



“Where Nature Nurtures Knowledge”

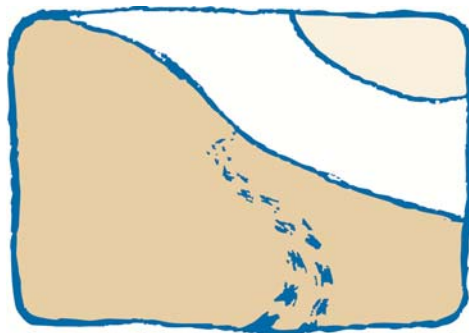
Frog in the Bog Program Planning Guide

This Dunes Learning Center Frog in the Bog Program Planning Guide is a revised version with new information and forms.

Please recycle any copies of the Program Planning Guide you have other than this 08/2011 revised edition.

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D U N E S
**Learning
Center**

“Where Nature Nurtures Knowledge”

Frog in the Bog

Program Planning Guide

Section 1-Dunes Learning Center General Information



Welcome to Dunes Learning Center. We are excited about having you and your group visiting us for a fun, exciting, and educational residential program. If this is your first visit, we welcome you as the newest members of our growing family of participants. If you have visited before, welcome back!

Located near the southern end of Lake Michigan, the Indiana Dunes National Lakeshore exists as a truly unique natural treasure. Noted University of Chicago Ecologist Henry Chandler Cowles recognized this quality more than a century ago as he studied the natural history of the dunes. In 1898 his research and writings brought world-wide attention to the dunes. The Dunes Learning Center rests in the heart of the National Lakeshore's 15,000 acres. Upon entering this classroom without walls, students begin to become a part of Cowles' legacy of exploration, discovery, and learning. As much as Henry Chandler Cowles sought scientific connections in the natural world of the dunes, programs at the Dunes Learning Center seek to guide students toward personal connections between themselves and the world around them.

While planning for your experience at the Dunes Learning Center, please use the following guidelines:

- Read the entire **Program Planning Guide**.
- Use the **Program Preparation Checklist** to help you.
- Make copies of all forms and handouts.
- Follow the time schedule included in this guide for returning all forms.

The staff at the Dunes Learning Center is here to ensure that participation in our program meets your goals and exceeds your expectations. When the time comes to depart from your world in the dunes, we hope you will share what you have learned and experienced.

Respectfully yours,



John G. Hayes
Executive Director

History and Background

The National Park Service has long recognized a need for a residential environmental education program at Indiana Dunes National Lakeshore. To meet this need, Dunes Learning Center began operations in 1998. Capacity of the facility is 70 students and 10 chaperones in ten four-season cabins with 8 beds per cabin.

A Team Approach: To operate the residential center, a partnership was developed between the National Park Service at Indiana Dunes National Lakeshore and the Dunes Learning Center, a not-for-profit group organized in 1997. Founded by agencies and organizations involved in environmental education in Lake, Porter, and LaPorte counties, the Dunes Learning Center's primary mission is to provide an in-depth exploration of the dynamic relationship between people and their environments using the cultural and natural resources of the Indiana Dunes region where nature and society coexist.

Indiana Dunes National Lakeshore was established in 1966 by the Congress of the United States to "preserve the dunes and other areas of scenic, scientific, and historic interest and recreational value ... and to provide for educational, inspirational, and recreational use by the public..." The park has more than 40 years of experience in providing high quality environmental education programs to thousands of children, currently serving over 50,000 students annually. Indiana Dunes National Lakeshore remains a leader in environmental education within the National Park Service and the region.

The Dunes Learning Center operates and manages the residential environmental education center through a Memorandum of Understanding and a Cooperative Agreement with the National Park Service. The Dunes Learning Center participates in the development of all residential education programs with the National Park Service and seeks funding resources for student scholarships, program equipment, and construction of additional development phases.

The Dunes Learning Center provides programs for 4th grade students through adults, and operates year-round. The flagship program, Frog in the Bog, provides environmental education and an overnight residential experience to students in 4th through 6th grade, or 7th and 8th grade with some alterations. Environmental education programs presented over 2-1/2 days focus on the changing relationship humans have had with the land in the Indiana Dunes region, the great diversity of life forms and distinct ecosystems in the Indiana Dunes, and the complex management dilemmas facing park managers and others in this region where nature and humans live side-by-side. The Frog in the Bog program and other activities of the Dunes Learning Center are linked with the National Lakeshore's interpretive themes and local school districts' curricula. Dunes Learning Center programs are also aligned with state curriculum standards in Indiana and Illinois. Discovery of the park's diverse ecosystems, geology, and history take place through a multidisciplinary approach, using hands-on activities that incorporate science, mathematics, social studies, literature, and the arts. Educational opportunities occur primarily in the outdoor environment. Students are transported by school bus to various areas within the National Lakeshore. Follow-up lessons, lab work, and rainy day programs are presented in Cowles Lodge, the Dunes Learning Center's dining hall/multi-purpose building.

Mission Statement

The Dunes Learning Center provides an in-depth exploration of the dynamic relationship between people and their environment using the natural and cultural resources of the Indiana Dunes region where nature and society co-exist. We strive to make our programs accessible to youth and adults from diverse communities. The education programs are designed to achieve the following goals:

- Develop an understanding of the need for conservation and protection of natural resources.
- Provide opportunities for safe, non-threatening, outdoor learning experiences which promote positive relationships with the natural world.
- Promote awareness of the historical and current human relationships with the land and how those relationships have changed over time.
- Respond to the educational needs of participants from diverse communities and backgrounds.
- Serve as an institutional role model for environmental stewardship, sustainability, and environmental equity.
- Operate as a national role model for excellence in residential environmental education.
- Integrate our program activities with the National Park Service's environmental education standards and programs; fostering an awareness of the role of the National Park Service in protecting and preserving natural areas and cultural resources for the enjoyment and education of this and future generations.

Resident Program Operational Policies and Guidelines

These policies are designed to make your visit to Dunes Learning Center safer and more pleasant for teachers and students.

1. Minimum/Maximum Numbers:

There are 10 cabins that house 8 people. The maximum capacity of Dunes Learning Center is 80. Each cabin must have a minimum of 1 adult chaperone if students are minors. Therefore the required ratio of students to chaperones is 7/1. Additional roll away beds are available if student numbers exceed 8 per cabin. Additional students must be approved by the Dunes Learning Center prior to the visit. All cabins are gender specific.

In an effort to maximize participation in Dunes Learning Center Programs, your school may be scheduled with another school at the same time.

To exclusively reserve Dunes Learning Center, schools must pay for at least 55 students.

2. Contracts:

A signed contract must be received to hold your dates.

3. Cancellation:

We hold dates firm after receiving signed contracts. If cancellation is unavoidable, please contact Dunes Learning Center in writing as soon as possible.

A penalty fee is charged if there is a cancellation, as indicated on the contract. If another school can be found for these dates, the penalty fee may be waived.

If your school closes due to weather conditions, we will negotiate the fee based on the length of your stay. We cannot guarantee substitution dates.

If cancellation occurs for any reason other than school closing, within 7 days of your stay the penalty fee will increase to 90% of your estimated bill.

4. Billing:

Refer to your contract for the fees fee per student.

One adult for every 7 students that you bring may attend free of cost. All additional adults are charged the full program fee.

Schools will be billed based on the number of students indicated on the contract, with some leeway for no shows (see contract for details).

Early departures made for any reasons do not receive a refund.

5. Supervision:

We require that schools provide one adult supervisor per 7 students (one adult per cabin). During daytime hours one adult must accompany each of the teaching groups during daytime and evening activities. One adult per table is required during meal times.

The school must have professional staff on site at all times.

It is the school's responsibility to provide adequate supervision in the cabins. We require one adult for every 7 children staying overnight (ore one adult per cabin).

We recommend that adults who work with the program remain on site for the entire stay.

6. **Discipline:**

Dunes Learning Center will work cooperatively with school professionals to insure a safe and positive learning environment for all students.

Any event of unacceptable behavior will result in the following:

Strike 1 -Dunes Learning Center staff or teacher or adult chaperone talks to student

Strike 2-The student and the adult issuing the strike talks to teacher and Dunes Learning Center's Lead Naturalist or Education Director

Strike 3-The student is withdrawn from activities, asked to notify their parents or guardians to pick them up.

Serious infractions such as fighting, having weapons, or illegal substances will result in immediate dismissal and possible prosecution.

The strike policy is Dunes Learning Center's basic discipline policy. However, we advise all teachers and chaperones to develop a behavioral code of conduct agreement with students prior to visiting the Dunes Learning Center.

Teachers, please review this policy with parents, chaperones and students before attending Dunes Learning Center.

It is the school's responsibility to arrange for transportation for these students.

7. **Insurance:**

Dunes Learning Center carries liability insurance for program activities at the Dunes Learning Center. Student illness is not covered under the Dunes Learning Center's liability insurance.

8. **Health and Medical Procedures:**

All students and adults must have a signed health and permission slip form completed and on-site (see Section 3 for form). **A copy of this form is needed for Dunes Learning Center.**

All Dunes Learning Center staff are trained and certified in first aid and CPR.

Emergency medical assistance is available 24 hours a day through National Park Service (NPS) dispatch (Communication Center). Emergency phone numbers are posted at phones that are available to guests.

All medications are the responsibility of the school staff.

Dunes Learning Center policy prevents Dunes Learning Center staff from administering any medications that are not first aid in nature.

Refrigeration is available and a medical room is provided to secure medications.

Asthma inhalers and epi pens should be carried by the students or and adult with that student.

Dunes Learning Center requires the school have one vehicle on-site.

9. **Arrival and Departure Times:**

Most Dunes Learning Center programs have scheduled arrivals at 10:30 a.m. Departure times may vary, but most groups are scheduled to depart at 10am (please check your contract for specific arrival and departure times). Because of our busy schedule, Dunes Learning Center cannot guarantee we can accommodate early arrivals or late departures.

10. **Night Hours:**

Park "Quiet Hours" at Dunes Learning Center are 10:00 p.m. to 7:30 a.m.

Any school-planned activities after the evening program or before 8:00 a.m. must be approved in advanced by the EEC Director.

After the evening program, students should return immediately with their teachers and chaperones to the assigned cabins in a quiet manner and prepare for bed. "Lights out" is at 10:00

Students are not allowed to leave the cabins during "Quiet Hours".

11. **Emergencies:**

Emergency numbers are posted by the phones. In most cases, contact NPS park dispatch at 1-800-PARK TIP.

For life threatening emergencies call 911 (campus phones, dial 9 -911)

Emergency procedures will be explained upon your arrival.

12. **Smoking and Alcohol:**

Smoking is not permitted inside any Dunes Learning Center building or during lessons. Smoking is permitted on blacktop areas away from sight of the students. Please discard of any used cigarettes in the proper receptacles. Alcoholic beverages are illegal on Dunes Learning Center property.

13. **Telephones:**

A telephone is provided for teachers in Cowles Lodge.

You must dial "9" first to get an outside line. (The phones only have local calling ability. Cell phone reception at Dunes Learning Center can be intermittent depending on your carrier. Please do not use cell phones during program in site of students. Students are asked not to bring electronics or cell phones.

Travel Directions

From the West: Take Interstate 94 East to Exit 22B, Porter at U.S. Highway 20 East. Alternatively, take the Indiana Tollway (Chicago Skyway), I-90 East, to Interstate 94 East to Exit 22B, Porter at U.S. Highway 20 East.

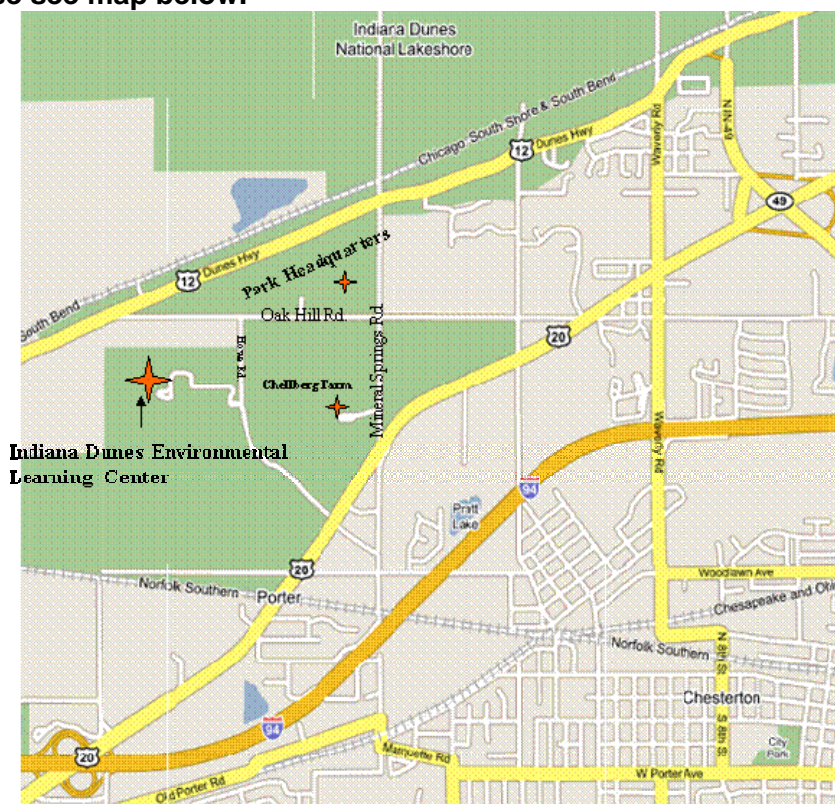
Once off the interstate, continue east on U.S. Highway 20 for approximately 1.6 miles to Mineral Springs Road. You will pass through one stop light and a blinking red light. Turn left (north) at the second blinking light (opposite the sign for the Spring House Inn) onto Mineral Springs Road. Look for other park signs indicating Bailly/Chellberg Farm and the Ranger Station/Park Headquarters. Travel on Mineral Springs Road for 0.4 mile to Oak Hill Road. Turn left or west on Oak Hill Road; go 0.4 mile to Howe Road. Turn left or south on Howe Road. After another 0.2 mile, the Dunes Learning Center entrance will be on the right. There is a large sign and a stone and wooden gate. Enter through the stone gateway and follow the drive past the old Good Fellow Lodge to the parking area adjacent to the Dunes Learning Center's Cowles Lodge. Students will be dropped off at this site, and buses can turn around in the circle.

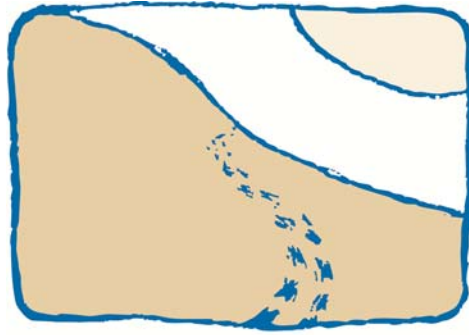
From the East: Take Interstate 94 West to Exit 22 B, Porter at U.S. Highway 20 East. Alternatively, take the Indiana Tollway, Interstate 80/90 West, to Interstate 94 East to Exit 22B, Porter at U.S. Highway 20 East.

Once off the interstate follow the above directions. Mineral Springs Road will be 1.4 miles east on U.S. Highway 20.

From the South: Take Interstate 65 North to Interstate 94 East and follow the above directions from the west.

Note: Mineral Springs Road can be accessed from U.S. Highway 12 East or U.S. Highway 20 East. Please see map below.





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Frog in the Bog

Program Planning Guide

Section 2-Education Program Information

Frog in the Bog Program and Curriculum Overview

Program Description:

During their two and a half days at the Dunes Learning Center, students experience science, history, mathematics, and the arts while outdoors. They explore the lives, relationships, and movements of animals and plants. They meet historical characters and try old-time crafts or games. They investigate the diverse ecosystems of the Indiana Dunes. They play games. They go on several hikes, including a 4.5 mile all-day hike. They explore the forest at night. They listen to stories and sing songs at a campfire. They teach their fellow students about park management dilemmas by presenting skits.

Students challenge themselves and work together. They encounter wild and beautiful parts of the Indiana Dunes National Lakeshore that very few people ever visit. They return to their classrooms with memories and data, sketches and impressions that provide a foundation for continued work in social studies, science, art and language arts. But they also return to their home community with a sense of empowerment and responsibility to make a positive difference in the environment in which they live everyday.

Target Audience: 4th – 6th graders: The target audience includes children from all socio-economic groups throughout the region.

Supports State Curriculum Standards: The program is aligned with Indiana and Illinois state curriculum standards in science, social studies, geography, mathematics, language arts, and visual and fine arts.

Length of Program: 3 day / 2 night stay.

Park Communities/Sites Included in the Program: The program is based at Dunes Learning Center within Indiana Dunes National Lakeshore. Other areas which are included in the program include dunes/beach/Lake Michigan, river/floodplain, oak woodland savanna, wetland, and Eastern deciduous forest.

National Park Service Interpretive Themes: The Dunes Learning Center's program is linked directly to three of the Indiana Dunes National Lakeshore interpretive themes:

Natural Diversity: National Lakeshore ecosystems support an exceptional diversity of plants and animals in communities interacting with the land.

People and the Land: Many communities of people have lived in the dunes and modified their environment; the current landscape reveals these cultural effects.

Change (Succession): Ecological succession, or change over time, was first described in the Indiana dunes, and is a major factor in creating the dune landscape and its communities. Disturbances large and small, human caused and naturally occurring leave traces of evidence for students to observe and help interpret. In addition, data collected by each group can be made available for comparison throughout the year.

Frog in the Bog Education Program Goals

Program Organization

Pre-visit: There are four major components to the pre-visit portion of the program.

A training workshop or teacher visit to the Dunes Learning Center is recommended for at least one leader from each group participating in the Frog in the Bog program. This workshop or visit includes an orientation to the facilities, trails, ecosystems, and program. There will also be time for one-on-one discussions with Center staff, opportunities to talk with other teachers, and time to discuss pre- and post-visit connecting activities.

Suggested classroom activities are provided for the teacher to prepare students for the concepts and experiences of the onsite program. These include preparing a journal, drawing out students' ideas about parks and ecosystems, and developing some expertise on organisms that live in the Indiana Dunes.

Dunes Learning Center staff may be available to visit the school to meet with teachers, parents or guardians, adult chaperones, and students.

Once you have scheduled a program, a pre-visit activities kit will be shipped to you at least one month before visiting the Dunes Learning Center. You must return the kit before attending the Center; instructions will be included.

On-site: Students are immersed in high-quality environments. The program focuses their energies on first-hand observation, constructing concepts, reflecting on knowledge and values, recording the experience, clarifying ideas about self, and working in cooperation with one another. The experience weaves science, art and history together.

Post-visit: Classroom activities extend from the pre-visit through the experience and the days and weeks that follow. Students compare and analyze data. They have opportunities to review data from other schools. They make drawings and other art works based on their experiences. They develop stories that may lead to book writings, filmmaking or skit production. Students will develop projects which link the in-site activities and experiences to their home communities.

Sample Frog in the Bog Program Schedule

Day 1	
10:30	Arrival, Welcome and Orientation (“Dance of the Dunes”)
10:45	Meet Trail Group Leader, First Activities
11:30	Move into Cabins
12:00	Dining Hall Orientation and Lunch
11:45	Table Helpers & Weather Helpers Report
1:15	Walk Through Time
5:00	Journal Time, Break
5:15	Table Helpers & Weather Helpers Report
5:30	Dinner
7:00	Night Hike
9:00	Cabin Time
9:30	Quiet Time

Day 2	
7:45	Table Helpers & Weather Helpers Report
8:00	Breakfast
9:00	Board Bus for Travel to All-Day Hike Trailhead
9:30	All-Hay Hike
4:30	Return to Dunes Learning Center for Journal Time
5:15	Table Helpers & Weather Helpers Report
5:30	Dinner
6:15	Ecosystem Investigation Discussion in Cowles Lodge
7:45	Campfire: Songs, games, and stories led by staff
9:00	Cabin Time
10:00	Quiet Time

Day 3	
7:15	Table Helpers & Weather Helpers Report
7:30	Breakfast
8:00	Pack Up and Clean Cabins
8:45	Dilemma Skits Presentation
9:15	Trail Group Letters
9:45	Graduation
10:00	Depart

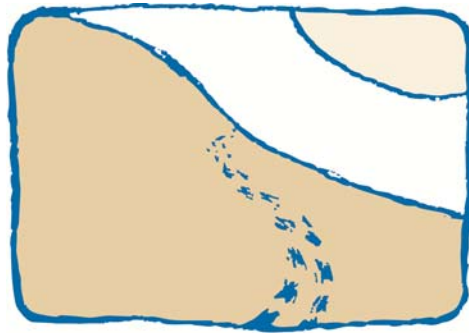
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Web Sites to Explore

- Indiana Dunes National Lakeshore: <http://www.nps.gov/indu>--learn more about the park and its resources.
- National Park Service: <http://www.nps.gov>--search for other national park sites to compare to Indiana Dunes.
- Save the Dunes Council: <http://www.savedunes.org>--includes links to many other organizations
- Chicago Academy of Sciences: <http://www.chias.org/www/diorama/intro.html> provides access to photos of dioramas of the successional stages of the dunes, including plants and animals.
- North American Association of Environmental Education: <http://www.naaee.org> current environmental education information and issues.
- EELink: <http://www.nceet.snre.umich.edu> excellent resources for teachers, including activity guides and links to other environmental education organizations.
- Project LEAP: Learning and Environmental Awareness Partnership: <http://www.ai.org/idem/leap> interactive environmental education web site developed by the Indiana Department of Environmental Management
- River of Words: <http://www.irm.org/row/row.html> international art and literature project celebrating waterways
- Environmental Science Centers: <http://www.scienceadventures.org> resource listing of nature centers, environmental resources, zoos, museums, etc.
- National Science Teachers Association: <http://www.nsta.org> contains a variety of current trends and position papers regarding science education.
- Purdue Calumet Science Center: <http://www.essc.calumet.purdue.edu> contains a listing of resources and books relating to environmental education.
- Soil Science Education Home Page: <http://www.gsfc.nasa.gov/globe/soils-index.html> contains songs, stories, activities, and information on soils.



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Program Planning Guide

SECTION 3-Administrative Planning

Program Preparation Checklist

As you look through this guide, you will find many helpful items for planning your program at Dunes Learning Center. This checklist will help you to ensure that all of the critical details are covered. Please review this checklist and have all aspects completed BEFORE ARRIVAL. There is a more complete checklist on page 26. We are looking forward to your arrival.

12 months ahead:

- Secure dates at the Environmental Education Center and return signed contract. Develop fund-raising plan.
- Arrange an orientation visit to Dunes Learning Center (recommended for first time groups).

3 months ahead:

- If needed, arrange a time for Dunes Learning Center staff to present an orientation program to parents at your school.
- Make sure all School District requirements for trip approval and insurance are met.
- Begin informing parents and students about the upcoming program dates and meetings.
- If you need additional planning support, schedule a meeting with Dunes Learning Center Staff.
- Read through Dunes Learning Center Program Policies & Guidelines. (pages through)

2 months ahead:

- Make all transportation arrangements. Most Dunes Learning Center programs have scheduled arrivals at 10:30 a.m. Departure times may vary, but most groups are scheduled to depart at 10am (please check your contract for specific arrival times). Because of our busy schedule, Dunes Learning Center cannot guarantee we can accommodate early arrivals or late departures.
- Distribute hand-outs from this Program Planning Guide to students: Student Expectations, What to Bring List for Students, the Dear Parent letter, Student Health and Permission Form, Participant Dietary Restrictions, and the Center Overview for Parents.
- Set a date at least three weeks before arrival for all health and permission forms to be returned to you and dietary restrictions to be returned to the Dunes Learning Center. Dietary restriction forms are needed at least 2 weeks prior to your arrival.
- Sign up and confirm teacher/parent chaperones to provide adult coverage for each trail group, free time, and night time cabin supervision. Supply all chaperones with Guidelines for Cabin Supervisors and the Meal Procedures form.

4 weeks ahead:

- Collect program fees and initiate a purchase order or necessary paperwork with school office for payment. **Dunes Learning Center will send an quote prior to your arrival, and invoice shortly after your visit. We prefer a single check as payment.**
- Divide students into trail groups (refer to your original contract and/or Dunes Learning Center staff to determine the number of trail groups). Trail Groups should be co-ed (unless there is some reason that prevents this.)
- Assign students to cabin groups. Make sure all students know their trail and cabin groups before arrival (refer to your original contract and/or Dunes Learning Center staff to determine the number of cabin). Cabin Groups will be single-sex, seven students and one adult chaperone. Make sure you have these Assignments with you when you arrive for your program.
- Review your program schedule with Dunes Learning Center Staff.

3 weeks ahead:

- Review your health forms for special physical, medical and dietary needs, and note them on the Program Information Form. Make two copies of the completed and signed **Student Health and Permission Form** for each student. ALL health forms MUST BE SIGNED. Bring the forms along on the first day of your program organized by trail group.
- Mail (700 Howe Rd, Chesterton IN, 46304), or email (mking@duneslearningcenter.org) to Maddie King, Lead Naturalist: Program Information Form, Student Information Form, Trail Group Assignments, and Cabin Assignments.**
- Make and distribute copies of the student journal

2 weeks ahead:

- If desired, have students and adults make name tags (that can be reused) which include their trail group and cabin name.
- If possible schedule, have a meeting with all chaperones to discuss schedules and responsibilities. Make sure chaperones have been given the Guidelines for Chaperones form.
- Assign students as **Table Helpers** for the meal times (to report to Cowles Lodge 15 minutes prior to each meal).
- Assign students as **Weather Helpers** for the meal times (to report to the Weather Station 15 minutes prior to each meal).

Day of Arrival:

- Collect and organize all medications from Students and give them to the adult chaperone that will be in charge of medications for your school. Make Certain you have two copies of the Health and Permission forms organized by trail groups to give to Dunes Learning Center upon arrival.
- Load Busses. **Students and Chaperones should be dressed in outdoor clothing and footwear appropriate for the day's weather conditions. Participants will be outdoors and starting activities before moving into cabins.**
- Make sure you have your final payment (check or purchase order) with you to present to the Dunes Learning Center staff on the first day of your program.
- If possible bring your school calendar for the next year, so you are prepared to provide possible dates for next year's trip.

It is also important for you to read the rest of this planning guide. If you have any questions, please call us at (219) 395-9555.

Speak with Liz Greenwald, Administrative Coordinator (extension #1) about program registration, billing, final group numbers, and other logistics. Program questions should be directed to Lead Naturalist, Maddie King, ext. 5.

School/Staff Responsibilities

Thank you for your partnership in this exciting adventure. Together we can provide your students with a challenging and fun learning experience. We need you to **maintain a one-to-seven adult-to-student ratio at night**, and one adult for every trail group during the day. To make the program work smoothly, we need assistance with the following:

- Make sure two copies of the health and permission forms are on-site
- Supervise cabin times or oversee adult chaperones in this role.
- Take a leadership role with any free time scheduled each day.
- Take students to their activities and meals on time according to the schedule.
- Assure table and weather helpers are scheduled and arrive to dining hall 15 minutes before meal times.
- Assist Dunes Learning Center instructors with trail groups during the day. Offer your insights, comments, and abilities.
- Help with student discipline.
- Provide support and supervision during evening programs and meal times.
- Handle students' daily medications.
- Alert Dunes Learning Center instructors to children with special physical emotional, or behavioral needs.
- Evaluate our efforts at the end of your stay.

Free Time

Each day there may be “free” times where there are no specific activities scheduled. Dunes Learning Center are preparing for the next set of activities. We ask that the school staff and chaperones provide leadership with free time. There are many ways of approaching this time Most students welcome time for rest in the cabins or recreation time outside the cabins. However, it important to ensure students are properly supervised during this time. Students can play in the commons area, rest in cabins (with adult supervision), journal, or simply rest. Whatever students choose to do it is important that activities are monitored by schools staff and chaperones.

In order for teachers and chaperones to be properly prepared for the program, the following information should be distributed to all adults who will be staying in cabins with students. We suggest that you provide this information at least two to four weeks ahead of your visit. See the Forms section of this guide for the documents

- Letter to Chaperones (copy and distribute to chaperones)
- Guidelines for Chaperones
 - Meal procedures
 - Discipline Policy
 - Health and Safety
- Chaperone What to Bring List

There will be a teacher and chaperone orientation directly after introductory activity. This orientation will give you needed information, and will give you a chance to ask any questions that you might have.

Dunes Learning Center Food

Healthy Eating = Healthy Earth

- Healthy food is kid friendly.
- Kid friendly food does not have to be processed.
- Eating healthy is part of respecting yourself.
- Healthy eating can lead to a greater awareness about the conservation of resources.
- At the DLC, kids have the chance to experience new things. Eating different foods is a part of this desire to promote new experiences.
- Students at the DLC will be engaged in physical activity in varying weather conditions and the food at the DLC is designed to replenish nutrients to the body.

Sample Menu Items

Breakfast

Pancakes
Eggs
Turkey Sausage
Yogurt
Oatmeal
Fruit
Potatoes
Apple or Orange Juice

Lunch

Turkey Wraps
Chicken Parmesan
Grilled Cheese
Meatball Subs
Cheese Ravioli
Salad/Soups
Vegetable/Fruit
Juice/Water

Dinner

Pizza
Pasta
Chicken Enchiladas
Turkey Meatloaf
Stir Fry/Egg rolls
Salad/Soups
Vegetable/Fruit
Milk/Water

Meal, Lodging, and Group Information Form-

Due two weeks prior to your arrival

Home-cooked meals are served family style in Cowles Lodge. It is very important that you notify us of special dietary concerns of your group in the space provided at the bottom of this form. Refer to your contract for the number of meals provided. S'mores are provided at the campfire on the second night for no additional charge. *This form is also available electronically and can be e-mailed to lgreenwald@duneslearningcenter.org.*

Name of School: _____ **Grade Level(s):** _____

Program Dates (refer to contract for scheduled dates and times):

Arrival Date: _____ **Arrival Time:** _____

Departure Date: _____ **Departure Time:** _____

Name of Lead Teacher(s): _____

Participant Numbers:

Boys _____ **Girls** _____ **Men** _____ **Women** _____ **Total** _____

Number of Cabins: (Please see your contract for this)- The number of cabin is determined by gender and the original contracted numbers. There are eight individuals per cabin. One adult chaperone is required for each cabin. If your actual numbers are different from the contract, please notify us immediately.

Number of Trail Groups: (Please see contract for this)

The number of trail groups is determined by the original contracted numbers. We strive for groups of 12-14 students. If your actual numbers are different from the contract, please notify us immediately.

Please provide the number of extra people at each meal (meals are assumed for the total listed above. If there is a need for extra meals (e.g. for a visiting administrator, parent, etc.) please indicate this information below. Note there will be an additional charge for extra meals.

	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast					
Lunch					
Dinner					

Will anyone be celebrating a birthday during your stay? Please provide names and dates.

Please describe any physical restrictions: i.e., physically challenges, hearing and visual impairments, severe allergies etc.

Meal, Lodging, and Group Information Form (Page 2 of 2)

Dietary Restrictions: (Please list food allergies, reaction to food, and any treatment used; also list any religious or vegetarian restrictions or requirements). Please provide exact numbers so that our kitchen can properly prepare. Please note that parents should complete a "Participant Dietary Restrictions" form and mail, e-mail or fax directly to our office

Please describe any learning/behavioral disabilities and or characteristics your students may have: i.e., gifted and talented, learning disabilities, other behavioral issues.

What are your objectives for bringing the group to Dunes Learning Center?

How are you preparing your students for the trip to Dunes Learning Center?

Has anyone in your group attended other programs at Dunes Learning Center?

Yes _____ No _____ If yes, how many? _____

Cabin Assignments

(Page 1 of 2)

Please assign students to cabins before they arrive. Each cabin holds a maximum of 8 occupants per cabin. Please assign one adult chaperone per cabin. We suggest that you make cabin and dining table assignments the same, but you can make them separate if you wish to have co-ed dining table groups. You should assign a Table Helper and a Weather Helper from each table/cabin for each meal.

Cabin 1: Jack Pine (please print)

- 1. _____ **Adult**
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin 2: Black Cherry (please print)

- 1. _____ **Adult**
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin 3: Sassafras (please print)

- 1. _____ **Adult**
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin 4: Cottonwood (please print)

- 1. _____ **Adult**
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin 5: Sugar Maple (please print)

- 1. _____ **Adult**
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin Assignments
(Page 2 of 2)

Cabin 6: White Pine (please print)

- 1. _____ **Adult**
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin 7: Black Oak (please print)

- 1. _____ **Adult**
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin 8: Serviceberry (please print)

- 1. _____ **Adult**
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin 9: Paper Birch (please print)

- 1. _____ **Adult**
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin 10: Witch Hazel (please print)

- 1. _____ **Adult**
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Table Assignments

(Page 1 of 2)

Many groups keep the table assignments the same as cabin assignments. If you choose to do it differently, use this form to assign students to tables before they arrive. Each table seats a maximum of 8. Please assign one adult chaperone per table. Be sure to assign one Table Helper from each table for each meal.

Table 1 (please print)

- 1. _____ Adult
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Table 2 (please print)

- 1. _____ Adult
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Table 3 (please print)

- 1. _____ Adult
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Table 4 (please print)

- 1. _____ Adult
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Table 5 (please print)

- 1. _____ Adult
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Table Assignments

(Page 2 of 2)

Please assign students to tables before they arrive. Each table seats a maximum of 8. Please assign one adult chaperone per table.

Table 6 (please print)

1. _____ Adult
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Table 7 (please print)

1. _____ Adult
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Table 8 (please print)

1. _____ Adult
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Table 9 (please print)

1. _____ Adult
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Table 10 (please print)

1. _____ Adult
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Trail Group Assignments

(Page 1 of 2)

Students should be assigned to trail groups before they arrive. Check your contract for how many trail groups you are allowed. We strive for each group to have 12 or 14 students.

Group 1 (please print)

Adult _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

Group 2 (please print)

Adult _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

Group 3 (please print)

Adult _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

Trail Group Assignments (Page 2 of 2)

Group 4 (please print)

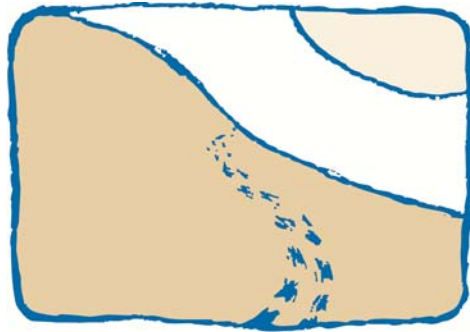
- Adult** _____
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
 11. _____
 12. _____
 13. _____
 14. _____

Group 5 (please print)

- Adult** _____
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
 11. _____
 12. _____
 13. _____
 14. _____

Group 6 (please print)

- Adult** _____
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
 11. _____
 12. _____
 13. _____
 14. _____



D U N E S
Learning
Center

“Where Nature Nurtures Knowledge”

Frog in the Bog

Program Planning Guide

Section 4-Forms and Handouts

Forms for chaperones

- Letter to Chaperones (copy and distribute to chaperones)
- Guidelines for Chaperones
 - Meal procedures
 - Discipline Policy
 - Health and Safety
- Chaperone What to Bring List

Student Forms to Take Home

- Dear Parent/Guardian letter
- Student Expectations
- Participant Dietary Restrictions
- What to Bring List
- Student Health and Permission Form



700 Howe Road
Chesterton, IN 46304
(219) 395-9555
Fax: (219) 395-8160
e-mail: info@duneslearningcenter.org
www.duneslearningcenter.org

Dear Chaperone,

Thank you for volunteering to participate in The Frog in the Bog residential environmental education program at Dunes Learning Center. Without your support, enthusiasm, and participation, this program would not be possible. This letter, along with information provided by the school you will be working with, will help you to prepare for your experience at Dunes Learning Center.

The program begins immediately after the students have unloaded their baggage from the bus on which they arrive. Following an opening activity, students are oriented to the program and to the rules that will be in place while they are at the Dunes Learning Center. Teachers and chaperones have a separate orientation that is focused on program logistics and general Dunes Learning Center information. The Dunes Learning Center recognizes that each school works with its chaperones in different ways. If you have questions or concerns, this orientation is the ideal time to voice them.

You should be aware are the following program specifics.

- 1) You will be responsible for supervision of students in the cabins and on trails. Gentle discipline of students will sometimes be required of you during the program and during the evening hours when Dunes Learning Center staff will not be available. If you are prepared for this it is generally easy to prevent any problems before they start. Discipline procedures are clearly defined in the orientation meetings so that there should be no disagreement about what constitutes appropriate or inappropriate behavior.
- 2) Safety procedures in case of emergency will be discussed during the adult orientation meeting. Should you need them, emergency services are available 24 hours per day through the National Park Service. Emergency services are located within two miles of the Dunes Learning Center. When students are in residence at the Dunes Learning Center the facility is given top priority by National Park Service rangers. Instructions for what to do in case of emergency are clearly posted in each cabin and in the Cowles Lodge.
- 3) Your enthusiastic participation throughout the program is essential to its success. Immersion in the Dunes ecosystems will allow the students to absorb an amazing amount of information and to have fun while doing it. Your encouragement and assistance of the students in this experience will help them to get the most out of the program.

Once again, thank you very much for your generosity with your time. If you have any questions please contact the school or the Dunes Learning Center at (219) 395-9555. The staff of Dunes Learning Center is looking forward to working with you.

Sincerely,

John Hayes
Executive Director

Guidelines For Chaperones

Thank you so much for volunteering to supervise students at Dunes Learning Center. Without your commitment and effort, we would not be able to offer this learning opportunity to your children. Below you will find guidelines that we hope will make your job much easier. These guidelines are designed to keep students safe, secure, and add to their learning experience:

Children are to be supervised by an adult at all times.

You may want to call a student meeting in your cabin at the first opportunity to go over do's and don'ts. This is a good time to talk with students about issues like shower time, and medication procedures.

For safety concerns, do not permit rough play, running, or rowdy behavior in the cabins.

Food is not allowed in the cabins in order to discourage rodents and other unwanted guests.

Please help us keep the students from writing or carving on beds, walls, or dressers. The cost of any damage will be passed on to your school or to the student's family.

Students are expected to respect other people's belongings and materials. Make sure there is no fighting or hitting. Students should stay in their own cabin and never enter the cabins or rooms of the opposite sex unless invited and have an adult present.

Students should enter and exit cabins only through the front door. Please have students remove soiled boots and shoes in this area. All other doors are for emergency use only and should not be used by students.

Do not tell or let other students share ghost stories or other scary stories. These work against our goals and reinforce unhealthy fears and anxieties.

Lights must be out and the cabin quiet from 10:00 p.m. to 6:30 a.m. Don't let students stay up later or get up earlier for any reasons. Groups should never leave the cabin during these hours even if an adult is with them.

Be aware of other rules as indicated in the Student Expectations and your school's administration.

Help us conserve energy by turning down thermostat during when we are not in the cabins, and making certain all lights are off when cabins are not in use.

Telephones are to be used by adults only. Instructions and emergency numbers are posted by each phone. Do not let students call home, unless approval has been given by your school's leader or an Dunes Learning Center staff member. Our experience indicates that a student calling home is disruptive and not helpful.

Each morning before breakfast, students will be asked to do some housekeeping chores to keep their cabins clean. Brooms can be found in the cleaning closet of each cabin.

Please remind students who are scheduled for table or weather helper to meet their leaders 15 minutes before each meal.

(continued on next page...)

(Guidelines for Cabin Supervisors continued...)

Assign children who have problems with sleep walking and bed-wetting to lower bunks. Note: the school leader may have done this already.)

Remember to bring an alarm clock (cell phones can be used for this purpose).

Evening supervisors who aren't staying for the daytime program should arrive by 6:30 p.m. and stay until 8:00 a.m.

All medications for adults and students must be stored in first aid room.

Smoking is not permitted inside any building or in the presence of students. Smoking is allowed only designated areas. Please clean up after yourself.

If you have problems with the facility, please notify Dunes Learning Center staff.

Leave your car parked in the designated lot unless you are loading or unloading. Cars that are not parked appropriately are subject to ticketing by the National Park Service Law Enforcement Rangers.

Meal Procedures

We appreciate your assistance in making meals a pleasant time for everyone. Your help in facilitating these procedures with the students will do much to enhance your group's experience at Dunes Learning Center

1. At least one adult should be at each table.
2. **Nothing is served (including drinks) until after announcements are made by Dunes Learning Center staff.**
3. Announcements, a special reading or quote, and a moment of silence precede each meal.
4. Once permission is given, the adult at the table may excuse one the table to bring serving dishes to the table.
5. **Only one person may be up from the table at a time.** If someone else is up, wait until they return.
6. The adult at the table should facilitate passing platters, remind students of good manners, and keep conversation and behavior appropriate to mealtime.
7. **Food on the serving platter needs to make it all the way around the table in the first round.** There is plenty of food. Please take small portions and feel free to have several helpings, rather than taking large portions all at once. The adult at the table should supervise and help students cooperate with this.
8. **Students should check other tables for additional servings before approaching the serving window.** If no other table has servings left in the platter, feel free to ask for more from the kitchen. *We have plenty of food, but we want to minimize waste.*
9. Please remind students to show respect and courtesy to the kitchen staff.
10. Once the meal is finished, all serving dishes should be returned to the kitchen window. Dishes should be scraped. Food and liquid waste should be disposed of in appropriate buckets - no other trash goes in these buckets. Dishes and silverware should be stacked in appropriate bussing tubs. Cloth napkins need to be unfolded and place in a bus tub. The table should be wiped with a sponge from the bus tub provided. Table helpers are chiefly responsible for the process, but may need some help and guidance.

11. Once everyone at the table is finished with the main meal, Dunes Learning Center staff will announce when dessert is ready. The table helper will return serving platters to the window and bring dessert. There are no seconds on dessert.
12. At the end of each meal, food and liquid waste will be measured. Energy conservation is part of environmental awareness. Our staff will discuss with the students the energy used in creating a meal and how to conserve it through making wise dining choices.

Thank you for your assistance!

Discipline

Dunes Learning Center will work cooperatively with school professionals and Chaperones to insure a safe and positive learning environment for all students.

Any event of unacceptable behavior will result in the following:

Strike 1-Dunes Learning Center staff or teacher or adult chaperone talks to student

Strike 2-The student and the adult issuing the strike talks to teacher and Dunes Learning Center's Lead Naturalist or Education Director

Strike 3-The student is withdrawn from activities, asked to notify their parents or guardians to pick them up.

Serious infractions such as fighting, having weapons, or illegal substances will result in immediate dismissal and possible prosecution.

The strike policy is Dunes Learning Center's basic discipline policy. However, we advise all teachers and chaperones to develop a behavioral code of conduct agreement with students prior to visiting the Dunes Learning Center.

Teachers, please review this policy with parents, chaperones and students before attending Dunes Learning Center.

It is the school's responsibility to arrange for transportation for these students.

Health, Safety, and Emergency Care Procedures

Dunes Learning Center responsibilities:

The health and safety of our participants is the number one concern of Dunes Learning Center staff. Our staff receives training and certification in basic first aid and CPR. During the program, Dunes Learning Center staff will carry cellular phones and first aid kits. Please be sure to have information about any further insurance coverage required by your school system.

School/Group responsibilities:

- **Have at least one vehicle on-site for emergency use.**
- **Assign one adult to coordinate and supervise medications needed by the students.**
- **Have TWO copies of the STUDENT HEALTH AND PERMISSION FORM prepared for each student. This form MUST be completed and SIGNED upon arrival at the Dunes Learning Center for each student.**
- **STUDENTS WITHOUT A COMPLETE AND SIGNED HEALTH AND PERMISSION FORM WILL NOT BE ALLOWED TO PARTICIPATE IN THE PROGRAM.**
- **Listen to health and safety information that will be given during the adult orientation meeting at the beginning of your stay.**
- **Distribute the "Letter to Parents/Guardians" with emergency phone numbers at Dunes Learning Center.**

Chaperone What to Bring

It is important to remember that you will be outdoors as much as possible during your stay at the center, so it is necessary that you come prepared. If you do not have some of the items **don't think that you need to buy them**; you should substitute, improvise, or talk to your teacher.

Prepare for the weather; it can be warm, cold, windy, rainy, sunny, or snowy in the Dunes.

Remember that you will be carrying your own luggage, so do not bring more items than you can carry.

- 1 small backpack
- 1 to 2 plastic 1-liter water bottles (can be emptied pop bottles)
- 1 poncho or raincoat (winter coat if appropriate)
- 1 hat (appropriate for season)
- warm gloves, scarf, etc. for cooler temperatures
- 4-5 pairs of socks
- 2 extra sweaters or sweatshirts
- 2-3 shirts, at least one long-sleeved
- 2 pairs long pants
- shoes that can get muddy
- extra shoes and a bag for the wet ones
- pajamas
- sunscreen
- bug spray
- lip protectant (ChapStick, Blistex, etc.)
- 1 towel and washcloth
- soap, toothbrush, toothpaste
- comb or brush
- drinking cup
- sleeping bag or rolled up blankets and pillow
- extra plastic bags for wet shoes and dirty clothes

Optional Items

- camera
- binoculars
- reading books
- cabin games for kid



Dear Parent:

Your child is about to embark on an exciting learning adventure that they will never forget. The staff here at Dunes Learning Center is eagerly awaiting their arrival, and will do everything possible to make this a positive experience.

Our program is interdisciplinary, comprehensive and strengthens both academic and social skills. At the Dunes Learning Center, your child will actively engage in learning experiences that promote: team building, individual discovery, problem solving, critical thinking, and decision-making skills. Moreover, the curriculum enables us to assist teachers in meeting state and curriculum standards while incorporating traditional outdoor learning activities including: campfire songs, games, night hikes, "Dance of the Dunes", and much more. At the Dunes Learning Center we strive for excellence and would like to create an opportunity for your child to explore their world by learning, appreciating, and understanding the dunes.

Our program staff consists of trained naturalists with First Aid and CPR certification, as well as training in on-trail emergency management techniques. They are committed to ensuring that your child has a fun learning experience in a safe manner.

In order to totally immerse your child in the program, we ask that you do not phone or ask your child to call home. However, in the event that an emergency has occurred and you need to reach your child, please use the phone number and address below. If you have any additional questions or concerns, please contact your school staff. If they are unable to address your concerns, feel free to contact the Dunes Learning Center staff.

Dunes Learning Center Address and Phone Number

Dunes Learning Center
700 Howe Rd
Chesterton, IN 46304 (219) 395-9555 M-F 8-4:30

Sincerely,

A handwritten signature in black ink that reads "John Hayes". The signature is written in a cursive style with a long, sweeping tail on the "y".

John Hayes
Executive Director

Center Overview for Parents

Welcome to Dunes Learning Center!

The Dunes Learning Center is located in the heart of Indiana Dunes National Lakeshore in northwest Indiana, approximately 50 miles from downtown Chicago. Our facility opened in 1998 on the grounds of the former U.S. Steel Camp Good Fellow complex. This setting blends the traditional with the modern as we incorporate the successes and memories of the former recreational summer camp with current trends in outdoor and environmental education.

The Dunes Learning Center is encircled by one of the most scenic trails in the park. The Little Calumet River Trail provides a 3.5 mile loop around the center and into the Chellberg Farm and Bailly Homestead historic sites. Woodland wildflowers abound along the river trail, and beaver activity can be witnessed while hiking through a mixed hardwood forest. The nearby Cowles Bog Trail, a 4-mile loop, winds through some of the most biologically diverse areas of the National Lakeshore – including a section of dune area along the southern beach of Lake Michigan. During their time in the Indiana Dunes, students will visit many different parts of the National Lakeshore and surrounding communities to learn about the history and diversity of the dunes through games, hikes, stewardship projects, tours, and many other exciting activities

Dunes Learning Center facilities include ten group-style cabins are available for use by participants. Each cabin accommodates eight people (seven campers with one adult Cabin Leader) and is equipped with comfortable bunk beds, bathroom facilities, and a shower. Heating and air-conditioning allow for use of the facilities year-round. Cowles Lodge is a large multi-purpose dining hall and activity center marks the centerpiece of the Dunes Learning Center cluster. This facility accommodates large groups for dining or other activities. The building is equipped with a full-service kitchen and all meals are provided to groups by our food service staff.

Dunes Learning Center curriculum is truly interdisciplinary, incorporating the arts, technology, science, math, social studies and language arts. Programs are carefully designed to complement classroom instruction, and help school meet state and national education standards.

Dunes Learning Center is committed to being a special place for all students. From the moment children step off their school bus to the moment they leave, they are part of a learning community that engages them in fun, discovery. Every day they have the opportunity to develop their relationship with the environment and become healthier, happier, and smarter in the process.

Dunes Learning Center raises funds for scholarships so that all children have an opportunity to participate. Approximately 25% of the children who attend the residential program receive assistance thanks to area foundations, businesses and individuals who help us make sure children whose families cannot afford the full fee can still participate in the program. For more information about how you can support Dunes Learning Center, call 219 395-9555, or visit our website at www.duneslearningcenter.org.

Dunes Learning Center Staff:

Dunes Learning Center Staff

John Hayes	Executive Director	Amy Workman	Education Director
Maddie King	Lead Outreach Naturalist	Ivana Pavlovic	Outreach Educator
Liz Greenwald	Administrative Coordinator	Lewis Jones	Marketing & Development Director
Rachel Sawaya	Food Service Director		

Student Expectations

These guidelines are meant to make it easier for all of us to live together and create an atmosphere where everyone feels safe and free to learn. To insure that this happens, we have one rule RESPECT:

Let's RESPECT yourself and others and keep this a safe place where no one gets injured.

Do not climb on trees, beams, and other high structures.

Turn in all medication to your teachers.

Use fire safety equipment only in real emergencies and do not play with or touch the sprinkler heads.

Wear shoes at all times while outdoors.

Do not run indoors.

Do not use "put downs" or inappropriate words, or tease others.

Respect other people's belongings and materials.

Do not fight or hit anyone.

Stay in your own cabin.

Only enter another room of the same sex if you are invited and an adult is present.

NEVER enter a room of the opposite sex.

Let's make REPECT this beautiful natural area.

Stay on the established trails.

Do not pick any plants unless authorized by an instructor.

Return all animals we are studying to their proper homes.

Respect all living things.

Let's RESPECT the buildings and keep them looking great for other students.

Do not write or carve on walls, beds or dressers.

Pick up your trash and put it in the proper container.

Do not bounce on beds.

Leave all food and snacks at home. You may attract unwanted visitors to the cabins, like mice and ants.

Help us to keep the cabins neat and clean by doing your morning.

Let's RESPECT our teachers, chaperones, and instructors and make this a fun and exciting learning experience.

Follow all program schedules and be on time.

Stay within the campus boundaries unless you are led to other program areas on campus by an adult, by using and staying on the paved campus trail.

Be good listeners to your instructors and do what they ask of you.

If you did bring something you should not have, give it to your teacher right away.

Remember that you must be with an adult at all times.

Always bring your PMA (Positive Mental Attitude)

If you are unable to follow these guidelines you will not be allowed to stay. Those who are not ready will be sent home.

Participant Dietary Restrictions

(complete this form ONLY if your child has dietary restrictions)

At Dunes Learning Center, we strive to accommodate special dietary needs to the greatest extent possible. **Please list dietary needs or restrictions on the permission slip and on this form.** Include food allergies, reactions to food and the appropriate treatment used. Also list any vegetarian requirements, religious restrictions, etc.

If the restriction is for a medical reason, please be very specific in describing the extent of the restriction. For example, if the participant is allergic to eggs, is it just eggs as a dish (such as scrambled eggs) or does it include casseroles, breads, cakes, etc. that include eggs in the recipe? If the participant takes medication for the food allergy, can the food be eaten as long as the medication is taken? The more information we have, the better we can meet your needs.

Food is ordered seven days in advance of your child's visit to the Environmental Education Center. In order to accommodate your needs, **WE MUST RECEIVE THIS FORM AT LEAST 2 WEEKS BEFORE YOUR ARRIVAL DATE.** Please also note any restrictions on the health form that is returned to the teacher.

If you have concerns about your child's diet, please feel free to discuss the situation with the Dunes Learning Center's food service department at 219 395-9555, ext. 9.

Please send this form directly to the Dunes Learning Center.

You can fold, tape and place a postage stamp on the form and mail, fax, or e-mail it to rsawaya@duneslearningcenter.org (as soon as possible).

WE MUST RECEIVE THIS FORM AT LEAST 2 WEEKS BEFORE YOUR ARRIVAL DATE

(If your child does not have any dietary restrictions, you may ignore this form. If we do not hear from you, we will assume there are none.)

Student Name:

School:

Dates Attending the Dunes Learning Center: _____

Please check this box if you would like to be contacted by our executive chef.

Parent or Guardian Name:

Parent or Guardian day time phone: _____ Evening phone: _____

Parent or Guardian email: _____

Please list dietary restrictions here:

Dunes Learning Center

700 Howe Rd., Chesterton, IN 46304

Phone: (219) 395-9555 ext. 9 Fax: (219) 395-8160

Email: rsawaya@duneslearningcenter.org

----- Fold Here -----

Place
Stamp
Here

ATTN: FOOD SERVICE

DUNES LEARNING CENTER

700 Howe Rd.

Chesterton, IN 46304

----- Fold Here -----

What to Bring

It is important to remember that you will be outdoors as much as possible during your stay at the center, so it is necessary that you come prepared. If you do not have some of the items **don't think that you need to buy them**; you should substitute, improvise, or talk to your teacher.

Prepare for the weather; it can be warm, cold, windy, rainy, sunny, or snowy in the Dunes.

Remember that you will be carrying your own luggage, so do not bring more items than you can carry.

- 1 small backpack
- 1 to 2 plastic 1-liter water bottles (can be emptied pop bottles)
- 1 poncho or raincoat (winter coat if appropriate)
- 1 hat (appropriate for season)
- warm gloves, scarf, etc. for cooler temperatures
- 4-5 pairs of socks
- 2 extra sweaters or sweatshirts
- 2-3 shirts, at least one long-sleeved
- 2 pairs long pants
- shoes that can get muddy
- extra shoes and a bag for the wet ones
- pajamas
- sunscreen
- bug spray
- lip protectant (ChapStick, Blistex, etc.)
- 1 towel and washcloth
- soap, toothbrush, toothpaste
- comb or brush
- drinking cup
- sleeping bag or rolled up blankets and pillow
- extra plastic bags for wet shoes and dirty clothes

Optional Items

- camera
- binoculars
- reading books

Students should not Bring

- snacks, food, drinks, gum, or candy
- radio, tape players, CD players, walkman, electronic games, hair dryers, curling irons, or other electrical devices
- knives or weapons of any kind



DUNES
Learning
Center

Dunes Learning Center
HEALTH AND PERMISSION FORM

A Health and Permission Form must be completed for each participant attending the Indiana Dunes Environmental Learning Center (IDELC) Programs. No participant will be allowed to participate in IDELC programs or activities without a completed and signed form on file at the Learning Center.

Please type or print (page 1 of 2)

Name of School/group : _____ Date of program: _____

Participant's Name: _____

Birth Date: _____ Age: _____ Sex: M ___ F ___

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone () _____ Cell () _____

Parent/Guardian: _____

Work Address: _____ City: _____ State: _____ Zip: _____

Work Phone () _____ Cell () _____

E-mail: _____

If neither parent/guardian is available in an emergency notify:

Name: _____

Work Address: _____ City: _____ State: _____ Zip: _____

Phone () _____ Cell () _____

Name of Parent/Guardian carrying health insurance: _____

Insurance Co.: _____ Policy Number: _____

Address of Insurance Co.: _____ City: _____ State: _____ Zip: _____

Phone () _____

Health History (Attach additional sheets as necessary)

Allergies: (insect stings, medications, hay fever, asthma, other. Please list severity of condition and treatment, (i.e. ice, prescription, over-the-counter medications).

Dietary Restrictions: (Please list food allergies, reaction to food, and any treatment used; also list any religious or vegetarian restriction or requirements).

Health Problems/Concerns: (Please include sleepwalking, night-time use of restroom, diagnosed behavioral or learning disabilities).

Continued on the back

(page 2 of 2)

Health and Permission Form continued **Participant's Name:** _____ **School Name:** _____

Name of Camp session _____

Medications: Please list any medications and dosage schedule that will be taken while at the Learning Center.

Are vaccinations current: Y ___ N ___ Date of last tetanus shot: _____

Please list any serious or chronic medical conditions; or recent illness/surgery. Please give dates.

Has student ever required psychiatric counseling or hospitalization? Yes ___ No ___ if yes, please explain:

Name of physician: _____ Phone: _____

Name of dentist/orthodontist: _____ Phone: _____

PARENT/GUARDIAN MEDICAL AUTHORIZATION AND RELEASE STATEMENT (agreement, indemnification, and assumption of risk)

The health history is correct so far as I know, and I hereby give permission for my child to participate in all program activities including field trips and transportation to learning sites, except as noted by me and/or an examining physician.

I hereby give permission to medical personnel selected by school or IDELC staff to order X-rays, routine tests, necessary treatment and transportation for my child. In the event I cannot be reached in an emergency; I hereby give permission to the physician selected by school or IDELC staff to secure and administer treatment; including hospitalization, injection, anesthesia, surgery, and transfusion for my child as named above. I agree to pay all costs associated with that treatment and transportation. It is expressly understood and agreed that IDELC shall not be responsible or legally liable for any losses of personnel property or for any bodily injuries, or the results thereof, incurred and suffered by the applicant or in connection with any activities or programs, unless such loss or injury results directly from the negligent or willful act of an employee of IDELC acting within the scope of his/her employment.

IDELC educational and/or adventure and recreation activities on or off IDELC premises (which may be scheduled or unscheduled, supervised or unsupervised or occur during free time), may include, but are not limited to: hiking & backpacking; camping; swimming; cross-country skiing; snowshoeing; service and research projects; and wildlife and nature observation. I acknowledge that the inherent and other risks, hazards and dangers of these activities can cause injury, damage, or other loss to participant or others.

(Please check one)

I hereby grant Indiana Dunes Environmental Learning Center the right to photograph my child and use the photo and/or other digital reproduction of him/her or other reproduction of his/her physical likeness for publication processes, whether electronic, print, digital or electronic publishing via the Internet.

Please do not photograph my child.

Signature of Parent/Guardian

Date

No, I do not want to receive information about Dunes Learning Center in the future.