



# *Palouse-Clearwater* Environmental Institute



## 2009 – 2010 Nature Explorers After School Program Guidelines and Parent Handbook

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## Goals of Nature Explorers

- Incorporate the expeditionary learning model of long-term, real-world investigations
- Introduce participants to natural history topics through local field trips and hands-on activities, games, and crafts.
- Foster an appreciation and curiosity of nature.
- Provide a physically and emotionally safe environment in which participants have fun while learning.
- Develop leadership skills of older participants by giving them opportunities to teach younger participants and/or lead projects.

## PCEI Background

The Palouse-Clearwater Environmental Institute (PCEI) has been conducting education programs since 1991. In the 2008 - 2009 school year, PCEI delivered more than 230 programs to 4,400 K-12 students in the Palouse region. All school lessons address the Idaho State Achievement Standards and focus on the unique features of the region's natural history through place-based education. In addition to school classes, PCEI has worked with the Moscow School District Adventure Club after school program and summer program, Girl Scout groups, summer camps, and other nonformal groups.

PCEI began a relationship with the Palouse Prairie School in the summer of 2008 during an agriculture-focused summer camp. This fall PCEI is offering the 2/3 and 4/5 PPS crews lessons and a field trip to Kamiak Butte through a grant funded by the EPA. The experiential nature of PCEI and the Expeditionary Learning design principles of PPS are a good fit, and we look forward to developing this working relationship further.

The Education Department staff consists of Greg Fizzell (Program Director), Jenica Wood-Beauchamp (Education Program Manager), and two full-time AmeriCorps Environmental Educators with 11-month terms of service. Jenica and her AmeriCorps staff are directly involved in the design and implementation of the after school program. Jenica holds a M.Ed. in Environmental Education and has over 10 years of experience working with children of all ages in formal and non-formal education settings, writing curricula, and organizing programs. Please address any questions, comments, or concerns to her.

## Important Contact Information

Palouse-Clearwater Environmental Institute (PCEI) office, 9am-5pm: (208) 882-1444

Jenica Wood-Beauchamp, Education Program Manager

Office: (208) 882-1444

For an emergency when program is not at PCEI: (208) 301-1144 (cell)

Email: [jenica@pcei.org](mailto:jenica@pcei.org)

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## Logistics

### *Daily Schedule*

Nature Explorers operates on Tuesdays and Thursdays from 3:00 to 5:30pm. PCEI staff meets participants at the Palouse Prairie School immediately after school and transports them in a PCEI van. Even though the PCEI Nature Center represents diverse habitats, we will spend as much time as possible offsite exploring local parks and preserves such as Phillips Farm, Idler's Rest, Kamiak Butte, Rose Creek, Robinson Park, and Moscow Mountain. We will also strive to use free University of Idaho and Washington State University resources such as the arboretum, Bear Center, and insect museum. The afternoon's location ultimately depends on the current project, weather, and time of year.

### *Pickup*

Pickup time is between 5:00 and 5:30pm at the PCEI Nature Center, located at 1040 Rodeo Drive on the north side of Moscow. The bulk of the activities end by 5pm, and between 5:00 and 5:30pm the group assists in cleanup or works on quiet activities. *Students must be picked up by 5:30pm.* If a child is consistently late in being picked up, Jenica will need to discuss the possibility of a late fee with the parents/guardians.

Because the group will not be at the PCEI campus every afternoon, parents need to contact Jenica at least one week in advance if their child has to be picked up earlier than 5:00pm on a particular day. If Nature Explorers will be held at a site other than PCEI and that trip cannot be rescheduled, Jenica and the parent will coordinate where and when the child will be picked up. Due to the nature of the exploratory sessions, *we strongly encourage keeping your child in the program for the full time period until the designated pick up time, 5:00 to 5:30pm.*

Parents need to sign out their children at the end of the day. Children will be released only to parents, guardians, or persons authorized on the enrollment form. Authorized persons, other than a parent or guardian, must present proper identification. Persons not authorized on the enrollment form must have prior permission from the parent and must also present proper identification. We may call to confirm information regarding a person picking up your child.

### *Snack*

Children will receive a healthy afternoon snack on a daily basis. Please make sure that all food allergies or restrictions are noted on your health form. Parents are welcome to donate snacks if they clear the snack with a PCEI instructor or Jenica in advance.

### *Personal Belongings*

We ask that parents not allow children to bring electronics, mp3 players, anything valuable, toy guns, Magic Cards, or Pokemon Cards to Nature Explorers.

### *Confidentiality*

Information received from parents/guardians is strictly confidential. Children's records will be kept out of public view and will not be shared outside of PCEI without permission.

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### *Seasonal Exploration Sessions*

The school year is broken into five Seasonal Exploration Sessions (SES). Due to the small size of this program, students need to be enrolled in the entire SES. Each SES will focus on a different theme and projects relating to that theme.

Note that there is no after school program when school is not in session. If the Palouse Prairie School is closed before 3:00 due to weather conditions, Nature Explorers will not meet and families will be refunded for the day. There are no refunds for individual absences.

<b>SES Time Period</b>	<b>Theme</b>	<b>Dates</b>
Early winter	Snow Science	Jan. 12, 14, 19, 21, 26, 28 Feb. 2, 4, 9, 11 (10 days)
Late winter	To be announced	Feb. 16, 18, 23, 25 Mar. 2, 4, 9, 11 (8 days)
Early spring	To be announced	Mar. 23, 25, 30 Apr. 6, 8, 13, 15, 20, 22, 27, 29 (11 days)
Late spring	To be announced	May 4, 11, 13, 18, 20, 25, 27 June 1, 3, 8 (10 days)

## Health

### *Medication*

Palouse-Clearwater Environmental Institute staff cannot dispense prescription or non-prescription medication without written authorization from the child's parent or guardian. If your child requires medication during his or her time with Nature Explorers, please complete and sign a Medication Consent Form. This will give staff information about the medication, dosage, any possible side effects, and directions for emergencies. Medication Consent Forms are part of the after school enrollment forms.

### *Illness*

In order to prevent the spread of illness, please DO NOT send your children to the Nature Explorers if they show any signs of illness. If your children become ill during Nature Explorers hours, we will do our best in providing a rest area until a parent/guardian can be notified. We appreciate your promptness in attending to your children. If children have been exposed to a communicable illness, please do not send them to Nature Explorers so that the illness will not spread to others. If your children have chronic illnesses, such as asthma, please let Jenica know how to help your children when they feel sick.

### *Injuries & Emergencies*

PCEI staff members are certified in First Aid and CPR. We will provide care in cases of minor injuries. If the PCEI staff feels a parent/guardian should know about the injury, you will be notified when you pick up your child.

If an accident occurs that is serious enough to require medical attention, a staff member will contact the parent/guardian immediately so he/she can take the child to the doctor or dentist.

In an emergency, when immediate attention is needed, the staff will call 9-1-1 and then contact the parent. After 9-1-1 has been called, it is up to the paramedics to decide what to do. If they and/or the parents/guardians decide children need emergency treatment, the paramedics will take the children to the hospital. The parent, or other individual who signed the Nature Explorers agreement, will be responsible for the medical and emergency service charges.

If a parent or guardian cannot be reached, the staff member in charge will assess the situation and make the necessary decisions for the safety of the child. **It is very important that the enrollment form information remains current so that you can be notified promptly.**

## Enrollment and Fees

### *Registration*

**Registration is due the Friday prior to the first day of the SES.** To register your children for the Nature Explorers program, please complete and sign the following:

1. Nature Explorers enrollment form
2. Nature Explorers enrollment agreement
3. Medication consent form (if needed)

Turn in your registration packet and fees by doing one of the following:

1. Dropping them off at the PPS office
2. Dropping them off at the PCEI office, 1040 Rodeo Drive.
3. Mailing them to PCEI, Attn: Jenica, 1040 Rodeo Drive, Moscow, ID, 83843

### *Fees*

The program fee is \$10 a day, which comes out to \$100 for the early winter session. Please write a check for \$100 to the Palouse-Clearwater Environmental Institute and include it with your registration forms.

If you are financially unable to pay for the entire session up front, contact Jenica as soon as possible to discuss setting up a payment plan.

# Nature Explorers Enrollment Form

Date \_\_\_\_\_

**Child's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Male-Female**  
Please circle

**Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Age** \_\_\_\_\_ **Birthdate** \_\_\_\_\_

**Mother's Name** \_\_\_\_\_

**Home Phone (if different than above)** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Message or cell phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Home Address (if different than above)** \_\_\_\_\_

**Occupation** \_\_\_\_\_ **Place of Employment** \_\_\_\_\_

**Father's Name** \_\_\_\_\_

**Home Phone (if different than above)** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Message or cell phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Home Address (if different than above)** \_\_\_\_\_

**Occupation** \_\_\_\_\_ **Place of Employment** \_\_\_\_\_

With whom does the child live? (please circle)      Both   Mom   Dad   Other \_\_\_\_\_

## Emergency Contacts: If Parent(s) Can't Be Reached

1. Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship to child \_\_\_\_\_ Phone number(s) \_\_\_\_\_

2. Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship to child \_\_\_\_\_ Phone number(s) \_\_\_\_\_

**Person(s) Other Than Custodial Parents Authorized To Pick Up Child**

1. Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship to child \_\_\_\_\_ Phone number(s) \_\_\_\_\_

2. Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship to child \_\_\_\_\_ Phone number(s) \_\_\_\_\_

**If Emergency Medical Care Is Needed, Call:**

Doctor \_\_\_\_\_ Phone # \_\_\_\_\_

Dentist \_\_\_\_\_ Phone # \_\_\_\_\_

Medical Insurance Company \_\_\_\_\_ Group # \_\_\_\_\_ ID# \_\_\_\_\_

In case of injury or sudden illness incurred during Nature Explorer hours, I hereby give authority to any hospital or doctor to render immediate emergency aid as might be required for my child's health and safety. I understand that any expense for this service will be my responsibility.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Additional Information**

1. Allergies

To medication: \_\_\_\_\_

To food: \_\_\_\_\_

Other: \_\_\_\_\_

2. Special diet requirements: \_\_\_\_\_

3. Additional medical information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Nature Explorers Enrollment Agreement

1. I understand that I am enrolling my child \_\_\_\_\_ in the Nature Explorers After School Program during the early winter/late winter/early spring/late spring Seasonal Exploration Session (circle one).
2. I understand that the Nature Explorers program is run by the Palouse-Clearwater Environmental Institute, and transportation will take place in PCEI-owned vehicles such as a 15-passenger van.
3. I understand that I am responsible for the entire session's fees at the beginning of the session as established by the Nature Explorers Parent Handbook. I understand that refunds will be given if school is closed for the day or if school closes early for a weather or other emergency, but there will be no refunds for absences.
4. I agree to pick my child up by the designated closing time of 5:30pm. I will notify staff if I will be late. I understand that if I am late on a regular basis, a late pick up fee of \$1 per minute may be instituted.
5. PCEI would like to take pictures of the Nature Explorers group in action to share with the Palouse Prairie School, parents, PCEI members, and outside sources. Please initial one of these statements:  
\_\_\_\_\_ I hereby consent that photographs taken of my child during Nature Explorers may be published in any Palouse Prairie School or Palouse-Clearwater Environmental Institute publication including newsletters and websites. I understand that PCEI will not publish names of students.  
\_\_\_\_\_ I do not give permission for my child's picture to be published in any Palouse-Clearwater Environmental Institute or Palouse Prairie School publication.
6. If a medical emergency arises, PCEI staff will first attempt to contact me. If I cannot be reached, the staff will contact my child's doctor. If the emergency is such that immediate hospital attention is necessary, and ambulance or emergency vehicle may take my child to the hospital.
7. **Liability Release.** Any participant in Palouse-Clearwater Environmental Institute ("PCEI") activities or user of the Palouse-Clearwater Environmental Institute Nature Center ("Nature Center") recognizes that there are risks including, but not limited to, variations in terrain and surface conditions and falls. Assumption of Risk. Any participant in PCEI activities or user of the Nature Center freely and expressly assumes all risks of personal and/or property damage which may be associated with and/or result from involvement in the activity or use and agrees to hold harmless, release, defend and indemnify PCEI of and from any liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by a participant or user while engaged in any PCEI activity or use of the Nature Center. Release from Liability and Covenant Not to Sue. In consideration for being permitted to participate in PCEI activities and/or uses of the Nature Center, the participant or user agrees to forever discharge and release from any legal liability and to not sue PCEI for any injuries or property damage caused by or resulting from the activities or uses. Indemnification. PCEI shall be indemnified by a participant in PCEI activities or user of the Nature Center for any injury and/or damage to any other participant in PCEI

activities or user of the Nature Center or to other persons caused by such participant or user as a result of participation in any PCEI activity or use of the Nature Center.

My signature below acknowledges that I have read and understood the above liability release and I am signing this instrument on behalf of my child.

I agree to adhere to the stated policies and procedures of Nature Explorers as stated here and the Nature Explorers Parent Handbook, and I give permission for my child to participate fully in this program.

Date \_\_\_\_\_ Signature of Parent/Guardian\_\_\_\_\_

Name of Child \_\_\_\_\_

Relationship to Child \_\_\_\_\_

# Medication Consent Form

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time: \_\_\_\_\_

When it is necessary for medication to be given during after school hours, the following regulations must be followed:

1. Medication must be brought to Nature Explorers in the original container with the appropriate label intact. If medication is not properly labeled, it will not be given.
2. Parent/guardian must sign this form granting permission for PCEI staff to administer medication.

PCEI staff have my permission to administer the above medication to my child as prescribed by

Dr. \_\_\_\_\_ for the purpose of treating \_\_\_\_\_.

\_\_\_ Student will be responsible for bringing his/her medication to Nature Explorers

\_\_\_ Parent/guardian will bring medication to Nature Explorers.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

## Additional Medication(s) Taken At Home

Name of medication, dose, and time taken:

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