

Field Trip Planning Packet



Blue Ridge Outdoor Education Center

Table of Contents

| | |
|--|----|
| Program Information | 1 |
| Program Offerings..... | 1 |
| Program Details..... | 2 |
| Trip Planning Timeline | 4 |
| Lead Teacher Checklist | 7 |
| Curriculum | 9 |
| Class Descriptions..... | 9 |
| Typical Schedules | 13 |
| Class Selection..... | 15 |
| Letters and Forms | 16 |
| Rules of Conduct | 17 |
| Packing List..... | 18 |
| Guardian Letter | 19 |
| Student Letter | 22 |
| Student Activities Disclosure and Permission Form..... | 23 |
| Student Health Form..... | 24 |
| Chaperone Letter | 25 |
| Adult Activities Disclosure and Permission Form..... | 28 |
| Adult Health Form..... | 29 |
| Teacher/Chaperone Orientation..... | 30 |
| Reservation Information Form..... | 31 |
| Trip Details Form..... | 32 |
| Dietary Needs Summary Form | 33 |
| Last Minute Reminders | 34 |
| Driving Directions | 35 |

Program Offerings

The following are our most commonly chosen packages, but these are flexible – just let us know what your group needs!

3 Day/2 Night Program

- Up to 10 class programs (up to 8 day classes and 2 night classes)
- 7 meals including lunch on arrival day through lunch on departure day
- 2 snacks per day (1 during recreation time and 1 after night classes)
- 2 nights of lodging in the dorms

2 Day/1 Night Program

- Up to 5 class programs (up to 4 day classes and 1 night class)
- 4 meals including lunch on arrival day through lunch on departure day
- 1 snack during recreation time and 1 after night class
- 1 night of lodging in the dorms

Day Trip

- Up to 4 class programs (up to 3 day classes and 1 evening class)
- Snack during recreation time
- Lunch and dinner depending on length of stay

Program rates are per person, please check our website for current pricing.

For every 10 students who attend, one adult may attend free.

Every additional adult is required to pay the full program rate.

Our dining hall requires a minimum of 30 people. Booking at the same time as another group is an option for smaller groups.

We can accommodate a maximum of about 100 students. If your group exceeds approximately 100 students, then multiple trips will be booked.

Program Details

Facilities

Blue Ridge Outdoor Education Center (BROEC) uses the property and facilities of Camp Mikell. Camp Mikell is accredited through the American Camp Association (ACA) and must follow all regulations set forth by the ACA. Located in the transitional zone between the Piedmont and the Appalachian Mountains, the 468 acre property offers a diverse and rugged outdoor classroom, rain or shine. Our standard lodging facilities are 13-bed dormitories with a group bath. Each building has two sides with 13 beds and one bathroom per side. Each bathroom has three sinks, two toilets and two showers. Two of our dorms also have an additional commons area on the front.

Meals

Meals are prepared and served, cafeteria style, by Camp Mikell food service staff. Lunch and dinner are accompanied by a salad bar. A full breakfast with eggs, bacon or sausage, and sides is accompanied by a cereal bar. A variety of hot teas and coffee are always available for adults! **Special dietary needs can usually be accommodated with ADVANCE notice and planning.**

Services Provided

We plan, teach, and supply materials for all program activities. In addition, we are here to help with pre-trip planning. Camp Mikell housekeeping and maintenance teams tend to the buildings and grounds.

The Store

The Camp Mikell gift shop, The Store, can be opened upon request during Recreation Time. Merchandise may include souvenirs such as t-shirts, sweatshirts and hoodies, hats, stickers, water bottles, etc. Snacks and beverages are not available for purchase. Please let us know if you would like The Store to be opened, and let your students and chaperones know to bring cash or cards if they would like to purchase anything.

State Standards

Our classes correlate with many of the Georgia Standards of Excellence at all grade levels. Please see our website for which standards correlate with each class.

The Lead Teacher's Role

Most of the Lead Teacher's responsibilities deal with pre-trip preparations and being the point-of-contact during your trip. While you are here, we encourage you to be a participant, learning along with your students. More information about responsibilities and suggested order of operations can be found in the *Lead Teacher Letter* (p. 5) and the *Trip Planning Timeline* (p. 4).

Making a Reservation

We book up to one year in advance and returning schools are given a right-of-first-refusal on trip dates when rebooking. To make a reservation, email us a completed *Reservation Information Form* (p. 31). A reservation contract will be sent to the designated person(s). The signed contract and a reservation deposit must be returned within 30 days to secure a place on our calendar.

Please note, depending on the size of your group there may be another group on the property at the same time.

Deposit Policy

The reservation deposit is put towards the total trip cost. Reservation contracts include a schedule of additional payments which will bring the total advanced deposit balance to 50% of the total trip cost. The final payment can be paid upon arrival at our facility OR an invoice can be generated upon arrival, to be paid within 15 days of trip dates.

Attendance Guarantee

Estimates of attendees can be made 90 and 60 days prior to a group's arrival date. The second estimate can only be 10% less/more than the first estimate. An additional 10% leeway is provided on final numbers. The reporting of these numbers is the responsibility of the responsible person making the reservation.

Cancellation and Refund Policy

All cancellations must be in writing. If you cancel at least 90 days prior to your scheduled arrival date, we will refund your entire deposit minus a \$50.00 fee. Cancellations between 89 and 60 days prior to your scheduled arrival date, we will refund 50% of your deposit. Cancellations between 59 and 30 days prior to your arrival, you will lose your entire deposit. Cancellations within 30 days of your reservation, you will be responsible for 90% of your last minimum number. If, however, we can re-book the date(s), we will reimburse you for the portion that is booked minus a \$50.00 fee.

Health and Activities Disclosure and Permission Forms

We make every reasonable effort to ensure the health and safety of attendees while they are here. All BROEC staff have at minimum a CPR and First Aid certification and are equipped with first aid kits. ***All participants*** (including all chaperones and teachers) must complete the *Health and Activities Disclosure and Permission Forms* (p. 16) to attend. To meet ACA's requirement for medications, **we require that all medications are locked unless under the controlled possession of the individual responsible for administering them.** This means that all medications need to be in the possession of the person that administers the medications, OR locked in that individual's room or car, OR locked in the BROEC office.

Cellular Service and Electronics

Do not expect to have good reception while you are here. There are landline phones and WIFI in our main office area that are accessible for guests. Generally, our recommendation is for students not to bring cellphones. We want to encourage students to engage in experiences without screens; but also electronics can be lost and/or damaged, we see increased occurrences of homesickness when students get calls and texts from home, and we want to promote respect for privacy, especially in the dormitories. Blue Ridge OEC is not responsible for electronics that are lost or broken while on property.

Emergency Procedures

Blue Ridge OEC staff members are trained in CPR and First Aid and carry stocked first aid kits, including epi-pens, in the field. If necessary, a participant will be transported to Stephens County Hospital, which is approximately 15 minutes from the main campus area. Emergency telephone numbers are posted by all telephones should an emergency occur while students are not with BROEC staff.

Trip Planning Timeline

Up to one year before arrival

- Email completed *Reservation Information Form* (p. 31) to blueridgedir@campmikell.com.
- Upon reservation, you will receive a reservation contract to review, sign, and return within 30 days along with a reservation deposit to confirm reservations and hold dates.

As soon as possible

- Make transportation arrangements (school bus, charter bus, other).
- Recruit physically active chaperones.
- Plan for collection of student money (consider deposits, monthly installments, etc.).

At least 3 months before arrival

- Send *Letters and Forms* (p. 16) home to parents and chaperones – insist that the deadline to turn in forms be at least two weeks before the scheduled trip.
- Plan and host a Chaperone Orientation Meeting. Feel free to review our *Teacher/Chaperone Orientation* sheet (p. 30).

At least 2 months before arrival

- Email completed *Class Selection* sheet (p. 15).
- Email completed *Dietary Needs Summary* (p. 33) and any other medical needs, housing requirements, etc.
- Create student journals if you wish.

At least 1 month before arrival

- Email completed *Trip Details Form* (p. 32) to find out how many cabins and field groups you will have.
- Assign each student to both a field group and a cabin group. **Per ACA guidelines there must be at least 1 adult in each cabin and each field group.**
- Encourage students and parents to visit www.blueridgeoec.com.

At least 2 weeks before arrival

- Collect forms and paperwork from parents and chaperones. Alphabetize Health and Activities Disclosure and Permission forms for BROEC staff.
- Review *Last Minute Reminders* (p. 34).
- Make name tags for students that include their cabin and field group names.
- Review *Rules of Conduct* (p. 17) with students.
- Make copies of cabin and field group lists for all adult attendees.

One week before arrival

- Check the weather forecast for Toccoa, GA and make sure everyone packs appropriate clothes for the weather.

Departure day

- Collect medications. **Please check that students have brought needed medications (especially inhalers, epi pens, etc.).**
- Be sure everyone has bedding, appropriate clothes and layers, and water bottles.
- Have a safe trip. We will see you here!

Arrival at Camp Mikell property

- When you approach Toccoa, please give us a call to let us know you are near. Our office number is (706) 886-7621. We will meet you near the bus parking lot!
- Help organize adults to unload luggage from vehicles.
- Turn in Health and Activities Disclosure and Permission forms to BROEC staff.



Blue Ridge Outdoor Education Center

237 Camp Mikell Court
Toccoa, GA 30577
706.886.7621
blueridgedir@campmikell.com
www.blueridgeoec.com

Experiential Environmental Education

Dear Teacher,

We at the Blue Ridge Outdoor Education Center (BROEC) are looking forward to meeting you and your students! We are always updating our information, so even if you are a seasoned veteran of the program, please read on to see what changes to expect.

Even after you have arrived with your students and the mounds of paperwork, your job is STILL not finished. Although we do not require you to teach any of the classes, we encourage your participation in the classes. This type of outdoor experiential education offers unique opportunities for students and teachers to interact and to see each other in an educational environment outside of the classroom. The example you set is crucial.

For safety reasons, we require at least one adult (BROEC staff, teacher, or chaperone) to be with the students at all times. For example, with groups in the field, in each cabin, and at each meal table. Blue Ridge staff is responsible for students during classes; teachers and chaperones are responsible for all other times. Everyone's help is appreciated in the dining hall. We are continuing to use small blocks of time after lunch and after dinner to allow for bathroom breaks, clothes changing, etc. You and your chaperones are responsible for students during these times, as well as during the RECREATION TIME before dinner.

Before and after your arrival, feel free to communicate any problems, concerns, or observations to the BROEC instructors. We're friendly folks and we have found that open and clear communication helps the program to run smoothly for everyone.

Expect To Be Active

The outdoors is our classroom, rain or shine. Make sure you all come prepared to be outside for multiple hours at a time. Our property is located in a forested valley, which means that there is always a hill to climb. The dormitories are situated on hills and many of our teaching spaces are at the bottom of the valley, so some hiking is required to get anywhere. Be prepared to get your 10,000 steps every day!

Adult-Student Ratio

Please note the chaperone policy: For every 10 students you are allowed one chaperone at no charge (i.e.: 64 students equal 6 free chaperones; 65 students equal 7 free chaperones). Any additional chaperones will be charged at the full program rate. We recommend a ratio of about 1 adult to 8-10 students; we have found that too many chaperones detract from the experience for the children. Chaperones can help make your trip easier, but if not chosen properly, they can make it more difficult. If you are bringing lots of adults, please consider creating adult groups!

Preparing for Your Trip

Students who are mentally prepared for their trip to BROEC will get more out of their time here. If your students are already familiar with a few basic concepts (such as ecosystems, habitats, adaptations, and food chains) they will be able to apply these concepts to what they learn and experience here. Making sure students understand rules (BROEC's as well as their school's) and what to expect as far as activities you have chosen, what to wear, level & type of physical activity will all help to ensure everyone has a great trip.

Chaperones need to be prepared as well. We want everyone to have a good time, but being a chaperone is a lot of work. Some chaperones may see this as a vacation or as time to spend alone with their child but, in reality, they are here for all of the students and to take an active role in supervision. Our classes are held outdoors, rain or shine, and most of them require some degree of hiking and hill climbing. If chaperones are not enthusiastic about being outside, this will lessen the students' experience.

Parents' and Chaperones' Letters

Send information early to parents and chaperones, allowing plenty of time for their response.

Group Assignments

Please divide your students into the following groupings:

- Field groups -- Field groups function as classes during instructional periods and should consist of 10 - 15 students and one adult. Contact us at blueridgedir@campmikell.com to find out how many field groups you will need. We will give them animal or plant names to add interest for the students (e.g. Screech Owls, Salamanders).
- Cabin groups -- Each cabin sleeps 12 students and 1 adult. Claiborne and Stephens dormitories both have a commons area with extra beds to be used only if absolutely necessary. Different schools will not be mixed in cabins.

Careful planning of these group assignments can avoid potential problems and enhance your students' experience at BROEC. Social interaction can be encouraged by combining different students in different groups. Boys and girls should be mixed in field groups. Make sure each student knows his or her field and cabin groups. We encourage you to have the students make name tags with their two groups written on them before they come to BROEC. Please have the cabin and field group lists with you when you arrive.

Additional Teacher Responsibilities

Please alphabetize the "Health Forms" and "Activities Disclosure and Permission Forms" before your arrival at Blue Ridge. Check to make sure all the forms are signed and filled out completely. We cannot accept a student or adult whose forms are incomplete. Please put a red X on the upper right hand corner of the medical forms of attendees who have asthma, diabetes, seizure history, need of a special diet, insect allergies, or any other unusual restrictions or medical needs.

Other Preparations

Birthdays - If you inform us about a birthday occurring during your stay here, we will arrange a small observance including a song and a treat!

We encourage you to begin your preparations early. Allow plenty of time for parents to return the forms you send. Build the anticipation and readiness of your students. We know all this information sounds daunting, but we have good reason to believe that it is all well worth the effort. And feel free to call or email if you encounter any difficulties or need further information. Stay connected with us before and after your trip on social media! We can be found on Facebook as Blue Ridge Outdoor Education Center and on Instagram @blueridgeoec. These are wonderful resources for teachers and parents who want to see what our programs are all about.

Sincerely,

Becca Frowine
Director
Blue Ridge Outdoor Education Center

Lead Teacher Checklist

- Make your reservation:
 - Email **Reservation Information Form**
 - Receive Reservation Contract
 - Return signed Reservation Contract
 - Send reservation deposit
 - Send advanced deposits according to schedule in Reservation Contract
- Information to be sent to BROEC before trip:
 - Send updated student/teacher/chaperone numbers
 - Email **Trip Details Form**
 - Email **Class Selection**
 - Email **Dietary Needs Summary**
 - Send the number of personal vehicles expected
 - Send name(s) of people celebrating birthdays during your trip
- For students and their parents/guardians:
 - Parent Letter**
 - Student Letter**
 - Packing List**
 - Rules of Conduct**
 - *Student Activities Disclosure and Permission Form***
 - *Student Health Form***
- For teachers and chaperones attending:
 - Chaperone Letter**
 - Packing List**
 - Rules of Conduct**
 - *Adult Activities Disclosure and Permission Form***
 - *Adult Health Form***
- *Collect from EVERYONE and bring to BROEC*
 - Alphabetize **STUDENT Health and Activities Disclosure and Permission Forms**
 - Alphabetize **ADULT Health and Activities Disclosure and Permission Forms**
 - Mark **Health Forms** with a red X on the upper right hand corner for attendees who have asthma, diabetes, seizure history, insect allergies, or any other unusual restrictions or medical needs
- Prepare everyone for your trip: **Make sure everyone is prepared to learn and be active!**
 - Host informational meetings for parents and chaperones
 - Review **Rules of Conduct** and expectations with students
 - Share **Driving Directions** with people driving separately
 - Check the weather forecast for Toccoa, GA
- Group Assignments:
 - Assign field groups (every field group must have at least one adult)
 - Assign cabin groups (every cabin must have at least one adult)
 - Make name tags for students and adults with their field group name and cabin name
 - Share copies of field group and cabin lists with adult attendees

Helpful Hints for Choosing Chaperones

- Make sure they will be a positive role model for the group. We want them to set a good example for the students in terms of their own values, behavior, appearance and attitude.
- Chaperones need to be physically fit. Blue Ridge Outdoor Education Center classes are very active. Most of them require some degree of hiking and hill climbing. Hikes vary from 1/4 mile to 3 miles, depending on the classes you choose.
- Chaperones must be able to keep up with the students. Some chaperones may see this as a vacation or as time to spend alone with their child. In reality, it will be a lot of work. They will be with the students all day and all night. Sometimes they might be the only chaperone present.
- Make sure they are committed to being on the trip for all of the students and to taking an active role in supervision. Taking care of one's own child is different from supervising a whole group. Different skills are required. Having some adults with previous trip experience could be helpful.
- Our classes are held outdoors rain or shine. We encourage getting wet and muddy. If chaperones are not enthusiastic about being outside, this will lessen the students' experience.
- You may limit chaperones to one or two per cabin. We also recommend no more than two or three adults per field group. We have found that too many chaperones can detract from the experience for the students. In this case, sometimes the main emphasis shifts away from supervising the students to socializing with other chaperones. We have found that some students are distracted by their own parents and are more likely to participate when their parents are not immediately present. Too many chaperones can lead to the "by-stander effect" when everyone assumes someone else is watching the group, which means that no one is supervising the students!
- Consider asking parents to complete an application if they are interested in being a chaperone. This can help you make a well-informed decision about who to choose.

Class Descriptions

The following descriptions are general overviews of the classes and programs we offer; however, each class can be modified to fit your particular goals/needs. Our classes conform to Georgia's Performance Standards at all grade levels.

Day Classes

Animal Ecology – 1.5 hour or 3 hour class

Students learn about how scientists classify groups of animals and what makes different groups unique. Students will learn about animal adaptations with hands-on activities and exploration in and around our nature center. Students will get to meet and interact with our wide array of live animals! *Topics include: birds, mammals, reptiles, amphibians.*

Appalachian Geology

How did these mountains get here? What makes this region of Georgia unique? We are situated where the Piedmont and the Blue Ridge regions overlap which makes for a fascinating mix of species and landscapes. This introduction to our area answers these and many other questions. *Topics include: geology, physiographic regions, succession.*

Aquatic Ecology

Students get an intimate look at Little Toccoa Creek including an up-close look at some stream inhabitants. After observing the aquatic habitats and features, the students conduct a biological survey and may also sample the water for dissolved oxygen content, pH, and temperature. After analyzing the results of the chemical and biological testing students will be able to determine the health of the aquatic habitat. *Topics include: water characteristics, habitats, aquatic plants and animals, chemical testing, biological indicators, and macroinvertebrates.*

Burma Bridge

Students learn how to build a unique rope bridge! This bridge will be constructed by students with help from chaperones during class where they will learn scientific concepts such as horizontal and vertical forces, simple machines, and mechanical advantage. Students will also learn knots and hitches. Support is another critical concept for this class as students will learn how the separate ropes combine to make a bridge as ropes are tied together as well as students supporting one another by spotting while each student gets to use the bridge they just built! *Topics include: support, force, gravity forces, simple machines, mechanical advantage, hard skills (knots and hitches), critical thinking.*

Forest Ecology

While walking with a staff naturalist on one of our many hiking trails, students see how the soils, plants, and animals are all interconnected in an intricate web. Our mixed deciduous forest provides the perfect lab for examining how organic and inorganic components depend upon one another to survive. Everyone can see how our lives too, are connected to the forest. *Topics include: producers, consumers, decomposers, forest life cycles, layers of the soil, vegetation investigation, and succession.*

Geodome

While working together in groups, students learn hitches and lashings while creating a self-supporting geodesic dome frame. Not only does this class help study geometric shapes, students practice communication skills and team work by building the structure and by studying how the structure is able to stay self-supported after being built. *Topics include: geometric shapes, hitches, lashings, team work, communication, support.*

Land Navigation

Students learn to use a compass, read maps, and apply these skills to an orienteering course. Students do not just learn about land navigation; they actually DO it! GPS can be taught instead upon request: learn to use Garmin eTrex H series handheld GPS units to navigate our geocaching course. *Topics include: maps, topography, compass, cardinal directions.*

Outdoor Living Skills

Do you know how to plan ahead and prepare? What about make a shelter in the woods? Do you know what Leave No Trace is? What to bring on an outdoor excursion? Students will discuss these, and other, skills and get a chance to practice in a supervised setting. *Topics include: Leave No Trace, things to consider when spending time outside, the outdoors are for everyone.*

Predator-Prey *Usually done the last morning before departure*

This large group simulation is way for students to see the dynamics of the food web in action! Students represent various levels of the food web actively seeking the food, water, and shelter they need to survive...without becoming food for a predator themselves! *Topics include: habitat, survival needs, trophic levels, interdependence, parasites, biomagnification.*

Sustainability

Where does our food and water come from? What is the true cost of driving to school or turning on a light? Students will explore the concept of sustainability as it relates to humans' impact on the environment. Through a combination of group activities, student discussions, and hands-on activities, students will gain an understanding of how we affect our surroundings and what we can do to lead more sustainable lives. *Topics include: recycling, water conservation, sustainable harvesting and agriculture, energy.*

Team Building / Group Initiatives

Students tackle a variety of unique physical and mental challenges while learning to work together. The lessons learned will be valuable during your visit, back at school, and for the rest of your students' lives. *Topics include: effective communication, cooperation, trust, respect, and problem solving.*

Trek! – 3 hour class

Best suited for students fifth grade and older...including adults, too! Trek is a creative problem-solving adventure which combines a hike with team building elements. Participants work together to overcome a series of challenges including a cable traverse of Little Toccoa Creek! Overcoming the obstacles encountered requires teamwork, imagination, and critical thinking. Trek! usually requires 3-4 hours to complete.

A Walk in the Woods

A Walk in the Woods is a class that combines a hike with lessons about the nature around you and different ways to appreciate it. During this class you and your students will get the chance to not only learn what some of the plants and animals around you are, but you will also get the chance to sit and listen to the world around you while reflecting on it with poems and discussion. If the Waterfall hike is just a little bit too long or your students just aren't quite ready for it yet, then we have just the class for you! *Topics include: basic forestry, poetry, observation, enjoyment and challenge of hiking.*

Waterfall Hike – 3 hour class

Students hike up and over the ridge to a 20 foot waterfall. Along the way they will stretch their physical limits while exploring the natural world with a theme of learning through observation and reflection. This is a difficult trail. The total distance to the waterfall is about 1.5 miles, making for a round trip of almost 3 miles with 500 feet of elevation change both there and on the way back. *Topics may include basic flora and fauna identification, observation, enjoyment and challenge of hiking.*

Evening Programs

Appalachian Culture

Learn about life in the Appalachian Mountains! Activities in this class include the importance of fire, tools used by the Appalachian people, how to make traditional candles and wool yarn, and contra dancing. *Topics include: settlement, farming, traditional homes, and entertainment.*

Blue Ridge Palooza

Where it's all made up and the points don't matter! This class is a fast-paced and fun collection of group activities requiring field groups to work together to complete the challenges and activities by building bonds and group dynamics. *Topics include: imagination, ingenuity, creativity, critical thinking, group dynamics, and problem solving.*

Campfire, Skits & S'mores

Enjoy the very relaxed atmosphere of live entertainment after a full day in classes and activities. Every student will be involved in singing traditional songs and performing skits, and even have a chance to exhibit their talents! A great way to spend your last night at Blue Ridge!

Night Walk

Light's OUT! This sense-sational class provides a safe way to explore the magical nocturnal world. Through stories and demonstrations, students learn about nocturnal animal adaptations, night vision, and themselves on a walk near camp. *Topics include: senses, nocturnal animals, bioluminescence, and fears.*

Owl Prowl

Three species of owl rule the night here at Blue Ridge. With our owl mounts, students will see first-hand what makes these birds such deadly nocturnal predators. Students will also dissect owl pellets and go on a short night walk to try to hear our local owls and experience the night the way they do...without lights! *Topics include: nocturnal animals, adaptations, senses, and predator/prey relationships.*

Who Gets this Land?

Students will participate in a "town hall meeting" and learn more about how town issues are discussed and how decisions are made. This class will provide more environmental awareness and invoke critical thinking and imagination. *Topics include: preservation, protection, creativity, teamwork, critical thinking, basics of land development.*

Adventure Programs

Adventure programs offer participants the chance to push their physical and emotional comfort levels in a safe environment. While the risks taken may be physical, mental, emotional, social, or even spiritual, the outcomes can be profound as each individual comes to a new level of self-confidence, awareness and understanding. The rewards of these programs can last a lifetime. All Blue Ridge adventure programs adhere to a philosophy of Challenge by Choice. The participants decide what level of challenge they feel comfortable with and push themselves to reach that goal. The participant will find support and encouragement from the group to help them achieve their goal. Success with any task is not determined by completion, but by the participate giving their best effort.

Please note that Adventure classes fall in a higher pricing bracket than our other classes.

Climbing Tower

Whether you climb only a few feet or all the way to the top of our 38 foot climbing tower, this challenge offers fun and excitement. Neither experience nor great strength are necessary for success at the climbing tower. Setting a goal, trying hard, and having fun are the objectives at this site. Our tower is built to accommodate a wide variety of ages and talents.

High Ropes Course – 3 hour class activity (~20 max. participants per 3 hrs) *Minimum age 7th grade*

Our high ropes course is designed to offer participants options to challenge themselves. Groups are able to work on cohesiveness while providing opportunity and support for individuals to set and meet their personal goals. Situated 35 feet above the ground, the ropes course consists of several elements, including a 400 foot zip line that crosses the Little Toccoa Creek. All participants must wear safety gear including a harness, helmet and closed toed shoes. Participants are supervised and encouraged by trained Blue Ridge staff.

Whitewater Rafting on Chattooga River

In May 1974, Congress declared the Chattooga River a “Wild and Scenic River” meaning, among other things, that it cannot be dammed or developed up to a quarter mile of its banks.

Except when schedule conflicts exist, we book trips with Wildwater, LTD, a professional rafting company with over 24 years guiding experience. We travel by van to the river (approx. 25 min). Participants wear lifejackets, helmets, and wet suits (in cold weather). We raft Section III, a beautiful five mile stretch of class II and III (one class IV) rapids. Wildwater guarantees a professional guide in every other raft. If you are scheduled for a Rafting trip, contact Blue Ridge for the Rafting Release Form. Each of the participants will need a copy before the trip.

What to bring for a rafting trip: Shoes that can get wet and stay on feet (i.e. no flip flops), a bathing suit, sunscreen and a bag to carry wet clothes in. During cooler weather also bring wool socks, polypropylene or other synthetic clothing such as base layers or leggings (NOT cotton). In addition, students may want a wool sweater or fleece to put on after rafting.

Typical 3 Day-2 Night Schedule

DAY ONE

- 10:00 - 11:00 am** Arrive at Camp Mikell property
Unload buses, move into cabins & go to campus orientation
- 12:15 pm** Lunch
- 1:30 - 4:45 pm** Afternoon Class(s) [two 1.5 hour classes or one 3 hour class]
- 4:45 - 5:50 pm** Recreation & Snack Time (snack provided by Blue Ridge OEC)
- 6:00 pm** Dinner
- 7:15 - 8:45 pm** Night Program & Snack (snack provided by Blue Ridge OEC)

DAY TWO

- 8:00 am** Breakfast
- 9:00 am - 12:15 pm** Morning Class(s) [two 1.5 hour classes or one 3 hour class]
- 12:15 pm** Lunch
- 1:30 - 4:45 pm** Afternoon Class(s) [two 1.5 hour classes or one 3 hour class]
- 4:45 - 5:50 pm** Recreation & Snack Time (snack provided by Blue Ridge OEC)
- The Store can be opened by Blue Ridge OEC staff if requested
- 6:00 pm** Dinner
- 7:15 - 8:45 pm** Night Program & Snack (snack provided by Blue Ridge OEC)

DAY THREE

Clean up and move out of cabins before breakfast

- 8:00 am** Breakfast
- 9:00 am** Morning Class(s) (length depends on group's departure time) Predator/Prey is a great option!
- 11:00 am - 12:00 pm** Lunch
- 11:30 am - 12:30 pm** Depart

PLEASE NOTE:

- Student field groups will rotate through all the class activities chosen by the Lead Teacher, not all in the same order.
- It is the responsibility of the chaperones/school personnel to supervise the students in dormitories, during Recreation Time and break times.

Typical 2 Day-1 Night Schedule

DAY ONE

10:00 - 11:00 am Arrive at Camp Mikell property - Unload buses, move into cabins & go to campus orientation

12:15 pm Lunch

1:30 - 4:45 pm Afternoon Class(s) [two 1.5 hour classes or one 3 hour class]

4:45 - 5:50 pm Recreation & Snack Time (snack provided by Blue Ridge OEC)

- The Store can be opened by Blue Ridge OEC staff if requested

6:00 pm Dinner

7:15 - 8:45 pm Night Program & Snack (snack provided by Blue Ridge OEC)

DAY TWO

Clean up and move out of cabins before breakfast

8:00 am Breakfast

9:00 am Morning Class(s) (length depends on group's departure time) Predator/Prey is a great option!

11:00 am - 12:00 pm Lunch

11:30 am - 12:30 pm Depart

PLEASE NOTE:

- Student field groups will rotate through all the class activities chosen by the Lead Teacher, not all in the same order.
- It is the responsibility of the chaperones/school personnel to supervise the students in dormitories, during Recreation Time and break times.

Typical Day Trip Schedule

Pricing varies depending on number of class blocks and meals requested. The following template is customizable to meet your group's needs, most common adjustments are to arrival and departure times.

9:00 am Arrive at Camp Mikell property - Unload buses, bathroom break & go to campus orientation

9:30 - 11:30 am Class Block 1 [one 1.5 hour class or one 3 hour class done in two hours]

11:30 am Lunch

12:30 - 2:30 pm Class Block 2 [one 1.5 hour class or one 3 hour class done in two hours]

2:30 - 3:00 pm Recreation & Snack Time (snack provided by Blue Ridge OEC)

3:00 - 5:00 pm Class Block 3 [one 1.5 hour class or one 3 hour class done in two hours]

5:00 pm Dinner

5:45 - 7:30 pm Class Block 4 [one 1.5 hour class or one 3 hour class done in about two hours]

7:45 pm Depart

PLEASE NOTE:

- Student field groups will rotate through all the class activities chosen by the Lead Teacher, not all in the same order.
- It is the responsibility of the chaperones/school personnel to supervise the students during Recreation Time and break times.

CLASS SELECTION

Day Classes: The number of classes you can choose will depend on their length and the length of your trip (please reference schedules outlined above and/or contact us to ask how many classes will fit in your schedule). **Please rank selections in priority order (1 being your top choice, the highest number your last choice).**

- | | |
|---|--|
| _____ Appalachian Geology | _____ Outdoor Living Skills |
| _____ Animal Ecology [1.5 hour or 3 hour class] | _____ Predator Prey (large group activity) |
| _____ Aquatic Ecology | _____ Self-lead Activities |
| _____ Burma Bridge | _____ Sustainability |
| _____ Climbing Tower (additional cost) | _____ Team Building / Initiative Games |
| _____ Forest Ecology | _____ Trek! (5th grade and older) [3 hour class] |
| _____ Geodome | _____ A Walk in the Woods |
| _____ High Ropes (7th grade and older; additional cost) [3 hour class] | _____ Waterfall Hike [3 hour class] |
| _____ Land Navigation | _____ White Water Rafting (price set by vendor) [off site] |
-

Evening Classes: The number of classes you can choose will depend on their length and the length of your trip (please reference schedules outline above and/or contact us to ask how many classes will fit in your schedule). **Please rank selections in priority order (1-top choice, highest number is last choice).**

- | | |
|---------------------------------|---------------------------|
| _____ Appalachian Culture | _____ Night Walk |
| _____ Blue Ridge Palooza | _____ Owl Prowl |
| _____ Campfire, Skits & S'mores | _____ Who Gets This Land? |
-

Please list any **objectives, goals, topics, vocabulary, or local environmental issues** that you would like for us to include while you are here to support your classroom instruction:

Letters and Forms

Please remember that a *Health Form* and an *Activities Disclosure and Permission Form* must be completed and turned in for **all participants** (students, chaperones, teachers).

- For Parents/Guardians:
 - Guardian Letter
 - Packing List
 - Rules of Conduct
 - Student Activities Disclosure and Permission Form (student must sign acknowledgement of Rules of Conduct)
 - Student Health Form (we must have Permission to Treat)

- For Students:
 - Student Letter
 - Packing List
 - Rules of Conduct

- For Teachers & Chaperones:
 - Chaperone Letter
 - Packing List
 - Rules of Conduct
 - Adult Activities Disclosure and Permission Form
 - Adult Health Form (we must have Permission to Treat)

- Forms to be signed by **all attendees** and returned to BROEC staff at the time of your visit:
 - Activities Disclosure and Permission Form
 - Health Form (including Permission to Treat)

Rules of Conduct

All participants should read and be thoroughly familiar with the following rules and expectations. Everyone will be held responsible for knowing, understanding and following them. We believe these few rules are necessary to provide a safe, positive experience for all students.

1. Students must remain with their group and BROEC staff member or teacher/chaperones at all times. This is to ensure that no one gets lost and that any injuries that may occur can be dealt with immediately.
2. Everyone will be expected to show respect for the plants and animals we encounter and to help keep the grounds clean.
3. Participants should use equipment for its intended purpose and in a safe manner. Everyone is asked to take care of BROEC property and report any damages.
4. Everyone should respect the rights of other members of our community by being quiet at rest times and after lights-out, by respecting the property and privacy of others, and students by listening to and following the guidance of adults.
5. Students may not have in their possession alcoholic beverages, illegal drugs, or tobacco/nicotine products. Students violating this standard will be sent home.
6. Alcoholic beverages and illegal drugs are prohibited during BROEC programs.
7. All prescription drugs should be bagged, labeled with the student's name, and given to your teacher. All medications will be kept in the possession of the school personnel responsible for administering medications OR will be locked securely in the BROEC office.
8. Visitors are not allowed in camp during the Blue Ridge program.
9. Shoes **MUST** be worn at all times (except, of course, in the dormitories).
10. Students must remain in their dormitories with chaperones after lights-out.
11. We strongly suggest that iPods, MP3 players, tablets, electronic games, cell phones, snacks, gum, money (unless buying Blue Ridge gear) are left at home. Cell phones are not permitted during class time.
12. ***Flip flops, slides, and Crocs are prohibited.*** Shoes that are securely attached to the foot and have a strong footbed help to reduce injuries.

Come to BROEC expecting to be part of a loving, caring community. Know that if you invest yourself in the program fully and completely you and all of us will be richer for this time we share together.

Packing List

- 1 sleeping bag or bed roll (sheets and 2 blankets), pillow
- 1 pair of old jeans per day**
- 1 pair of shorts per day**
- 2 tee-shirts per day**
- 1 heavy shirt (1 per day in cold weather)
- 1 sweater or sweatshirt (multiple if cold weather is forecast)
- 1 warm jacket (multiple if cold weather is forecast)
- 2 pairs of sneakers (one that can get wet – Chacos and Tevas with a secure heel strap are acceptable to use as water shoes). All footwear **MUST** have a secure heel strap. **Flip flops, slides, and Crocs are not allowed at any time at Blue Ridge Outdoor Education Center**
- 1 change of underwear per day
- 2 pairs of socks per day
- 1 raincoat or poncho**
- 1 hat or cap
- 1 pair of pajamas
- toilet articles (soap, shampoo, toothbrush and toothpaste, **towel** etc.)
- sunscreen
- water bottle (a refillable, reusable bottle— not the throw-away kind)**
- plastic bag for dirty clothes
- pen and writing paper

Please check the weather in Toccoa, GA when packing, if it is going to rain or be very cold please pack an extra change of clothes per day as well as a rain jacket/poncho or extra heavy jackets as needed

OPTIONAL ITEMS:

- small day pack
- camera
- flashlight
- stamped, addressed envelopes

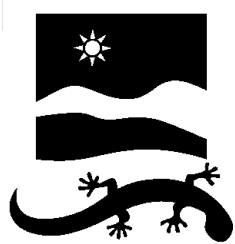
PLEASE DO NOT SEND:

- X candy, gum, or food of any kind
- X knives, hatchets, or any other weapon
- X fireworks
- X iPods, MP3 players, tablets, electronic games, cell phones, or any other electronics.
- X MONEY (except for Blue Ridge merchandise, if desired)
- X **Flip flops, slides, or Crocs**

The Camp Mikell Store may be open to accommodate the purchase of souvenirs. Your school will determine if the Store will be open or not.

The Blue Ridge Outdoor Education Center is not responsible for articles left behind or damaged while on property.

Any and all school policies regarding clothing, gum, etc. remain in effect at Blue Ridge



Blue Ridge Outdoor Education Center

237 Camp Mikell Court
Toccoa, GA 30577
706.886.7621
blueridgedir@campmikell.com
www.blueridgeoec.com

Experiential Environmental Education

Dear Guardian,

Your child will soon be visiting the Blue Ridge Outdoor Education Center (BROEC) with their classmates and teachers to learn about the natural world and themselves. Please read the following information and complete both the **Health Form** and the **Activities Disclosure and Permission Form**.

The BROEC program is experiential; through hands-on activities, the students learn about the life in a pond, a mountain stream, and a mixed-hardwood forest. In addition to the natural science classes, we also offer lessons about the cultural history of the area. Furthermore, the Blue Ridge program is a social experience in which your child will be living and learning in a close community.

Blue Ridge's site is an ideal outdoor classroom. Nestled in the foothills of the Appalachian Mountains, the 468-acre property hosts plants and animals from both the Piedmont and Appalachian regions, making for rich biodiversity, including some rare and unusual plants and animals. Wildlife such as deer, turkey, bobcat, hawks, owls, raccoons, heron, beaver and many others can be found on the property along with many species of plants and insects.

Although the center is located at Mikell Camp and Conference Center, it is important to note that this is NOT 'summer camp'. The emphasis at Blue Ridge is on education, not recreation. Our program is a valuable extension of your child's classroom work. It may include math, science, language arts, and social studies. Your child's teachers have chosen the classes that they want us to teach during the field study. Programs are taught by our staff of professional educators who are college graduates or interns with a desire to share their love of nature with young people.

During your child's stay, supervision will be provided 24 hours a day -- by the Blue Ridge staff during classes and evening programs, and by the teachers and chaperones during free time and at night. Children sleep in dorms (heated in cold weather) in units of 12 children and one adult.

Professional food service staff serve nutritious and delicious meals in our dining hall. Special dietary restrictions, due to allergies or vegetarians for example, can be accommodated with advance notice.

It is important that your child come to Blue Ridge with the proper clothes and equipment. To help you pack, a packing list is enclosed with this letter. You are urged to follow the suggestions on the list closely for the benefit and comfort of your child. Students carry all their own luggage uphill to the dorms, so don't over pack!

Please remember old clothes are preferred over new clothes, since most activities will be held outside. **Rain gear** is absolutely essential for every child. A **refillable, reusable water bottle** is also a necessity to keep your child hydrated. Students may get wet while studying at the stream or wetland sites, so they will need clothes that can get wet. Please do not ignore the list of "do not bring" items. If these items are discovered, they will be taken from the child and held until the end of the program.

We ask you not to visit Blue Ridge while your child is participating. This is an opportunity for them to learn to function away from home. Visiting parents may not only distract their child but make others jealous or homesick as well.

Children are not permitted to use the telephone under normal circumstances; please refrain from calling your child except in an emergency. The office phone number is (706) 886-7621.

If you'd like to see what the group is up to while they are here check out Blue Ridge on social media. We can be found as Blue Ridge Outdoor Education Center on Facebook or @blueridgeoec on Instagram.

Your child will surely appreciate a letter from home during his or her stay at Blue Ridge. Please mail letters early so that they arrive a day or two before your child leaves. Address letters in the following manner:

Student's name

School's name

Blue Ridge Outdoor Education Center

237 Camp Mikell Court

Toccoa, GA 30577

Blue Ridge Outdoor Education Center reserves the right to send any child home for destruction of property, aggressive behavior, illness, or any other acts judged detrimental to the functioning of the program.

Please read the enclosures carefully and feel free to contact Blue Ridge or the school to obtain more information about the program. We look forward to meeting your child!

Sincerely,

Becca Frowine

Director

Blue Ridge Outdoor Education Center

Medical Information

We want to provide a safe structured environment for your group, but we acknowledge that accident can happen. Please read through this page and fill out the form required.

1. The "Health Form" must be completed and signed by each student's parent or legal guardian. These forms must not be altered in any way. We cannot accept a child whose medical forms are not completed and signed.
2. All medication accompanying your child must be clearly labeled with the student's name, name of medicine, and directions for use. All medications will be kept in the possession of the school personnel responsible for administering medications OR will be locked securely in the Blue Ridge OEC office.
3. A recent tetanus shot is recommended. Blue Ridge reserves the right to send any student home that arrives ill or becomes ill during his or her stay.

Procedures – In case something happens...

Emergency -- Blue Ridge staff members have been trained in emergency procedures and in an emergency, the staff person will see that appropriate action is taken and that medical attention is prompt. All staff members are trained in CPR and First Aid and carry stocked first aid kits in the field. For more serious problems, the student or teacher or chaperone will be transported to Stephens County Hospital, which is only 10 minutes from the facility. The hospital's main number is (706) 282-4200. Emergency telephone numbers are posted by all telephones should an emergency occur while students are not with Blue Ridge staff.

Non-emergency -- All medications (prescription and non-prescription) will be turned over to and dispensed by the teacher/coordinator of the group. Emergency bee sting kits and asthma inhalers should remain with the child for immediate use if necessary and the child should be able to use it on their own. Be aware that all instructors also carry Epi-pens and are trained to use them.

Interested in More??

Did your child love the programming at Blue Ridge? We encourage you to consider summer camp at Camp Mikell! Camp Mikell is on the same property as Blue Ridge and has camps throughout the summer divided by age groups so your child can attend summer camp with peers of the same age. Camp Mikell offers traditional overnight summer camps, a Performing Arts camp, and an Outdoor Camp which is staffed by Blue Ridge Educators.

For more information about Outdoor Camp, Overnight Camp, and Performing Arts Camp, visit campmikell.com. We would love to see your child again!



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Experiential Environmental Education

Dear Student,

In a short time, you will be coming to the Blue Ridge Outdoor Education Center. In case you haven't already heard, this is a magical place. To understand more of what makes it so cool keep reading...

This is a place where snakes slither, owls hoot, salamanders creep, worms wiggle, hawks soar, songbirds chirp, deer frolic, turtles bask, lizards lounge, foxes slink, otters play, beavers gnaw, crayfish pinch, fish swim, frogs hop, trees sway, pollen floats, flowers bloom, squirrels leap, coyotes howl, and kids smile.

All around us there are plants and animals living and working together to survive. They're called communities, and each member plays a critical role. While you are here, you also will be part of a community made up of your classmates, your teachers and chaperones, and the Blue Ridge staff. Your role is to respect your environment and cooperate with others. You will need to think of how to help your group, not just yourself. You will be a part of two different groups -- a cabin group and a field group.

You will be living in a cabin with as many as 11 other classmates. It will be fun, but only if you set some ground rules. For everyone to be comfortable, your cabin group will need to decide: When will people take showers? Where will you put dirty clothes? How will you clean the cabin in the morning? Each community member will need to cooperate and follow the rules.

You will be going to different classes with your field group morning, afternoon, and evening. Not like a school class, but like an adventure! You may be hiking along a ridge, wading in a creek, exploring animal habitats, navigating with a compass, prowling for owls...the fun never stops!

But remember, we are not only guests at the Blue Ridge facilities, we are guests in the woods and streams on the property. As we explore the communities of plants and animals (some of them RARE!) keep in mind that this is their home and we should treat them all with respect. Most of the animals that live here (even the snakes) are afraid of us, and most of them are smaller and weaker than us. Some of them can hurt you, you can also hurt them, so it is a good idea not to touch any of the animals here unless a Blue Ridge staff member has said it is safe.

Enclosed you will find the rules of conduct. Please become familiar with these guidelines. Then, you need to sign to show you understand. We are very excited to meet you and to share our magical place.

See you soon!

Becca Frowine
Director



Blue Ridge Outdoor Education Center
 237 Camp Mikell Court
 Toccoa, Ga. 30577
 (706)886-7621

Student Activities Disclosure and Permission Form

We are providing this information sheet to better inform you of the activities your child may be participating in while at the Blue Ridge Outdoor Education Center. They may not be participating in all activities - please contact your child's teacher for the classes they chose. All of our classes are led by trained staff. Chaperones from your child's school assist in supervision during classes and are fully responsible for supervision during meals, recreation, and cabin time. You will need to sign this sheet and return it to your child's teacher. All of our activities are "Challenge by Choice" whereby the student in partnership with parents, teachers, and/or the Blue Ridge staff may elect not to participate in an activity. Feel free to call us if you have any other questions.

Permission to Participate

_____ (student's name) has my permission to participate in the activities at the Blue Ridge Outdoor Education Center chosen by their classroom teacher. I understand that trained persons will be in charge. I acknowledge that certain risks and dangers (such as those listed below) are inherent in outdoor recreation and that the Blue Ridge Outdoor Education Center does not guarantee accident free participation. These risks include, but are not limited to: adverse weather, moving water, slippery rocks, wild animals, equipment malfunctions or misuse, poisonous plants, human misjudgment, automobile collisions, and those activities listed on the 'Eco-Adventure Program Description' (if applicable). I further acknowledge that participation in these activities could result in loss of life or damage to personal property, and/or emotional or physical harm. I understand that prudent safety procedures will be taken to provide protection against these risks and that my child is responsible for following the instructions and safety rules outlined by Blue Ridge Outdoor Education Center staff. I release Mikell Camp and Conference Center, its principles and the Episcopal Diocese of Atlanta, its Bishop, officers, and employees from all liability for any injury to me or my child during participation in activities at the Blue Ridge Outdoor Education Center.

Name of Student: _____

Address: _____ Phone: _____

Parental Signature: _____ Date: _____

I give permission for photographs or video tapes to be made of my child and for the resulting images to be used in the marketing of Blue Ridge Outdoor Education Center programs.

Signed _____ Date: _____

I have read, understand and agree to abide by the **Rules of Conduct** of Blue Ridge Outdoor Education Center.

Signed: _____
 (Student's signature)

 (Parent Signature)

STUDENT HEALTH FORM

Blue Ridge Outdoor Education Center
237 Camp Mikell Court
Toccoa, GA 30577

Phone: (706) 886 - 7621
E-mail: blueridgedir@campmikell.com

School/Group: _____
Dates of Attendance: _____

General Information:

Participants Name: _____ Gender: _____
Date of Birth: __/__/__

Home Address: _____

Parent/Guardian: _____
Home Phone: _____ Daytime Phone (if different): _____

Emergency Contact: _____
Phone Number(s): _____

Medical History and Related Information: Please list all medical conditions, medications, allergies, and restrictions to activity along with an explanation. Use back/additional sheets as necessary.

Insurance Information:

Is the participant covered by an insurance plan? Yes ___ No ___ Carrier/Plan name: _____

Group Number: _____ Name of Insured: _____

Carrier Address: _____

Social Security Number of policyholder or insurance ID number: _____

Permission to Provide Necessary Treatment or Emergency Care: I hereby give permission to the medical personnel selected by Blue Ridge Outdoor Education Center to order X-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for my child. In the event of an emergency and an effort to reach me fails, I hereby give permission to the physician selected to secure and administer treatment, including hospitalization, for the participant named above.

Signature of parent/guardian: _____ Date: _____

(The signature above acknowledges the permission to provide necessary treatment and acknowledgment of risk)



Blue Ridge Outdoor Education Center

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Toccoa, GA 30577
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Experiential Environmental Education

Dear Chaperone,

Thank you for agreeing to join your students on a fun and educational adventure! The following information is provided to help your stay at the Blue Ridge Outdoor Education Center (BROEC) be as safe and enjoyable as possible. Our program is designed to benefit all participants, so we encourage you to become involved with the classes and other activities, please fill out our **Activities Disclosure Form** and give it to the lead teacher/trip leader. As much as we hope the time you spend with us is relaxing and fun, it is NOT a vacation. We will put you to work. Please read this letter carefully so that you understand your role and responsibilities in the BROEC community. Also, since medical emergencies can happen to anyone, please fill out our **Health Form** and give it to the lead teacher/trip leader.

EXPECT TO BE ACTIVE

The outdoors is our classroom, rain or shine. Make sure you come prepared to be outside for multiple hours at a time. Our property is located in a forested valley, which means that there is always a hill to climb. The dormitories are situated on hills and many of our teaching spaces are at the bottom of the valley so some hiking is required to get anywhere. Be prepared to get your 10,000 steps every day!

DORM SUPERVISION

One of the chaperone's main responsibilities is dorm supervision. You will be in charge of as many as twelve students in a dorm and will function as parent, police, and role model.

Please be sensitive to the needs of your children. Many of them may be away from home for the first time. Some may need definite limits set and enforced. Many of them will follow your example in their reaction to responsibilities such as dorm clean-up, quietness, or bedtime. Check with the teachers to learn of any special needs to consider in settling your group.

Do not allow reckless or irresponsible behavior in the dorm; people get hurt and facilities get damaged when children are rowdy and/or unsupervised.

Upon arrival, a staff member will lead all students and chaperones in a short dorm orientation talk. At the first opportunity, you should sit down with your dorm group and discuss specific concerns. The more involved your students get in policy making, the more agreeable they are to those policies. The following is a list of suggested topics:

| | |
|------------------|---------------------------------|
| Introductions | Storage of clothes and supplies |
| Shower schedules | Lights out time |
| Morning clean-up | Appropriate behavior |

It is mandatory that every dorm be supervised by an adult throughout the night. Chaperones also need to supervise during transition times, recreation time, and after the evening program. Chaperones are responsible for the safety of the children at these times.

Evening classes generally conclude around 9:00 p.m. Students and chaperones are to go back to their dorms at this time and prepare for bed. By 10:00 p.m., lights should be out and students should be quiet. The days will be packed with learning and they will need their rest.

ABOUT YOUR DORM

Each dorm has 13 single beds, a bathroom (with 2 sinks, 2 toilets, and 2 showers), and heat and fans.

Students should not go to their dorm without a chaperone, and they should not go into dorms other than their own.

There is no food, candy, gum or beverages other than water allowed in the dorms because these attract insects and animals as well as contribute to litter problems.

Please be conscious of turning off lights and keeping the doors of the dorms shut. Some find it helpful to assign one student this duty. Please close all windows and doors before turning on heat. Only adults should adjust the thermostats. Nothing but toilet paper should be flushed, please! There are trash receptacles in the cabins.

OTHER SUPERVISION REQUIRED

Transition Time – After lunch and before and after dinner, we have time scheduled for students to use the bathrooms, wash hands, and if needed get clothes for an activity. It is essential that you both supervise and keep kids moving during these times so we can start our classes on time.

Dining Hall -- Unless otherwise stated, mealtimes are 8:00 a.m., 12:15 p.m., and 6:00 p.m. Ten minutes before the meal starts, the bell will ring to bring everyone into the Community Meeting Area. A BROEC staff member will dismiss adults first and we ask that you please sit one chaperone or teacher to each table to supervise and chat with the students. Proper manners should be emphasized.

Classes -- You are invited and encouraged to participate in all classes and activities. You may be assigned to chaperone the field group your students is with, however, we ask that you be a chaperone to the entire field group, not just your student. During class time, you may be asked to help supervise an activity or assist with behavior management in which providing the same level of attention and consistency to all students in the field group are necessary. Please be aware that the students are looking to you to as an example of how to behave in classes. Your positive enthusiasm spills over to them!

Recreation Time – Chaperones are in charge of supervision during recreation time, which is after the afternoon class and before dinner. All students should remain in the courtyard area, unless being directly accompanied by a chaperone to and from their dorm.

DORM CLEAN-UP

On the final morning, the following clean-up procedures should be done in the dorms by the students:

- Pack all belongings and carry luggage down to the parking lot.
- Sweep the dorm and bathroom floors.
- Pick up any trash and put in the trash can.
- Check for lost-and-found items.

If the entire group contributes, this task can be done in about 30 minutes, but your supervision is necessary.

OTHER BLUE RIDGE POLICIES AND PROCEDURES

- No phones, electronic games or similar devices. Part of the Blue Ridge experience is to enjoy spending time with each other and the outdoors.
- Everyone must wear shoes at all times. Poison ivy, sharp rocks, snakes, and scorpions are a few of the hazards of bare feet. Shoes may be removed in the dorms. **Flip flops, slides, and Crocs are not allowed outside of cabins at any time.**
- All medicines must be given to a designated teacher. All medications will be kept in the possession of the school personnel responsible for administering medications OR will be locked securely in the Blue Ridge OEC office.
- The use of alcoholic beverages and illegal drugs is forbidden.
- Smoking is allowed in designated areas which have receptacles for cigarette butts. Smoking and vaping are NOT allowed in any building OR in front of students.
- Use of the phone by children is not allowed without permission from a school teacher or the BROEC director. Phones are located in Walker Lodge. Also, please be aware that your cell phone will probably not get reception at BROEC. Please use cell phones only for emergencies, as they distract from class. There is a guest WIFI account that you may be able to access the internet from your phone or computer. This can be done in an area designated by BROEC Director to be out of sight of students. We are asking the students to be unplugged during their trip to BROEC, the best thing that we as adults can do is model this for the students.
- **Please read and be familiar with the enclosed Rules of Conduct.**

We hope your time at BROEC will be enjoyable, educational, and a very rewarding experience. At any time during your stay here, please do not hesitate to approach any of our staff with a question or request for assistance. We look forward to seeing you!

Sincerely,

Becca Frowine
Director
Blue Ridge Outdoor Education Center
706-886-7621



Blue Ridge Outdoor Education Center
 237 Camp Mikell Court
 Toccoa, Ga. 30577
 (706)886-7621

Adult Activities Disclosure and Permission Form

We are providing this information sheet to better inform you of the activities you may be participating in while at the Blue Ridge Outdoor Education Center. You may not be participating in all activities - please contact your student's teacher for the classes they chose. All of our classes are led by trained staff. As a chaperone you will assist in supervision of students during classes and are fully responsible for supervision during meals, recreation, and cabin time. You will need to sign this sheet and return it to your student's teacher. All of our activities are "Challenge by Choice" whereby you, in partnership with parents, teachers, and/or the Blue Ridge staff, may elect not to participate in an activity. Feel free to call us if you have any other questions.

Permission to Participate

I, _____ (name), intend to participate in the activities at the Blue Ridge Outdoor Education Center chosen by the lead teacher. I understand that trained persons will be in charge. I acknowledge that certain risks and dangers (such as those listed below) are inherent in outdoor recreation and that the Blue Ridge Outdoor Education Center does not guarantee accident free participation. These risks include, but are not limited to: adverse weather, moving water, slippery rocks, wild animals, equipment malfunctions or misuse, poisonous plants, human misjudgment, automobile collisions, and those activities listed on the 'Eco-Adventure Program Description' (if applicable). I further acknowledge that participation in these activities could result in loss of life or damage to personal property, and/or emotional or physical harm. I understand that prudent safety procedures will be taken to provide protection against these risks and that I am responsible for following the instructions and safety rules outlined by Blue Ridge Outdoor Education Center staff. I release Mikell Camp and Conference Center, its principles and the Episcopal Diocese of Atlanta, its Bishop, officers, and employees from all liability for any injury to me during participation in activities at the Blue Ridge Outdoor Education Center.

Name: _____

Address: _____ Phone: _____

Signature: _____ Date: _____

I give permission for photographs or video tapes to be made of me and for the resulting images to be used in the marketing of Blue Ridge Outdoor Education Center programs.

Signed _____ Date: _____

I have read the **Chaperone Letter**, understand my role and responsibilities and agree to uphold them, and agree to abide by the **Rules of Conduct** of Blue Ridge Outdoor Education Center.

Signed _____ Date: _____

ADULT HEALTH FORM

Blue Ridge Outdoor Education Center
237 Camp Mikell Court
Toccoa, GA 30577

Phone: (706) 886 - 7621
E-mail: blueridgedir@campmikell.com

School/Group: _____
Dates of Attendance: _____

General Information:

Participants Name: _____ Gender: _____
Date of Birth: __/__/__

Home Address: _____

Home Phone: _____ Daytime Phone (if different): _____

Emergency Contact: _____
Phone Number(s): _____

Medical History and Related Information: Please list all medical conditions, medications, allergies, and restrictions to activity along with an explanation. Use back/additional sheets as necessary.

Insurance Information:

Is the participant covered by an insurance plan? Yes ___ No ___ Carrier/Plan name: _____

Group Number: _____ Name of Insured: _____

Carrier Address: _____

Social Security Number of policyholder or insurance ID number: _____

Permission to Provide Necessary Treatment or Emergency Care: I hereby give permission to the medical personnel selected by Blue Ridge Outdoor Education Center to order X-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for my child. In the event of an emergency and an effort to reach me fails, I hereby give permission to the physician selected to secure and administer treatment, including hospitalization, for the participant named above.

Signature: _____ Date: _____

(The signature above acknowledges the permission to provide necessary treatment and acknowledgment of risk)

Teacher/Chaperone Orientation

We want to welcome you to our wonderful facility here at Blue Ridge and share with you some of the guidelines that we have to make your stay here as enjoyable as possible.



Cabins:

1. Did you notice any damage to cabin (cracked windows, mirrors, broken bed frames, etc)?
2. You are in charge in the cabins so establish your own ground rules with your group immediately i.e. lights out, shower times, etc.
3. **Quiet time is 10:00 p.m. to 7:00 a.m.** Students are expected to be in their cabins during that time.
4. See that lights and heaters are turned off when you are not in your cabin – each dorm has a thermostat usually found on the wall closest to the bathroom; please make sure all windows and doors are shut when heat is on.
5. When you leave at the end of your visit, please sweep the cabin and check for any articles left behind. There is a mop in your cabin to clean up any mud or standing water on rainy days.
6. Make sure everyone has **appropriate footwear whenever they are outside the cabins** (*no flip flops, crocs, slides, etc.*).
7. For safety and insurance reasons, **never allow a student to go to or from cabins unsupervised.**
8. Do not enter cabins not assigned to your school. Do not allow graffiti. There will be a \$50.00 charge for use of cabins not assigned to your school OR for any graffiti left in the cabins.

Program:

1. Feel free to participate in programs and have fun, but please **let students answer** questions and solve problems themselves.
2. This is a great chance for kids to see you in a new setting. Your **enthusiasm** for the program will spill over to your kids and can provide a positive common experience. And remember, **HAVE FUN!!!**
3. Please help your students prepare for activities by reminding them to go to the bathroom and have filled water bottles, rain gear, appropriate shoes.
4. **Behavior Management** – During class time, instructors may need behavior management help from the chaperones. We use a 3 strike system. If a student earns a 3rd strike, a chaperone will be asked to assist in the supervision of that student's time out. The student will begin the next class with a clean slate.
5. **Waterfall Hike** is a strenuous hike. The hike can be completed by people in average physical ability. Specifically, for adults, let your instructor know if you have medical concerns before the hike.
6. Do not take a student away from the field group without notifying your Instructor. Taking students to the bathroom during class should be an emergency only.

Meals:

1. We meet for meals in the ODH when the bell rings at **7:50 am** and **5:50 pm**. When adults are dismissed to the dining hall please sit at a table that is set with water and cups. We ask that you spread out so that **there is a chaperone at every table**. Please help coach the students on the next step in clean up.
2. Coffee and tea are available for adults in the dining hall and the Walker lobby, but please **do not make these available to students**.

Misc.:

1. Please collect all medicine, candy, snacks, cell phones, iPod, etc. These may be redistributed at the end of our program before departure. All medications will be kept in the possession of the school personnel responsible for administering medications OR will be locked securely in the Blue Ridge OEC office.
2. You can fill water bottles from any sink or water fountain around camp. All water comes from the same source and is clean to drink. Water bottles can also be filled using the water pitchers in the dining hall, but not directly from the water cooler.
3. To cut down on erosion around camp, please have students stay on designated trails or roads.
4. If you smoke, please do so outside, away from students, and dispose of butts in appropriate receptacles.
5. Note location of AED (Automated External Defibrillator) over fireplace. All staff carry first aid kits and there are first aid kits in the office and all the cabins.
6. No alcohol is allowed during Blue Ridge programs.
7. Phones are located in Walker Lodge - you must dial '9' to get an outside line.



Blue Ridge Outdoor Education Center

237 Camp Mikell Court
Toccoa, GA 30577
706.886.7621
blueridgedir@campmikell.com
www.blueridgeoec.com

Experiential Environmental Education

Reservation Information Form

School(s): _____ Grade(s): _____ Requested date(s): _____

ESTIMATED TOTAL # of STUDENTS: _____

ESTIMATED TOTAL # of ADULTS: _____

Overnight Trip

Arrival time: _____ (10:30-11:00am recommended)

Departure time: _____ (11:00am-12:00pm recommended) _____ *Check if you need a sacked lunch to go*

Do you need separate lodging for individuals not in the dorm cabins? _____

If so, how many rooms? (2 beds per room) _____

Day Trip

ESTIMATED Arrival time: _____ (9:00am recommended)

ESTIMATED Departure time: _____ _____ *Check if you need a sacked meal to go*

Who will be signing the reservation contract?

Responsible Person/Title:

Address:

Work Phone:

Email:



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Experiential Environmental Education

Trip Details Form

School(s): _____ Grade(s): _____ Reserved date(s): _____

If they have changed, Arrival time: _____ Departure time: _____

STUDENTS: # of girls: _____ # of boys: _____ = TOTAL # of STUDENTS: _____

ADULTS: # of women: _____ # of men: _____ = TOTAL # of ADULTS: _____

TOTAL: # of females: _____ # of males: _____
(total beds needed) (total beds needed)

Please include all school personnel in the adult count - TOTAL # of ALL attendees: _____

How will your group be arriving at BROEC? (#'s if known) _____ Bus(es) _____ Car(s)

Have any of your teachers and/or chaperones been to BROEC or Camp Mikell before? _____

Have any of your students been to BROEC or Camp Mikell before? _____

If so, approximately how many? _____

How would you characterize your school? (Choose all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Private | <input type="checkbox"/> Open classroom | <input type="checkbox"/> Students move from class to class |
| <input type="checkbox"/> Public | <input type="checkbox"/> Montessori | <input type="checkbox"/> Block Schedule |
| <input type="checkbox"/> Religious Affiliation | <input type="checkbox"/> Self-contained classroom | |

What **experiences** have your students had with the outdoors, environmental education or field trips?

Dietary Needs Summary Sheet - Mark all that apply

| | Diets | | | | | | | | | | | | | | | | | | |
|------------------|-----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | Comments/Other | | | | | | | | | | | | | | | | | | |
| | Lactose intolerant | | | | | | | | | | | | | | | | | | |
| | Kosher/Halal | | | | | | | | | | | | | | | | | | |
| | Gluten-free | | | | | | | | | | | | | | | | | | |
| | Vegan | | | | | | | | | | | | | | | | | | |
| | Vegetarian | | | | | | | | | | | | | | | | | | |
| Allergies | Comments/Other | | | | | | | | | | | | | | | | | | |
| | Eggs as ingredients | | | | | | | | | | | | | | | | | | |
| | Eggs | | | | | | | | | | | | | | | | | | |
| | Dairy | | | | | | | | | | | | | | | | | | |
| | Shellfish | | | | | | | | | | | | | | | | | | |
| | Soy | | | | | | | | | | | | | | | | | | |
| | Gluten/Wheat | | | | | | | | | | | | | | | | | | |
| | Fish | | | | | | | | | | | | | | | | | | |
| | Tree nut | | | | | | | | | | | | | | | | | | |
| | Peanut | | | | | | | | | | | | | | | | | | |
| | Student or Adult (names optional) | | | | | | | | | | | | | | | | | | |

Last Minute Reminders

The following reminders will help ensure that your field trip is a safe, fun, & positive experience:

- Clear expectations concerning classes and behavior will provide a more valuable field trip. Our classes are not as formal as school, but we expect students to be on task during their studies.
- Please cover the items on the Rules of Conduct with your students and chaperones. We will have a brief review upon arrival.
- The Blue Ridge staff is not responsible for the students during recreation time or while the students are in the dorms. If you come up with a plan ahead of time for adults during recreation time, it will be less hectic for everyone. The dorms, 4-Square courts, and basketball courts should always be supervised.
- There is no smoking allowed in the rooms or in class (please inform chaperones and bus drivers).
- Don't expect to get cell phone reception anywhere on our campus.
- Rooms must be emptied and cleaned before breakfast on your day of departure. Cleaning and/or damage fees may be assessed if necessary.
- Remind bus drivers of the day and time to pick you up!
- ***Flip-flops, slides and Crocs cannot be worn at any time.*** All footwear must have a secure heel strap.
- Please be prepared for any weather (rain gear, sunscreen, cold evenings, etc.). Check the forecast for Toccoa, GA.
- Remind students they must bring a reusable, refillable water bottle!
- Don't forget your OWN bags! Often the adults are so worried about their kids that they forget something of their own.
- When you approach Toccoa, please give us a call to let us know you are near. We will meet you at the bus parking lot. Our office number is (706)886-7621.
- Upon arrival, the buses need to be unloaded with boys and their luggage gathered on the chapel side of the parking lot and the girls and their luggage opposite. If you can help facilitate this, move in will go more smoothly.

Thank you for bringing your students to Blue Ridge. We appreciate the amount of effort that goes into planning a field study. Please call us at (706) 886-7621 or email (blueridgedir@campmikell.com) if you have any questions or concerns. We look forward to working with you and your students!

Additional Teacher Responsibilities:

Please alphabetize the "Health Forms" and "Release Forms" before your arrival at BROEC. Check to make sure all the forms are signed and filled out completely. We cannot accept a student whose forms are incomplete.

Please put a red X on the upper right hand corner of the medical forms of students who have asthma, diabetes, seizure history, need of a special diet, insect allergies, or any other unusual restrictions or medical needs.

Other Preparations

Birthdays - If you inform us about a birthday occurring during your stay here, we will arrange a small observance including a hearty song and a treat!

Directions to the Blue Ridge Outdoor Education Center

Address: 237 Camp Mikell Ct, Toccoa, GA 30577

From Atlanta: GPS will get you most of the way, but it will take you on a gravel road. If your GPS puts you on GA 17A, DO NOT turn onto Black Mountain Road to get to Anderson Road or Rock Quarry Road, stay on GA 17A until Tugalo St.

1. Take I-85 North from Atlanta (17 miles from I-285/I-85 spaghetti junction).
2. Take I-985 North for 52 miles. I-985 passes Gainesville and becomes Georgia State Route (GA) 365/US 23. Continue north on GA 365/US 23.
3. Take the Toccoa/Lavonia exit continuing to follow GA 365/US 23/GA 17. Follow GA 365/US 23/GA 17 for 6.2 miles.
4. At the first traffic light, turn left to follow GA 184. GA 184 will turn into Currahee Street. Continue along Currahee Street for 4.1 miles through 3 traffic lights.
5. At the 4th traffic light turn left onto GA 17A/Big A Road. Follow Big A Road for 1/2 mile.
6. Turn right at traffic light onto GASR 184/Prather Bridge Road and follow it for 3.3 miles.
7. Turn left onto Camp Mikell Road (Look for sign for Mikell Camp and Conference Center). Just 2 miles up the road, stay on **the paved drive on the right** when the road forks, and you're in camp. See you when you get here!

GPS will likely...

4. Left turn onto Glade Creek Pkwy
5. Right turn onto Antioch Church Rd OR GA 17A
6. Right turn onto Black Mountain Rd. **This will take you down a gravel road.** To avoid the gravel road, stay on GA 17A until Tugalo St (turn left).

From Greenville, SC: GPS will get you most of the way, but it will take you on a gravel road. Do not turn onto Black Mountain Road to get to Anderson Road.

1. Take I-85 South towards Atlanta.
2. Get off at the Lavonia/Hwy 17 exit (Exit 173) and turn left (the exit makes a 180 degree turn, so if you are going south on the interstate you will actually be going to the right, or west).
3. Continue on Hwy 17 into Toccoa.
4. Hwy 17 becomes Big A Road.
5. Continue past a Super Walmart on your left, numerous fast food restaurants, across a bridge over railroad tracks, past the Toccoa Clinic, around a sharp curve to the left and then a traffic light. The First Baptist Church will be across the street on your right.
6. Turn right at the traffic light onto Prather Bridge Road (Hwy 184).
7. Go 3.4 miles just past a small bridge (Toccoa Creek) and turn left onto Camp Mikell Road.
8. Continue down Camp Mikell Road (2 miles) and stay on **the paved drive on the right** when the road forks, and up the hill into the parking lot. See you when you get here!