Chaperone Packet

Dear Chaperone,

Thank you for taking the time out of your busy life to join students from your school on their overnight science camp field trip to Emerald Bay Outdoor Academy at Camp Emerald Bay on Catalina Island. We look forward to seeing you and your students in camp soon.

This packet of information was put together to help prepare you for your visit and answer any questions you might have so that your time in camp is amazing. Included in the packet you will find the Adult Waiver. Please take the time to read through it as it also includes our chaperone expectations. The waiver should be brought with you to camp as a hard copy, where it will be retained for our records. Additionally, you will find our packing list and a sample itinerary. Your school's specific itinerary will be emailed to the Trip Coordinator the week before your arrival. If you would like to have your specific itinerary on hand during camp, we recommend saving it to your phone or printing hard copies to bring with you. The Sample itinerary outlines a 3 day trip, if you will be attending camp for 5 days, day 3 & 4 will match the same schedule as day 2. There is also a Frequently Asked Questions page.

We strongly encourage you to read through this packet of information as well as attend our live Zoom meeting that we host each fall and spring for Chaperones and Trip Coordinators. If you are unable to attend the live meeting, a recording will be posted online after the event. You can find the link to register or watch the recording at www.emeraldbayoutdooacademy.org/trip-planning-zoom-meetings/

Thank you for all that you do to support your students!

Emerald Bay Outdoor Academy Team

Emerald Bay Outdoor Academy

Environmental Literacy at the Gem of Catalina

CHAPERONE RELEASE AND WAIVER OF LIABILITY: (Please copy) All Adult Attendees

Thank you for volunteering to be a chaperone for your group's trip to Emerald Bay on Catalina Island. We are confident that you will enjoy your time on Catalina. Your role is an important part in the success of the program. Being a chaperone brings a lot of fun and joy, however it is also a lot of responsibility and takes commitment.

Safety is a top priority, but even with training, emergency procedures, and safety measures, activities at camp still carry some risk. Therefore, we ask that every chaperone read the Release and Waiver of Liability, agree to the terms, sign and date the form. The completed form needs to be returned to the group leader at least four weeks prior to the trip.

YOU MUST SIGN THE RELEASE AND WAIVER OF LIABILITY IN ORDER TO ACT AS A CHAPERONE, PARTICIPATE IN PROGRAM ACTIVITIES, OR BE IN CAMP.

The following information describes the nature of our various activities, as well as your role as a chaperone. After reading this, if you have any questions or concerns about the skills, risks involved or physical demands, please call us so we can help you decide.

With your cooperation and understanding, we are sure you will have an unforgettable and fulfilling trip.

Chaperone Expectations:

- Remain with assigned Animal Group for all courses and activities including snorkeling, kayaking, hiking, stand up paddle boarding, and conservation projects. During courses, chaperones handle discipline of students and will assist the Naturalists if safety or group management issues arise.
- Supervise students during mealtimes, free time, and in between sessions.
    - During mealtimes, this includes sitting at tables with students, helping to control noise levels, leading set-up and clean-up activities. This will help ensure an enjoyable dining experience for all.
    - During free time, ensure students are following the rules of camp including staying within the designated boundaries acting in a safe and respectful manner.
    - Between sessions, this means that students are to be preparing for their next session so they can arrive prompt and ready for their course, dressed appropriately and with the proper gear and items.
- Supervise sick or injured children. For minor injury or illness, you are responsible for escorting the student to the health lodge, where a staff member will help you find the medication or supplies you need. You are responsible for consulting the medical form before administering medication.
- Supervise students in cabins. This includes enforcing quiet hours and lights out, limiting horseplay, conducting bed checks, and ensuring cleanliness.
- Document which students passed the Float Test and ensure only those who passed the float test participate in wet courses.
- Emerald Bay will respect and adopt the school's policy regarding use of electronic devices. However, Emerald Bay does not assume responsibility for lost, damaged, or stolen property.
- Alcoholic beverages and/or their consumption are not permitted at any time while staying at Camp Emerald Bay.
- Smoking is only permitted in designated areas and only by adult chaperones.
- Taking photographs should not interfere with courses. During courses, candid photos are permitted however courses should not be interrupted for posed photographs. Posed photos can be arranged outside of course time and the staff will be happy to help facilitate.
- Communicate any needs or potential issues to the Program Director. These may include but are not limited to: youth health or behavioral issues, youth conflicts, schedule or program issues, and staff concerns.
- Assist Naturalists with making sure students are following COVID mitigation policies.

RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability (this "Agreement") is made in consideration of the consent by the Western Los Angeles County Council (WLACC) to my request to be present at the premises of Camp Emerald Bay (the "Camp") and to participate in its programs (collectively, the "Program") and use the equipment associated with the Program (the "Equipment").

I have been informed of the nature and activities of the Program which include camping, hiking, snorkeling, kayaking, stand up paddle boarding, archery, outdoor classroom participation, and transportation to and from the Program. I understand there are numerous risks associated with my presence at the Camp and my participation in the Program and use of the Equipment (collectively the "Activities"), and that they may pose a threat of serious injury, illness, or death. I understand these risks are a part of engaging in the type of outdoor sports and activities which are a major component of the Program. I further understand that it is not possible to list all protentional risks that I may encounter while engaging in the Activities , but I am familiar with outdoor sports and activities and my abilities and limitations. I have investigated the Program and know the types of Activities in which I will engage, and I am not aware of any physical, emotional, or mental problem or limitation that would prevent or impair my participation or increase the risks involved.

With this knowledge, I accept and assume the risk and full responsibility for illness (including COVID-19), injury and death, loss of personal property and other damage and expense which may result from my presence at the Camp or my engagement in the Activities, whether caused by negligence of WLACC, its agents, employees, landlords, lessors, or representatives (collectively, the "WLACC Parties"), or otherwise.

I hereby agree to release, waive, discharge and promise not to sue the WLACC Parties, and each of them, for any liability to me, my estate, heirs, spouse, ancestors and descendants, and personal representatives (collectively, the "Related Parties"), arising from any loss, damage claim or cause of action that may result from my presence at the Camp or my participation in the Activities, including any injury to my person or property, including death, whether caused by the negligence of the WLACC Parties or otherwise.

I further agree to defend, indemnify, save and hold harmless the WLACC Parties and each of them, from and against any loss, liability, damage or expense, including attorney's fees, they may incur as the result of my breach of this Agreement or any claim asserted by my Related Parties related to or arising from my presence at the Camp or my engagement in the Activities .

This Agreement is intended to be as broad and inclusive as permitted by, and shall be construed and governed under, the law of the State of California. If any part of this Agreement is held to be invalid the remaining terms shall remain in full force and effect.

I give permission for Emerald Bay to use any photographs, video, or interview taken at camp to be used to illustrate, report, promote or advertise Emerald Bay or Western Los Angeles County Council programs or camps.

PERTINENT MEDICAL INFORMATION

Please list any medical conditions that may be important during your stay with Western Los Angeles County Council: (Please also add food allergies, dietary needs, or medical needs to the Special Request Form on our website)

Dietary Restrictions:

Vegetarian _____ Lactose-Intolerant _____ Gluten Free _____ Other _____

Food Allergies/Other: Please Describe:

Please list any pertinent medications:

Emergency Contact: _____
Address: _____
City: _____ State: _____
Phone: _____ Relationship: _____

I have Read and Understand this Agreement and its Legal Consequences and Agree to Be Bound by its Terms.

_____ _____ _____
Participant's Name (Print) Participant's Signature Date

_____
Participant's Email Address

_____ _____ TO _____
School Name Dates of Attendance

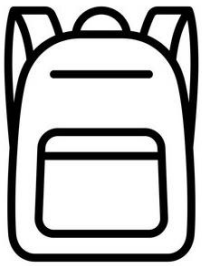
Emerald Bay Outdoor Academy Packing List for Students and Adults

Schools should select a colored yarn or ribbon to attach to each item of their gear for easy identification, as the boat may be shared by multiple groups.

Guests must carry their own luggage on and off the boat and several hundred yards to their sleeping accommodations. Therefore, all guests are advised to bring only what they can carry. Please mark all clothing and items with first and last names. Please pack enough clothing for the duration of the trip as laundry facilities are not available.

Note: Clothing WILL get dirty! Pack swimsuits and towel on top as all participants will need to change on Arrival Day for the Float Test which is during Orientation.

Please remember these **mandatory** items:



Backpack



Refillable Water Bottle



Notebook & Pencils



Jacket or Hoodie

Essential		Suggested	Prohibited
Sleeping Bag or Bedding	Water shoes or sandals	Combo lock for locker	Knives
Backpack or Day Pack	with a back strap (**NO**	Pillow	Spear Guns
Refillable Water Bottle	**FLIP FLOPS OR SLIDES**	Fitted Sheet	Fireworks of any kind
Notebook or Journal	for water activities.	Sunglasses	Lighters/Matches
Pens and Pencils	Crocs are permitted with	Camera	Curling Irons / Blow Dryers
Shirts	back strap engaged)	Binoculars	Valuables
Shorts		Spending money for	Alcohol
Long Pants	Toiletries	Ship's Store	Non-Prescription Drugs
Long-Sleeved Shirt	Sunscreen	First Aid Kit	Water Guns
Jacket	Flashlight	Colored Pencils	Water Balloons
Sweatshirt	Hat		Gum, Candy, Seeds
Raincoat or poncho	Beach Towel		Fishing Gear
Underwear	Bath Towel		
Socks	Plastic bag (to bring		**Anything prohibited at school**
Swimsuit	home wet clothes!)		**is prohibited at Emerald Bay**
Tennis or Hiking Shoes			

Emerald Bay does not assume responsibility for lost or stolen items and will adopt school policy regarding electronic devices and cell phones.

Inclement Weather

While the weather on Catalina Island is usually very favorable; it is possible to have rain, wind, fog, or a combination of these conditions at any time. Please be prepared for all types of weather. All students and adults must have rain gear. If there are bad winds or sea conditions, it is possible that your boat transportation will be postponed until the conditions have improved.

Please be sure to pack a plastic bag for items that get wet from rain or water activities.

Sample Itinerary (3-Day Program)

Time	Day 1	Day 2	Day 3
7:00			Pack up before Breakfast
7:30		**Breakfast 7:30 - 8:00**	**Breakfast 7:30 - 8:00**
8:00		Morning Session 1 8:15 - 10:00 Kelp Forest Exploration (Dry)	Clean housing
8:30	Arrive & Load Boat		Closing Circles
9:00	Departure & Cruise to Emerald Bay		
9:30			
10:00			School Photo
10:30	Large Group Orientation & Housing Assignments	Morning Session 2 10:30- 12:15 Kelp Forest Exploration (Wet): Kayak	Line up on Pier
11:00			Departure & Cruise Home
11:30			
12:00			
12:30	**Lunch 12:30 - 1:00**	**Lunch 12:30 - 1:00**	
1:00	1:15 -4:15 Animal Group Orientation & Island Biogeography (with break)	Break 1:00 - 1:45	
1:30			
2:00		Afternoon Session 1 1:45 - 3:30	
2:30			
3:00			
3:30		Environmental Stewardship	
4:00			
4:30	Float Test 4:30 - 5:30	Afternoon Session 2 4:00 - 5:45 Arrow Point Hike	
5:00			
5:30			
6:00	**Dinner 6:00 - 6:45**	**Dinner 6:00 - 6:45**	
6:30	Ship's Store Open 6:30 - 7:15	Ship's Store Open 6:30 - 7:15	
7:00			
7:30	Night Session 7:30 - 9:00 Astronomy	Night Session 7:30 - 9:00 Campfire	
8:00			
8:30			
9:00			
9:30			
10:00	10pm Lights Out	10pm Lights Out	

Frequently Asked Questions

Will there be cell service or Wi-Fi?

Cell service can be spotty and unreliable although there have been improvements over the last few years. A Wi-Fi voucher will be provided to all adult chaperones during the Chaperone meeting when you arrive in camp. Students will not have access to Wi-Fi, unless necessary for a medical device. Please contact us ahead of time if a student will need Wi-Fi access.

Can I bring a roller bag for my luggage?

This is mostly up to you. The camp is largely dirt, mulch, and rocks. You are welcome to bring a roller bag with the understanding it could get dusty, dirty, ripped, or damaged. Bags should not exceed 40lbs or 40”x25”x25”, per the boat company.

Can I pack my items in a plastic tote with a lid?

The boat company does not allow wagons or carts. Oversized and hard bins need prior approval and would need to be hand carried down the ramps and onto/ off the boat.

I have mobility issues. Will I still be able to participate as a chaperone?

Please note that the essence of this field trip is a highly active and outdoor experience. There will be full days of walking and chaperones are expected to participate in the hiking and kayaking/snorkeling/paddleboarding with the students. Some schools opt to have extra chaperones beyond the required minimums, you should discuss with your Trip Coordinator to make sure you will be a good fit for the school’s needs.

I get seasick. How rough is the crossing?

The ocean conditions for the crossing changes throughout the year and it can be hard to predict exactly what you might experience. One day the ride could be extremely smooth, but the next day more rolling if the conditions change. If you are concerned, we highly recommend either SeaBands or Dramamine/etc.

Will there be places for me to plug in my electronic devices?

The cabins do have outlets in them, although they are rustic overall. For groups staying in tents, there is a small number of lockers that do have outlets in them. We encourage you to bring a lock whether you are in cabins or tents, to secure your valuables.

If you are staying in tents and have a medical device that requires electricity, please let us know on the Special Requests form so we can make sure to have power at a tent for you.

Will there be free time?

By design there is not a lot of free time or downtime. While this can make for some long days, we have found that too much free time leads to either behavior issues or students feeling bored. There is a break period after lunch and after dinner and there is a bit of time after the evening course before lights out. Outside of course time, the chaperones are responsible for keeping an eye on the students and ensuring they get to bed at lights out.