and may even pan for gold. They explore the spectrum of lifestyles contained within the tapestry of California's history.

As the program date nears, please review the administrative checklist and program agreement for final preparations before your program.

In order to help you better prepare for your field trip, we have provided a Required Forms Package that include the following forms:

- Program Information Sheet
- Activity Group list
- Parent Information Packet
- Chaperone Information Packet

Please note that this packet contains forms that must be photocopied and distributed to your parents and chaperones. These forms must then be brought with you on the day of your program. Please make sure that you are familiar with the information and forms contained in all the packets, and that you collect all forms prior to boarding the bus for your field trip.

We look forward to working with your class! Please feel free to contact us if you have any questions regarding either the program, or the necessary paperwork and forms.

Sincerely,

Sara Ludovise
Outdoor Education Program Director
Ocean Institute

Phone: (949) 496-2274, extension 344
Email: sludovise@ocean-institute.org

California Time Capsule Day

Program Information Sheet

School: _____ Program Date: _____

Names of Teachers Attending: _____

Number of Participants: Students: _____ Adults: _____ Teachers: _____

Will you be arriving by... Bus? _____ Cars? _____

If by bus, will your bus drive on the 1.5 mile dirt road to the Lazy W Ranch? _____

Time of departure from school on the first day of the program: _____

Time of departure from Time Capsule program: _____

Special Needs: Please help us make all students comfortable and better able to learn by letting us know prior to your program about any physical, mental, or emotional limitations that students may have. These may include casts, ADHD, wheelchairs, learning disabilities, hearing impairments, history of heat exhaustion, etc.

Name: _____ Restriction: _____

Name: _____ Restriction: _____

Name: _____ Restriction: _____

Name: _____ Restriction: _____

If you need more room for special needs, please list them on an additional sheet of paper.

We would like to design a California Time Capsule program that best meets your classroom needs. First, choose one of the two schedules below. For Schedule A, please choose two of these three time periods: *Indian Survival*, *Spanish Settlement*, or *Gold Rush*. Schedule B includes all three of the time periods. For a complete description of the activities, please refer to page 4.

Schedule A

8:45 AM Arrive at Mission San Juan Capistrano
 9:00 AM Tour Mission San Juan Capistrano
 10:00 AM Load bus for the Lazy W Ranch
 10:45 AM Introduction at the Lazy W Ranch / Lunch
 11:30 AM Time Capsule Activity #1
 1:15 PM Break
 1:30 PM Time Capsule Activity #2
 3:00 PM Wrap Up and Head Home

Time Capsule Activities
Time Period #1: _____
Time Period #2: _____

Schedule B

8:45 AM Arrive at Lazy W Ranch
 9:00 AM Introduction
 9:30 AM Time Capsule Activity #1
 11:00 AM Lunch
 11:30 AM Time Capsule Activity #2
 1:15 PM Break
 1:30 PM Time Capsule Activity #3
 3:00 PM Wrap Up and Head Home

PLEASE COMPLETE AND EMAIL TO rgomez@ocean-institute.org OR FAX TO (949) 496-4296 AT LEAST ONE MONTH BEFORE YOUR PROGRAM DATE.

ACTIVITY GROUPS

Use this worksheet to prepare your activity groups for your program at the Lazy W Ranch. Each activity groups should have up to 15 boys and girls. Bring at least one copy of the activity group list with you on the first day of the program.

Activity Group Name (color):	
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Activity Group Name (color):	
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Activity Group Name (color):	
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Activity Group Name (color):	
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C	

C = Chaperone

PARENT INFORMATION PACKET

Dear Parents,

Your child is about to participate in an exciting adventure ranging from your classroom to the hills of the Cleveland National Forest as we take you on a journey through California history. The California Time Capsule Program began in 1989 as a hands-on exploration of several of the cultures that have played a major part in the development of the California we know today. Our objective is to give your students a hands-on experience with the daily lives, adventures, and accomplishments of those who have lived in California.

The California Time Capsule is designed as an experience that complements the fourth grade social science curriculum. Your students will focus on different cultural periods that make up California history. During the program, the students may build an Indian brush shelter and compare it to an adobe brick house or explore Indian plant uses and grind corn to make tortillas. By doing so, they will explore the spectrum of lifestyles contained within the tapestry of California's history.

Each child should bring lunch for the program, and must arrive with a completed Acknowledgement of Risk and Waiver form. If you have any questions, please contact your child's classroom teacher. We are looking forward to hosting your child on our program!

WILDLIFE AND SAFETY PRECAUTIONS

The Lazy W Ranch is located in the Cleveland National Forest, which is a designated wilderness area. Animal residents of the area that make precautions necessary include mountain lions, bobcats, coyotes, rattlesnakes, scorpions, and bees. While encounters with these animals are rare, both adults and students must be aware of camp policies and procedures. Close supervision of students by the accompanying adults is essential, and strict adherence to the camp rules is necessary.

All teachers, chaperones, and students attending the California Time Capsule Program must read and understand the following wildlife and safety rules before their visit:

- All students must remain in close proximity of an instructor or chaperone. Close proximity shall be strictly defined as "visual contact."
- Two adults will accompany each hiking group at all times. While on the trail, an Ocean Institute instructor will lead the group and a designated chaperone will follow.
- Students are never to go anywhere alone.
- Food (including gum, candy and flavored water) is not allowed on the trails.
- Closed-toed shoes must be worn at all times. Students are required to wear long pants on trails.
- Littering is not tolerated.
- Students may not touch any of the camp animals or pets, including the cats and dogs.
- The stream area is off limits unless accompanied by an instructor during an organized activity.
- Instructors will carry walking sticks, air horns, and emergency first aid kits on hiking trails. In addition, all instructors are First Aid and CPR certified.
- Students will report any injury or illness to an instructor or chaperone immediately.
- Students are expected to follow established classroom guidelines.

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 Name:

Last:

First:

Birth date:

Guardian Name:

Last:

First:

Home Phone:

Cell Phone:

Work Phone:

Address:

City:

State:

Zip:

Email:

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.

Today's Date:

CHAPERONE INFORMATION PACKET

Dear Chaperones,

Welcome! Thank you for your help in making this program a success. We recognize and appreciate the personal commitment that you have made. This brief introduction will help you prepare for this unique and challenging educational experience.

During the program, we will study several different time periods. The activities in which your students will participate are hands-on and student directed. You, as a chaperone, play an important role in all phases of the program.

Below is a brief description of your responsibilities. Please take a few minutes to read this information. Before you arrive on your program, you will need to fill out the Acknowledgement of Risk and Waiver form and return it to your child's classroom teacher. You will also need to pack a lunch for the program.

If you have any questions, comments, or concerns, please contact your classroom teacher. We look forward to hosting you on your program!

ROLE OF CHAPERONES

Chaperones assist both the students and the staff with the operation of the California Time Capsule program. We ask you, as chaperones at California Time Capsule, to fill three roles.

- **SUPERVISOR:** As chaperones, you are asked to monitor students on the trails and in the recreation area during lunch. While chaperones are supervising students, the "visual contact" rule shall be strictly enforced. The students for whom the chaperone is responsible must be within the chaperone's view.
- **ROLE MODEL:** Chaperones are asked to serve as role models for the students. We have found that the students' experience is influenced greatly by positive adult role models. Please follow the same rules and guidelines as the students.
- **PARTICIPANT:** Chaperones get to have fun, too! You will hike alongside the students and spend time with them on the playground. We hope that you, as well as the students, learn something from your experience with us, and always encourage chaperones to find quiet moments to ask questions.

We truly appreciate all of your help. You have a strong influence on the students' success and enjoyment during the California Time Capsule, and we could not run the programs without your support and participation.

SAFETY PRECAUTIONS AT THE LAZY W RANCH

The Lazy W Ranch is located in the heart of the Cleveland National Forest. Safety is always our primary concern at the Lazy W Ranch. All of the Ocean Institute instructors are certified in First Aid and CPR. Upon arrival at the Lazy W Ranch, the program administrator will instruct the group in the proper safety procedures.

WILDLIFE

The National Forest is a wilderness area and wildlife abounds. Animal residents of the area that necessitate precautions include mountain lions, bobcats, coyotes, rattlesnakes, scorpions, ticks, and bees. These animals may travel near, or through, the camp. While encounters with these animals are rare, both adults and students must be aware of California Time Capsule policies and procedures to ensure the safety of all. Close supervision of students by the accompanying adults is essential and strict adherence to the California Time Capsule rules is necessary.

VISUAL CONTACT

The Visual Contact rule has been implemented at California Time Capsule to ensure the safety of the students. This rule stipulates that students must be within view of an adult any time they are outside of a building. The Visual Contact rule will be strictly enforced throughout the campers' stay at the California Time Capsule Program.

SUPERVISION ON THE TRAIL

Classroom teachers assign a chaperone to each activity group. On the trail, chaperones assist California Time Capsule instructors in a variety of ways. First, chaperones assist the instructor in enforcing the Visual Contact rule. Students must always be within view of the adults in the group. Chaperones are always the last person in an activity group and make sure that the distance from the instructor to the last student never exceeds 30 yards. In case of a student illness, injury, or restroom need, the chaperone may be asked to escort the student back to camp. In addition, chaperones help the instructor maintain behavioral standards during the hikes and will assist with disciplinary procedures.

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Program Date:

Participant Name:

Last:

First:

Birth date:

Guardian Name:

Last:

First:

Home Phone:

Cell Phone:

Work Phone:

Address:

City:

State:

Zip:

Email:

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