

Christodora's Manice Education Center

General Information For 3-Day School Field Trips

for Teachers & Chaperones accompanying students to the Manice Center

(Please read carefully!)

Group Size

- The Manice Center can comfortably accommodate a **maximum of 36** students who must be accompanied by at least 2 school staff. Additional chaperones may accompany the class but the total group size (including adults) must not exceed 38 persons. *Please note that our staff can supervise a maximum of 18 students of either sex: if you wish to bring more than 18 boys or girls your school staff must directly supervise these additional students in their tents from 9:30 pm until 7:30 am.*
- Prior to arrival at the Center please divide up your class into 1 to 3 activity groups (preferably co-ed) of 8-12 students each. Divide students into tent groups of 4-6 students each. *(Note: we have 4 boys' and 4 girls' tents but only 3 boys' and 3 girls' tents will be supervised by Manice staff, see above note.)* We have enclosed an activity/tent group planning form in this packet for your convenience. Please complete it prior to your arrival at Manice.

Accommodations

Students:

- All students are lodged in large platform tents that can comfortably accommodate a maximum of 6 students and are supervised by Manice staff. We provide each student with a bed, pillow, blankets and a small cubby for personal items. Students must bring their own sheets, pillowcase and hand towel. Sleeping bags are optional.
- Conveniently located washhouse facilities (heated) for students include flush toilets and sinks (3 of each per sex). There is *no shower facility* available for students during three-day trips.

Teachers/Chaperones:

- Manice provides indoor accommodations for two adults, which include beds, blankets and pillows. If additional adults accompany the class they will be lodged in the platform tents as described above.
- Indoor bathroom facilities include hot water and showers, etc. NOTE: Manice does not provide towels, sheets or pillowcases.

Transportation

- The Manice Center contracts with SuperTrans NY, Inc. of Yonkers to provide transportation between New York City and the Center.

NYC departure is at 8 a.m., please be sure that your students are ready beforehand to expedite your departure.

Departure from the Center is at 9 a.m. and the trip takes about 5 hours to Manhattan. Please plan your arrival time accordingly.
- The bus routinely makes one 15 minute rest stop on route at about the halfway point. Please be sure that your students use the school's rest rooms before departure.
- Please have your students bring a bag lunch for the trip up. This lunch should be eaten on the bus prior to your arrival. The Center will provide a bag lunch for the return trip. Please be sure that the bus is as clean when your class arrives at Manice as it was when you began. Additional time spent cleaning the bus upon arrival at the Center will reduce the students' activity time.

Clothing

- Groups must be prepared for the possibility of cool, wet weather in both spring and fall. Please remind students to bring rain gear, water resistant footwear (at least 2 pairs of sneakers/boots/shoes are a must), and warm outer clothing. A warm jacket, pullover hat and gloves/mittens are recommended for classes coming in September or October. (A clothing list is enclosed for you to copy and hand out to your students.) To remind students of what to bring, a suggested clothing list is enclosed.

Meals

- Meals are served at 7:30 a.m., 12:30 p.m., and 6:15 p.m. in the dining hall. Teachers and the Center staff are asked to sit at tables of 5-6 students each. We discourage school staff from bringing personal food as it tends to create problems for the Center.
- If you are bringing a student with a special diet or dietary restriction, please contact our NYC office in advance. We will make every effort to meet his/her needs within our resources.

Responsibilities

- The Manice staff will be responsible for planning and leading all of the environmental education/wilderness adventure activities at the Center. We encourage teacher participation to provide appropriate role models for the students.
- Teachers are required to supervise two free recreation periods per day. Free recreation is scheduled immediately before lunch (45 minutes) and supper (1 hour). We will provide materials and suggested options when your class arrives.
- Teachers are also required to supervise a rest period after lunch. During this time, students must remain in their tents, either napping or resting quietly. The two school chaperones are asked to make sure students are staying in their own tents and not being disruptive or damaging Manice property (sneaking out the back of tents, jumping on beds, pillow fights, graffiti, etc.).
- Each evening we will schedule a 30-45 minute class meeting time that the teachers are required to supervise. In the past we have found that journal writing is a highly successful activity. Manice will provide the teacher with journals and pencils if the teacher would like to do journal writing during this period. Please let us know upon arrival if you have planned an alternative activity for this period.
- Please remember to bring copies of the students' permission slips and health history/treatment release forms (school health cards with medical treatment release are an acceptable alternative). These forms are extremely important and no one may attend without them. They will allow us to permit the students to receive emergency medical treatment should it be necessary. (Enclosed you will find a sample permission slip and treatment release form that you may adapt to your purpose.)
- Please review each student's health history prior to your arrival to identify students who; a) are currently taking medication, b) have activity restrictions, c) have allergies, asthma, etc. Upon arrival, please inform the Manice staff of these cases. Student's medications are the sole responsibility of the teachers.
- Our staff is expected to handle minor disciplinary matters. For more serious matters they are to consult with the Center Director or Assistant Director and he/she will in turn work with the teacher to solve any disciplinary problems.