



School Planner

2010

INCLUDES:

Contact Information
Teachers Information
What is Clear Lake
Planning Checklist
Reservation Contract
Class Choices
Student Forms
What to Bring
Cabin Assignment
Group Assignment
Directions

2525 3rd Avenue South
Escanaba, MI 49829
(906)786-9300 x.116

www.clearlakeinfo.org



**Hiawatha
National
Forest**



Marquette Alger
Regional Educational Service Agency



CONTACT INFORMATION

Administrative Office Deanna Robinette
Phone.....(906)786-9300 x116
Cell.....(906)280-3334
Program Director Mimi Klotz
Phone.....(906)280.5364
Email clearlake@dsisd.k12.mi.us

Web Page www.clearlakeinfo.org

Clear Lake Phone Number (only answered April – October).....(906)452-6441
Clear Lake Mailing Address (only when camp is in session)..... 8025 N Clear Lake Rd
..... Manistique, MI 49854

Year around address for paperwork and payments
Delta-Schoolcraft ISD/Clear Lake Education Center2525 3rd Avenue South
..... Escanaba, MI 49829
Phone Number(906)786-9300 x116
Fax Number(906)786-9318

Fees

Student Fees (Includes food, classes, sleeping quarters, etc. Fee charged one time per person.)
3 Day Overnight Camp cost per student\$90.00
Chaperone/Teachers cost per person \$42.00 covers meals on 3 day camps
Overnight Camp cost per student\$55.00
Day Camps Start At\$14.00
High/Low Ropes Course.....\$20.00

TEACHERS

Welcome! Clear Lake Education Center is excited to begin another season of offering exceptional Outdoor Education Camps. This School Planner will guide you through a successful trip and address areas of responsibility. There are many new additions to our programs from forms, to expectations, to curriculum.

At Clear Lake we strive to offer a safe and educational learning environment. Having support from teachers, parents, and chaperones is very important. The school attending will need to provide a School Contact. This Contact will receive all communications from the Center, before your visit. The School Contact can schedule an event by calling the Administrative Office (906)786-9300 x116. After an event is scheduled on the calendar, the Center Office will send our Reservation Contract.

What is the Reservation Contract? It is a document looking for your specific educational goals and answers to common booking questions. Your reservation is not confirmed until we receive the form back from you. Deadline of April 1, 2010.

Two Months prior to your event-We will send out the following:

- ✓ Student Packet
 - * These forms must be completed by a parent or guardian. A packing list is also provided. Please remind the students they get wet and cold, so pack rain gear and extra shoes and warm clothing
- ✓ Cabin Assignment Form
- ✓ Group Assignment Form
- ✓ Informational Meeting – no form, please call to schedule, not all schools have one.

One Month prior to your event-You will need to return

- ✓ Class Choices
- ✓ Student Forms
- ✓ Cabin Assignments
- ✓ Group Assignments

All templates enclosed in planner.

Two weeks prior to your event, a representative from Clear Lake will call the appointed School Contact and discuss the Trip. The School Contact will need to review the schedule with his/her teachers, students, and parents.

Upon arrival! Have Fun in our Outdoor Classroom!

Billing: A final billing will be completed within one week of departure. **Per Student Fee:** *Student Fees: \$90.00 per student, and all others \$42.00 to cover food costs.* Extra charges may be billed, if any of the following occur at camp: damage to property, theft, or improper cleaning. All invoices will be due within 30 days of the billing date.

CANCELLATIONS: If cancellation occurs 7 days or less before your event: Food Costs will be billed to school @ \$42.00 per person.

WHAT IS CLEAR LAKE EDUCATION CENTER?

Clear Lake Education Center (CLEC) is a partnership between the Hiawatha National Forest, Delta-Schoolcraft Intermediate School District (DSISD) and Marquette-Alger Regional Educational Service Agency (MARESA). It is located on 22-acres of the Hiawatha National Forest, in Michigan's Upper Peninsula. The center is the only occupant on the shores of Clear Lake and is open for a variety of uses from April through late October.

The Civilian Conservation Corps built the camp in the late 1930's. The facilities blend a rustic feel with modern conveniences. The eight dormitory style cabins are nestled in the northern hardwoods forest adjacent to Clear Lake. Facilities can accommodate up to 98 people.

Clear Lake hosts an average of eighteen schools, from eight Upper Peninsula counties, and serves four Upper Peninsula Intermediate School Districts. In total, the Center serves over 1,000 students during our two six-week seasons. The Center provides an opportunity for students to spend either one day or two overnights immersed in outdoor education. All classes enhance the Michigan GLCE standard requirements and offer students a unique hands-on learning experience. During their time at CLEC students gain a strong understanding of the natural and cultural aspects of the Upper Midwest, environmental sciences, and natural resource career opportunities. Through team-building and personal growth activities, students learn the skills and attitudes they'll need to succeed in school and in life. Teachers who accompany schools actively participate in classes with their students. We are mindful of the environment and relay to our students the importance of protecting it using the "Leave no Trace" philosophy.

Our Mission:

Clear Lake Education Center connects diverse audiences to the natural world through integrated, hands-on outdoor environmental education to facilitate critical thinking, foster stewardship, and promote life-long learning.

Our Vision:

To accomplish our Mission, we utilize strong partnerships and community outreach programs to instill environmental literacy, encourage team-building, and enhance career preparation. The programs focus on environmental sciences, cultural history, natural resources, outdoor careers, and personal growth.

PLANNING CHECKLIST

Six Months Before Trip

- Complete Reservation Contract Confirm date of your Camp-think of Class Choices
- Find Medical person/ Nurse to come with your group (EMT & Up). We ask you bring First Aid Supplies: Clear Lake will provide most First Aid Supplies, however, we ask that in order to recover costs you pay for used supplies that total more than \$5.00.
- Inform students and parents. Arrange for a school presentation if desired.
- Recruit chaperones – at least one adult for each cabin
- Arrange for transportation

Six Weeks Before Trip

- Send forms home with students (Forms will be provided by Center) with Class Choices
- Return Forms to Center Administrative Assistant Deadline _____
- Review and finalize Cabin Assignments and Class Schedule, mail with forms Class Groups A- H
- Prepare students/chaperones for trip

One Week Before

- Verify arrival and departure with the Clear Lake Education Center Office (906)786-9300.
- Confirm the correct minimum number of adult chaperones. 10 students + 1 Chaperone per cabin
- Review Ropes Course Rules
- Review your school's child safety/sexual harassment policies. These policies are enforced while your students are at Clear Lake.
- Hold Parent/chaperone information meeting to review chaperone roles and responsibilities.
- Assign parents/chaperones as aids to students with diagnosed behavioral disorders'.
- Review expectations of students, including cleaning duties
- Review with students What to Bring to Camp and What Not to Bring Checklist, and label all supplies they bring.
- Remind students and adults that there is no food allowed during classes or in the cabins-water bottles (water only) are allowed and recommended during classes.
- Inform students of quiet hours (10:00 p.m. – 6:30 a.m.)
- Notify office of any special needs (dietary, physical, behavioral, etc.) and to which group they are assigned.
- Finalize and confirm number of students and adults, verify that these numbers have not changed from information earlier provided.

Our Center will be in touch with you the week prior to your visit to review.
If you have any questions during the planning process, contact Clear Lake Education Center
office staff for assistance:

Phone: (906)786-9300 x116 cell (906)280-3334

CLASS CHOICES – SCHEDULE DETERMINED

<i>Scheduled Activities: Daytime classes</i>	
Send this form back with Student Forms, Cabin and Group Assignments	
SCIENCE EDUCATION CLASSES	ADVENTURE EDUCATION CLASSES
<i>GPS</i>	<i>Canoeing</i>
<i>Maps/Compass</i>	<i>Fishing</i>
<i>Fire Ecology</i>	<i>Field Games</i>
<i>Raptors</i>	<i>Low Ropes</i>
<i>Forest Ecology</i>	<i>Crafts</i>
<i>Aquatic Ecology</i>	<i>Initiative Games</i>
EVENING ACTIVITIES 8:00-10:00PM	
Night	
Night Hike: experiencing the environment from a different perspective. Offers educational information on crepuscular and nocturnal animals, activities and games that increase awareness of natural changes which occur at days end.	
Food Service Policy: Center will provide meals and snack, each day. Milk will be served with all meals. Meals will be served approximately as follows: Breakfast - 8:00 a.m., Lunch - 12:00 p.m. Dinner - 5:00 p.m. <u>Special dietary</u> concerns will be handled under directions from student's parents or physician ONLY. Center nurse is responsible for checking that diet provided meets student needs.	
K.P. (Kitchen Patrol) Duties: Everyone will be doing KP duty while they are at the center. Arrive at kitchen 15 minutes before meals with chaperone. When on K.P. duty, the cook will be in charge <u>please be ready to eat when you arrive for KP by washing and/or visiting the restrooms first.</u> Follow the directions: The cook will provide needed serving gear to wear, show you how to serve the food, and how to wash and rinse dishes. Clear and clean all the tables, counters, benches and floors	
Other Cleaning Duties: Restrooms: <u>Rubber Gloves provided</u> Each day before breakfast, one of the cabins will be responsible for restroom duties for the day, continue checking all day. Clean sinks, showers, toilets, empty garbage cans, replace with new liner, and bring Garbage to dumpster . Supplies: Replenish paper towels, toilet paper. Floors: Sweep and mop the floors, and keep the supply/Janitor areas neat and clean Notify: staff of needed supplies or maintenance. Cabins: sweep the floor, cleaning up any debris such as paper etc. and getting the cabin ready for the next group, important to leave your cabin as clean as you found it.	

Check One	
<input type="checkbox"/>	Student
<input type="checkbox"/>	Chaperone
<input type="checkbox"/>	Staff



MEDICAL TREATMENT AUTHORIZATION

Name(Last)		(First)	(Middle)
Address:		City	State
Telephone Number:			
Date of Birth	M or F	Age:	Physician's Name
Guardian/Parent Name		Telephone	
Address(if different)		Parent's Telephone:	Home:
		Cell:	Work:

Medical Concerns

Please explain all medical diagnoses / health concerns: (ex. ADHD, Bi-Polar, Diabetes, Anorexia)

List any operations or injuries that would restrict outdoor activities and dates pertaining to them:

LIST ALL FOOD ALLERGIES or Special conditions to be watched for such as bed wetting, fainting, sleep walking, allergies (including food, environmental or other drugs), etc.:

HEALTH INSURANCE INFORMATION (primary insurance)

Policy Holder Name	Insurance Provider
Contract Number	Group Number

Medications - dosage used for school is required at camp

Medication	Frequency	Dosage

IMMUNIZATIONS

.....All Shots on file with School(parent or guardian initial)

IN AN EMERGENCY I hereby give Clear Lake Education Center, licensed by the Department of Human Services, to secure emergency medical aid, surgical treatment and/or routine, non-surgical medical care for the above named person while at camp. I certify that this information is true to the best of my knowledge.

Signature	Date
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HIGH ROPES AUTHORIZATION

*By signing this statement for participation at the Clear Lake Education Center's Rope and/or Initiatives course(s) you are aware that certain elements are physically or emotionally demanding. Therefore, as a participant, **you should only participate if you are free of medical or physical conditions**, which might create undue risk to yourself or others who depend on you. Physical fitness will increase your enjoyment and your ability to participate in the activity, please consult with the instructors prior to participation. While it is impossible to foresee all possible dangers, some of the specific hazards you might encounter while using the high ropes and initiatives course include slipping or falling on the trail, bumps, bruises, cuts or other injuries, insect bites, or poison ivy. Please note that all activities are conducted in the out-of-doors in all kinds of weather so proper dress (rain gear, warm clothing) are essential to avoid undue exposure to the elements. The course facilitators will take every reasonable precaution to minimize exposure to known risks, however, as a participant you acknowledge the nature of the activity and the fact that not all the stresses and hazards connected with the activity can be foreseen. You have the personal responsibility to follow the established safety rules and procedures to the extent that you participate in such activities.*

Note: All participants **must** wear long pants and securely **tied** shoes on the ropes course.

Parent/Guardian Signature: _____ :

**(Parent or legal guardian must sign for all persons under 18 years of age)*

Name of Student: _____

Student Age: _____

Student Signature : _____

Date: _____

_____ **My Child will NOT be participating in the High Ropes Challenge Course.**

PICTURES

Your student may have pictures taken while at camp. Students' names will not be posted with any pictures used on our website, but the school's name may appear. The camp nurse takes a picture of your student to keep on file during his/her visit. Any concerns, please contact our office.

Clear Lake Education Center has my permission concerning pictures _____ Parent's Initials

Ethnic Background (This information is strictly for reporting purposes and will not be used in any other way.):

African American _____

Asian American _____

White American _____

Hispanic _____

Native American _____

Unknown _____



**RELEASE OF STUDENT
(DO NOT COPY ON BACK OF HIGH ROPES FORM- PARENTS KEEP BOTTOM HALF)**

This Release of Student Form is to be used in case a person other than the Parent or Guardian will pick up the student at Clear Lake Education Center. Parents **MUST KEEP** the bottom portion of this form for that person to present to camp staff.

1. All students are to be released **only** to authorized persons (listed below).
2. **Anyone** (including parents) authorized to pick up students **must** present picture ID.
3. Students may be transported to and from the designated area (e.g., school) by school bus to the Clear Lake Education Center. Authorized parents may also provide student transportation to and from the Center.
4. Authorized persons must report to the camp office to sign the student in or out. A release log shall contain the student's name, the date and time of release, and the authorized person's printed name and signature.
5. When custodial parent requests that a student not be signed out to a non-custodial parent, such request must be in writing.
6. When a last minute change occurs in who will be picking up a student, the new instructions are to be double checked by school and camp office staff.
7. Under no circumstances is a student to be dropped off and left alone. Every effort shall be made to contact the authorized person. If unsuccessful at contacting the authorized person, the student is to be returned to camp.
8. In cases where students are being transported by school bus, the bus driver will be authorized to sign out each student.
9. Unauthorized persons attempting to sign out a student shall be reported to the Camp Director.

In case of emergency or an authorized event, **(Student's Name)**

may be released to the following people:

Name	Relationship
1.	
2.	
3.	

Mother/Guardian Signature

Father/Guardian Signature

PARENTS KEEP BOTTOM HALF

The bearer of this note has my permission to pick up

_____ Students Name

from the Clear Lake Education Center.

_____ Parent's Signature

FOR SAFETY REASONS, THE STUDENT WILL NOT BE RELEASED TO ANYONE UNAUTHORIZED.

For an Overnight Visit:

Keep this in mind when packing:

- No radios, personal music (iPod, Mp3), computer games, toys, or any other items that are not allowed or would be a distraction in a school setting. Cell phones are not allowed and there is NO cell coverage in the area. No drugs/alcohol or weapons allowed at the center.
- Food or snacks are **not** allowed in the cabins (food attracts critters of all sizes).
- All personal medications should be with the group leader/teacher/nurse.
- Parents must notify the teacher/Program Manager if they are going to visit the camp during their student's stay at Clear Lake. We support the "school" site regulations for your student's safety during his/her stay.

Bedding: Mattress provided.

_____ Warm sleeping bag and pillow

Clothing: Weather can be unpredictable

Layered clothing works best at the camp.

- _____ warm hat (to keep in body heat)
- _____ 2-3 sets of underclothes
- _____ 2 or more pairs of socks
- _____ 2 shirts
- _____ 2 pairs of long pants
- _____ warm jacket or coat
- _____ rain gear
- _____ closed toed shoes (no flip flops)
- _____ pajamas
- _____ sweater/sweatshirt
- _____ gloves (they do make a difference)

Extras:

_____ Flashlight and batteries

_____ camera/film

_____ Plastic bag for:
Emergency rain coat

_____ Book to read (in case:
you can't sleep)

Luggage:

- _____ backpack, stuff sack or suitcase full of gear
- _____ daypack with water bottle that does not leak

Toilet Articles: *Labeled*

- _____ comb or brush
- _____ toothpaste/brush
- _____ towels/washcloth
- _____ deodorant
- _____ medicine in Ziploc bag (to be given to teacher.)
- _____ bug repellent
- _____ sunscreen

How to get to Clear Lake Education Center?

From Munising: Follow M28 to Shingleton; turn right on M94 follow for 4.5 miles. Turn left on Clear Lake Road and follow it for 5 miles. Turn right into Clear Lake Education Center. Note: Clear Lake Road is only open seasonally (approximately May 1 - first snowfall). If Clear Lake Road is closed follow directions below for access via FF2246)

From Escanaba: Take US2 to Manistique; turn left at Shell Station; follow Chippewa Ave. to stop sign; turn left on Deer St. Follow to caution light and turn right onto M94; drive for 24 miles. Turn right onto FF2246 (also called Clear Lake Road, Colwell Lake, and Crooked Lake Road). Follow road one mile. Turn left at Y and follow road across bridge for approximately 2 miles. Turn left into Clear Lake Education Center.

All visitors must sign in at the camp office after parking in visitor spaces. The camp office is located in the lodge building. There is no parking allowed in bus turn around.

CABIN ASSIGNMENTS (GIRLS)

(Fill in the assignments according to how many cabins you are using.)

10 students per cabin with 1 adult chaperone

<i>Bobcat</i>	<i>Pine Marten</i>
Chaperone _____ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	Chaperone _____ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
<i>Timber Wolf</i>	<i>Wood Duck</i>
Chaperone _____ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	Chaperone _____ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

CABIN ASSIGNMENTS (BOYS)

(Fill in the assignments according to how many cabins you are using.)
10 students per cabin with 1 adult chaperone

<i>Common Loon</i>	<i>Great Blue Heron</i>
Chaperone _____ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	Chaperone _____ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
<i>Osprey</i>	<i>Sand Hill Crane</i>
Chaperone _____ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	Chaperone _____ 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

GROUP ASSIGNMENTS

(Please make even number of groups 2, 4, 6 or 8 group- approximately 10-15 per group)

<i>A</i>	<i>B</i>
<i>C</i>	<i>D</i>
<i>E</i>	<i>F</i>
<i>G</i>	<i>H</i>

DIRECTIONS

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