

RESERVATIONS

Sonoma Coast Environmental Living Program

The Sonoma Coast ELP is geared toward 4th-6th grade curriculum in California History, Social Science, Science, and Environmental Principles and Concepts. It is our intention to make the Sonoma Coast Environmental Living Program available to as many students as good resource management will allow. A number of California State Parks offer overnight learning experiences. Please apply to only one ELP site per school year. Public, private, and home school groups are welcome to participate. To ask further questions please contact Stewards Programs Manager Ruby Herrick at:

Stewards of the Coast and Redwoods
Sonoma Coast Environmental Living Program
P.O. Box 2
Duncans Mills, CA 95430
Phone: (707) 869-9177 x 01

TEACHER IN CHARGE

The class must have a Sonoma Coast ELP approved teacher onsite in order to participate in the overnight program. Reservations are issued to an individual teacher and are not transferable between teachers. The teacher on the reservation form **MUST** be the teacher onsite for the ELP. No substitutions are allowed.

CLASS SIZE

Reservations are granted to one class of 40 students or less for one program. Teachers who team-teach and whose class is larger than forty students will have to divide their class into two groups and submit separate applications.

LEAVE OF ABSENCE

After three years of participation, teachers will be asked to take a one-year leave from the program. Teachers are welcome to re-apply as a new applicant after the one-year leave.

PROGRAM FEES

For the 2 day program: \$15 per student fee, with a \$350.00 minimum and a \$600.00 maximum for each class attending the ELP. (NO fee for adults)

For the 1 day program: \$8 per student fee, with a \$160 minimum and \$320 maximum
Scholarship may be available to offset program fees. Please apply using the form on page 9.

This fee covers staffing and some of the materials provided for your program. A \$100.00 reservation deposit is due within two weeks after accepting an assigned date. The \$100.00 deposit will be applied toward the total cost of the program. The remainder of the fee is due one month prior to the assigned date, unless other arrangements are made with Stewards. Reservations cannot be held if fees are not received on time.

CANCELLATIONS

The \$100.00 commitment deposit is refundable if the ELP is cancelled at least 45 days prior to the assigned program date. If cancelled less than 45 days from the assigned program date, the \$100.00 reservation deposit is not refundable.

TEACHER'S WORKSHOP

Because teachers are an important and integral part of the program, we hope to offer teacher's workshops in the future as preparation for this program.

OTHER COSTS

Other costs in addition to program fees include: food, any craft supplies required for chosen activities, and transportation costs. The class may contribute wood to the campground wood-pile which can be used for cooking and heat. Stewards may have information about vendors that provide discounts to teachers for craft supplies and other necessary items. Transportation scholarships are also available from Stewards. Please ask for information about these possibilities.

Teacher's Pre-Reservation Worksheet

Does participation in the Sonoma Coast ELP make sense for you and your class?

To create a successful program teachers will need to:

- Make a reservation – fill-in form on the next page or apply online on our website at www.stewardsofthecoastandredwood.org/schoolforms.htm
- Acquire funding and/or apply for scholarships
- Sign a Teacher Contract
- Download the ELP Teacher's manual on our website at www.stewardsofthecoastandredwood.org/sg_environmentalliving.htm
- Prepare students for the on-site experience through classroom and field trip activities (using materials from this manual and other sources)
- Recruit and train parent volunteers (You will need 1 adult for every 5 students)

All of this may seem a bit overwhelming but by participating in the training, becoming familiar with this manual, recruiting volunteers to help, and utilizing the staff's expertise it all becomes more manageable and can become the most memorable educational activity your class experiences.

Questions to consider:

1. Are funds available for the student fees and additional costs?
 - 1 day programs cost \$8 per student with a \$160 minimum and \$320 maximum
 - 2 day programs cost \$15 per student with a \$400 minimum and \$600 maximum fee
 - Additional costs include food, crafts supplies, water, and transportation expenses
 - Transportation scholarships are available. Information and application can be found on page 8.
2. Are enough dedicated parents or other volunteers available to help with pre-site planning activities and onsite responsibilities?
 - 1 adult for every 5 students is recommended
3. Do the ELP dates (check with Stewards, or our website, for the available dates) fit into your class and school schedule? If not can alternative dates be arranged?
4. Can the ELP experience provide a means to meet the California State curriculum standards / objectives and the Environmental Education Initiative (EEI) objectives for your class? (see Classroom Curriculum section of this manual)

If you can answer yes to these questions please fill out a reservation form. If you have questions or need more information please call Stewards at (707) 869-9177.

DEPARTMENT OF PARKS AND RECREATION
SONOMA COAST STATE BEACH
3095 HIGHWAY 1
BODEGA BAY, CA 94923

Ruth G. Coleman, Director

**SONOMA COAST STATE BEACH ENVIRONMENTAL LIVING PROGRAM
RESERVATION FORM – *May apply online in lieu of using this form***

Contact Information:

Teacher: _____

School: _____

Mailing Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Reservation Information:

First Choice: _____ Alternate: _____

Arrival Time: _____ Departure Time: _____

Grade Level: _____ Number of students: _____ Number of Adults: _____

Transportation by: (circle one) Bus / Car Number of buses or cars: _____ Program: 1 Day _____ 2 Day _____

Fee: _____ (1 Day ELP fee is \$8 per student with a \$160 minimum/\$320 maximum; No fee for adults)
(2 Day ELP fee is \$15 per student with a \$350 minimum/ \$600 maximum; No fee for adults)

Reservations must be made at least 4 months in advance. You will receive confirmation via a returned copy of this form.

Please enclose your \$100.00 reservation deposit. Checks are made payable to: *Stewards of the Coast and Redwoods*. Credit cards accepted by phone. The remainder of the fee is due one month prior to your on-site program date.

This request must be signed by the principal of the school where the students attend. The Department of Parks and Recreation reserves the right to combine tours or cancel when necessary.

CERTIFICATION

The above described visit is an official, educational, school field trip and will be under the direction of school personnel.

Signed: _____

Principal or Director of School

Submit forms to:
Stewards of the Coast and Redwoods
P. O. Box 2 • Duncans Mills • CA 95430
Phone: (707) 869-9177
Fax: (707) 869-8252

FOR STATE PARKS USE ONLY

[] We are pleased to confirm your participation for: Date: _____ With an arrival time of: _____

[] We regret that the dates you requested are not available. Please contact the office to set up an alternate date.

Approved/Denied _____

Transportation Scholarship Information

Fee and transportation scholarships are available through Stewards for eligible classes based on need. To apply, please fill out the Scholarship application that follows and return it to Stewards within 1 month of your ELP date.

SONOMA COAST STATE BEACH ENVIRONMENTAL LIVING PROGRAM FEE/TRANSPORTATION SCHOLARSHIP REQUEST

Contact Information:

Teacher: _____

School: _____

Mailing Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Reservation and Cost Information:

Date of ELP Overnight: _____

Arrival Time: _____ Departure Time: _____

Grade Level: _____ Number of students: _____ Number of Adults: _____

Total number to be transported: _____

Cost of bus: _____

This request must be signed by the principal of the school where the students attend. Stewards will award scholarships based on need and available funds.

CERTIFICATION

The above described visit is an official, educational, school field trip and will be under the direction of school personnel. We wish to apply for a transportation scholarship.

Signed: _____

Principal or Director of School

Submit forms to:
Stewards of the Coast and Redwoods
P. O. Box 2 • Duncans Mills • CA 95430
Phone: (707) 869-9177
Fax: (707) 869-8252

FOR STATE PARKS USE ONLY

We are pleased to offer a transportation scholarship in the amount of \$_____ for your ELP

We regret that we are unable to offer your class a transportation scholarship at this time.

Approved/Denied _____

Sonoma Coast State Parks

Rules and Regulations

Teacher Contract

All participating teachers must sign a contract and turn it in with parent and student contracts to Steward's staff person before onsite arrival.

1. I understand all teachers **must** turn in a planned activities form before the site visit.
2. I understand no alcohol, drugs or cigarettes are allowed onsite.
3. The number of parents will not exceed a ratio of one parent to five students. This does not include the teacher or coordinator.
4. I understand a list of parents and the parent contract with their signatures will be submitted before the onsite visit.
5. I understand I cannot deviate from the program guidelines outlined in the manual without prior approval. I will call ahead if there is a concern about a planned activity.
6. I understand that all park rules must be followed.
7. Cell phones are not allowed as they detract from the program. They may be kept in the car and used for emergencies only.
8. Candy and gum are not allowed during the ELP experience.
9. No inappropriate language is allowed.
10. I understand that one staff person and trained docents will be assigned to the group for the day and will not be available overnight.
- 11. I understand that the docents are here to impart knowledge and not to handle discipline.**
- 12. When a problem or concern arises with parents or students, I will handle the problem.**

Teacher's Signature _____

Printed Name _____

Date _____

Sonoma Coast State Parks Rules and Regulations

Parent Contract

Dear Parent,

Thank you for participating in the Sonoma Coast Environmental Living Program. We appreciate your help and know you are dedicated to quality education programs for your child. This list of guidelines is designed so that all participants know the rules and what is expected of them. This contract **must** be signed by all parents and must be handed in to your child's teacher ASAP. The teacher will give these contracts to Steward's upon your arrival onsite.

1. As a parent participating in this program I understand my commitment. My job while on site is as a teaching assistant to the teacher and docents who will direct the program. I will follow their lead.
- 2. I will assist students and handle all discipline within the group to which I am assigned.**
3. Parents will have very little free time.
4. I understand no alcohol, drugs, or tobacco are allowed onsite and that this is a school function. All school rules are to be followed.
5. I understand all park rules must be followed.
6. I understand that cell phones are to be turned off and used only for emergencies.
7. I understand the number of parents onsite will not exceed a ratio of one parent to 5 students.
8. Candy and gum are not allowed.
9. No inappropriate language is allowed.
10. I understand one staff person and trained docents will be assigned to the entire group for the day and will not be available overnight.
- 11. When a problem arises with my students I will handle the problem.**

Parent Signature _____

Printed Name _____

Date _____

Sonoma Coast State Parks Rules and Regulations

Student Contract

This contract is to be signed by all student participants in the Sonoma Coast ELP and by such signature, the student agrees to abide by all rules.

1. I agree to follow standard school rules, be courteous, pay attention to instructors, and to act with honor to the best of my ability.
2. I will be careful around open fires and while working around candles and hot objects.
3. I will not touch any of the artifacts at the ELP site unless the ELP docents and staff allow it.
4. I will walk while onsite during the ELP, especially while on hiking trails.
5. I will take care when working with sharp tools.
6. I will not leave the ELP site without permission of the teacher or my group's leader.
7. I will stay with my assigned group.
8. I will listen to all directions while on hikes, at the river, creek, or beach. I will not climb on the cliffs and will stay back from the bluff.
9. I will not make any loud noises between 10:00 pm and 7:00 am.
10. I will pick up after myself and help keep the site clean for everyone.
11. I will cooperate and do my best job at all times.
12. I will not bring knives, weapons, candy, gum, electronic games, radios, tape players, or TVs, to the ELP site.
13. I will show respect for the surrounding environment, park visitors, parents, teachers, docents, and fellow classmates, and will use appropriate language at all times.
14. I will welcome others into conversation, games, and activities.
15. I am ready to make the most of a new, unusual, and exciting adventure!

Signed,

Student Signature _____

Print _____

Assigned Group _____

Date _____

ELP Pre-Trip Checklist

At the beginning of the school year:

- _____ Apply for the Sonoma Coast ELP.
- _____ Make arrangements with your school for the field trip
- _____ Secure funding
- _____ Read this manual
- _____ Plan and begin to execute the ELP curriculum. Assign students to groups.
- _____ Recruit parent volunteers.

Eight weeks before the on-site program:

- _____ Distribute information letters (overnight Field Trip letter, Parent's Meeting Agenda)
- _____ Meet with parents

Six weeks before on-site program

- _____ Assign role-play characters to students and volunteer parents.
- _____ Schedule Docent classroom presentation
- _____ Assign students to research activities of cultural groups/characters

Four weeks before on-site program

- _____ Pay remaining program fee due one month before on-site program date.
- _____ Distribute the *Student Contracts* and *Parent Contracts*.
- _____ Distribute school permission slips to students
- _____ Meet with students and parents to make a shopping list to include food, supplies, and arts & crafts materials

Two weeks before on-site program

- _____ Check that all permission and emergency slips have been returned
- _____ Review *Student Contracts* with class and check that all have been turned in
- _____ Meet with parent volunteers to review *Parent Contracts*
- _____ Check that all *Parent Contracts* have been turned in
- _____ Review *Teacher's List of Items to Bring*
- _____ Purchase all non-perishable grocery items and other supplies
- _____ Work out transportation details.
- _____ Assign car groups to drivers and/or student groups to parent volunteers
- _____ Label and distribute all needed supplies to drivers

Day Before on-site program

- _____ Review car groups and arrival scenario with students and drivers
- _____ Review list of items to bring, the program itinerary, role groups, responsibilities and clean-up tasks with students and parent volunteers.
- _____ Purchase remaining food items
- _____ Pack your car with *Teachers List of Items to Bring* including permission and emergency slips for each student.

Morning of the program:

- _____ Check that frozen items are thawed.
- _____ Check that students have water, snack, and a bag lunch.
- _____ Have a safe and enjoyable drive to the Sonoma Coast.