

CELP School Handbook



Spring and Fall Programs

Mainland Office

707 W. Woodbury, Suite F
Altadena, CA 91001

(626) 296-4040 (phone)
(626) 794-1401 (fax)
Email: admin@catalinaislandcamps.com

Island Office

PO Box 5083
Avalon, CA 90704

(626) 625-0233 (island cell phone)
(626) 794-1401 (fax)
E-mail: celp@catalinaislandcamps.com

Handbook Contents

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- ✓ Roles of a chaperone
- ✓ Chaperone Health Form

CELP Trip Preparation Check List

By February 15 for Spring Program, August 15 for Fall Program deadline:

- ❑ Submit the following online forms (links to forms sent via email):
 - Program Planner
 - School Information Sheet

One month prior to departure:

- ❑ Send Parent Packet and to all families.
- ❑ Send link to online Allergy and Food Intolerance form
- ❑ Send school insurance information to CIC office
- ❑ Hold Chaperone meeting. Give each chaperone copy of Chaperone Packet

2 weeks prior to departure:

- ❑ Send final payment check made out to Catalina Island Camps, Inc. to 707 W. Woodbury Road, #F, Altadena, CA 91001. *Do not bring check to the island.
- ❑ Divide students into Cabin Groups and CELP Groups. Make sure students are aware of their cabin number and group number. Bring two sets of these forms with you to the island.
- ❑ Collect and alphabetize all completed Student Health Forms. Review forms. Send CELP copies of any forms from students that may require additional coordination or special arrangements.
- ❑ Collect and alphabetize all Chaperone Health Forms. Bring with you to the island.

Day of Trip:

- ❑ Review Catalina Express Guidelines (from Transportation Information sheet) with students and chaperones prior to ferry trip.

Bring to the Island:

- ❑ 2 copies of completed "CELP Cabin Groups" and "CELP Activity Groups" (Please provide detailed student information).
- ❑ Student and Chaperone Health Forms, alphabetized.
- ❑ 2 copies of the Alphabetical Passenger List (to give to Catalina Express and camp staff).
- ❑ Necessary medical supplies.

Catalina Environmental Leadership Program

Group Leader Information

*Thank you for your help in planning your group's upcoming CELP Trip!
To ensure a successful visit, please read this information carefully and share all relevant information with chaperones, students and parent/guardians.*

Transportation

- Please read through the "**Transportation Packet**" and plan all ground and air transportation accordingly. It is the school's responsibility to arrange transportation to and from the boat terminal.
- CELP representatives will arrange your group's boat transportation to and from Catalina Island. You will receive a Final Transportation Sheet at least one month prior to your scheduled visit. The Transportation Sheet will include boat times, travel guidelines, and a breakdown of the meals that are provided by camp on travel days.
- Boat transportation costs are based on contracted group numbers and are non-refundable.
- **The school is responsible for students' behavior on the boat.** Students must be respectful of other passengers, listen to directions from crew members, and should remain seated while in transport. **No running is allowed on the boat.**
- Please print and review the **Boat Guidelines for Students and Chaperones** with your group prior to loading the ferry. This sheet is found in the Transportation Packet.
- Please print an alphabetized list of all passengers traveling with your group and bring it with you to the ferry terminal.
- There are restrooms and a snack bar at the Catalina Express ferry terminal. It is the chaperone's responsibility to monitor and supervise students at all times.

Chaperones

- In order to assure an appropriate standard of supervision, each school is required to provide at least one, but no more than two, adult chaperones for each CELP Activity Group. Contact CELP if you have any questions about the number of chaperones to bring on the trip.
- Chaperone selection and trip preparation is the responsibility of the school. To ensure that all chaperones know what to expect at CELP, **please provide each chaperone with a copy of the enclosed "Chaperone Information Packet"**.
- Chaperones are expected to participate in all activities. This is an important requirement for our program and ensures a safe and quality education experience for your students. **Chaperones must be prepared to participate in activities that require moderate to high levels of physical activity, such as snorkeling, kayaking and hiking.**
- Chaperones are responsible for supervising students at all times.
- Schools that choose to have their chaperones sleep in cabins separate from their students may be assigned a cabin with same-gender chaperones from other schools.

Medical Procedures

- Check the health of all of your students before departure. Please ask anyone who is sick to stay home.
- Each student and chaperone must have a completed and signed Student Health Form upon arrival. Look through each health form and note any special conditions or limitations. Notify the camp of any special arrangements or restrictions prior to your arrival. Please alphabetize the health forms (student and chaperone forms separate) and bring them with you to the camp.
- For students with allergies or food restrictions, please have parents fill out the online Allergy/Intolerance Form. You will be sent a link to the form via email. **If special food arrangements are needed, we require at least 2 weeks advance notice prior to your group's arrival.** Once an online Allergy/Intolerance form has been received, a CELP director will contact you and the student's parent to discuss alternate food and/or medical arrangements.
- Collect all student medication before departure. **Please note that it is the chaperone's responsibility to dispense all medication during your stay at camp.** Please notify CELP of any medications or medical devices that need special storage (insulin, nebulizer, etc).
- Chaperones are responsible for bringing student's emergency medication with them to every program (ie. EpiPens, inhalers).
- Bring any over-the-counter medication that you think may be needed by your group. We recommend motion sickness medication (Bonine is a good one), Tylenol/Advil, cold medicine, cough drops/throat lozenges, etc. Extra sunscreen is also a good idea.
- Participants who show signs of communicable illnesses (i.e. chicken pox, measles, etc.) during their visit will be restricted from program participation and sent home as soon as is safe and feasible.

Student Preparedness

- Please send the "**Parent Packet**" to families at least **one month** prior to your scheduled visit so that parents/guardians have time to fill out the appropriate paperwork and prepare their child for the trip. Please collect forms, review and share pertinent information with CELP in a timely manner.
- **It is the school's responsibility to make sure that all students have packed items included on the packing list.** Keep in mind that the weather can change quickly on the island, therefore participants should be prepared for sun and rain, heat and cold.
- Be sure to share important CELP details with students. They should be prepared for a structured learning environment in an outdoor setting. In addition, certain CELP activities, including snorkeling, hiking, and kayaking, require a moderate to high level of physical activity.
- Every student and chaperone will be given a CELP re-usable waterbottle upon arrival. The waterbottle is theirs to keep and use throughout the week.

Communication

- There are no pay phones at camp. A camp cell phone is available for school-related emergencies and special requests.
- Internet access is limited and is available at special request only.
- Cell phone reception is limited and unpredictable on the island, especially at the camp at Howlands Landing. Verizon is currently the only carrier that has reliable service.
- Please contact us with any questions. Our mainland office is available to help with logistical questions and concerns during regular business hours at (626) 296-4040. Questions regarding the program can be communicated directly to the program directors via e-mail at celp@catalinaislandcamps.com.
- Please instruct your school office to field parent questions whenever possible.
- During the trip, we recommend having the group leader call the school periodically with updates from camp (weather, activities, highlights, etc.). An automated message system has proven to work well.
- If you need to contact us or be reached on the island during your stay:

Contact Information

School Administrators and Group Leaders may call:

- Mainland Office - (626) 296-4040 (during regular business hours)
- Island Director's Cell (Becky Morrow) – (626) 625-0233 (during and after regular business hours)
- Mainland Director's Cell (Travis Langen) - (626) 625-0607 (during and after regular business hours)

Parents/guardians may call:

- Mainland Office – (626) 296-4040 (during regular business hours)
- Island CELP Director – (626) 625-0233 (after regular business hours and **for emergencies only!**)

Free Time

Chaperones are responsible for student supervision during free time (before and after meals). Students may participate in a variety of free-time activities including ping-pong, soccer, volleyball, tennis, and basketball. Students may hang out on the beach as long as there is chaperone supervision. Students may not enter the water without a CELP staff lifeguard on duty. Talk to a CELP Director about scheduling a lifeguard.

Program Packet

Please read through the documents within the program packet. You will receive an email from CELP with a link to an online form where you can submit your Program Planner and School Information sheet. Prior to assigning students to CELP Activity Groups and Cabin Groups, please verify with CELP the number of groups and cabins that will be assigned to your school.

Transportation Packet

Traveling to and from Catalina Island is an exciting part of the CELP experience. All ferry travel to the island is booked through the Catalina Express (www.catalinaexpress.com). Please contact us PRIOR to making any mainland travel arrangements to ensure that you arrive to the ferry on time.

Flight Arrangements:

If you are flying into Los Angeles or Long Beach, please call our mainland office at 626-296-4040 **before you make your flight reservations** to make sure your flight arrives with enough time to get to the boat terminal.

Ground Transportation:

Your school/group is responsible for all travel arrangements to and from the Catalina Express boat terminal. Your boat travels to and from the Catalina Express terminal in San Pedro, CA. DO NOT go to the Catalina Express terminal in Long Beach, CA.

The San Pedro Catalina Express address is Berth 95, San Pedro, CA 90731. Please note that the San Pedro terminal address does not display accurately on all mapping websites.

For mapping driving directions use: N Front St & Swinford St, San Pedro, CA 90731

Boat Transportation:

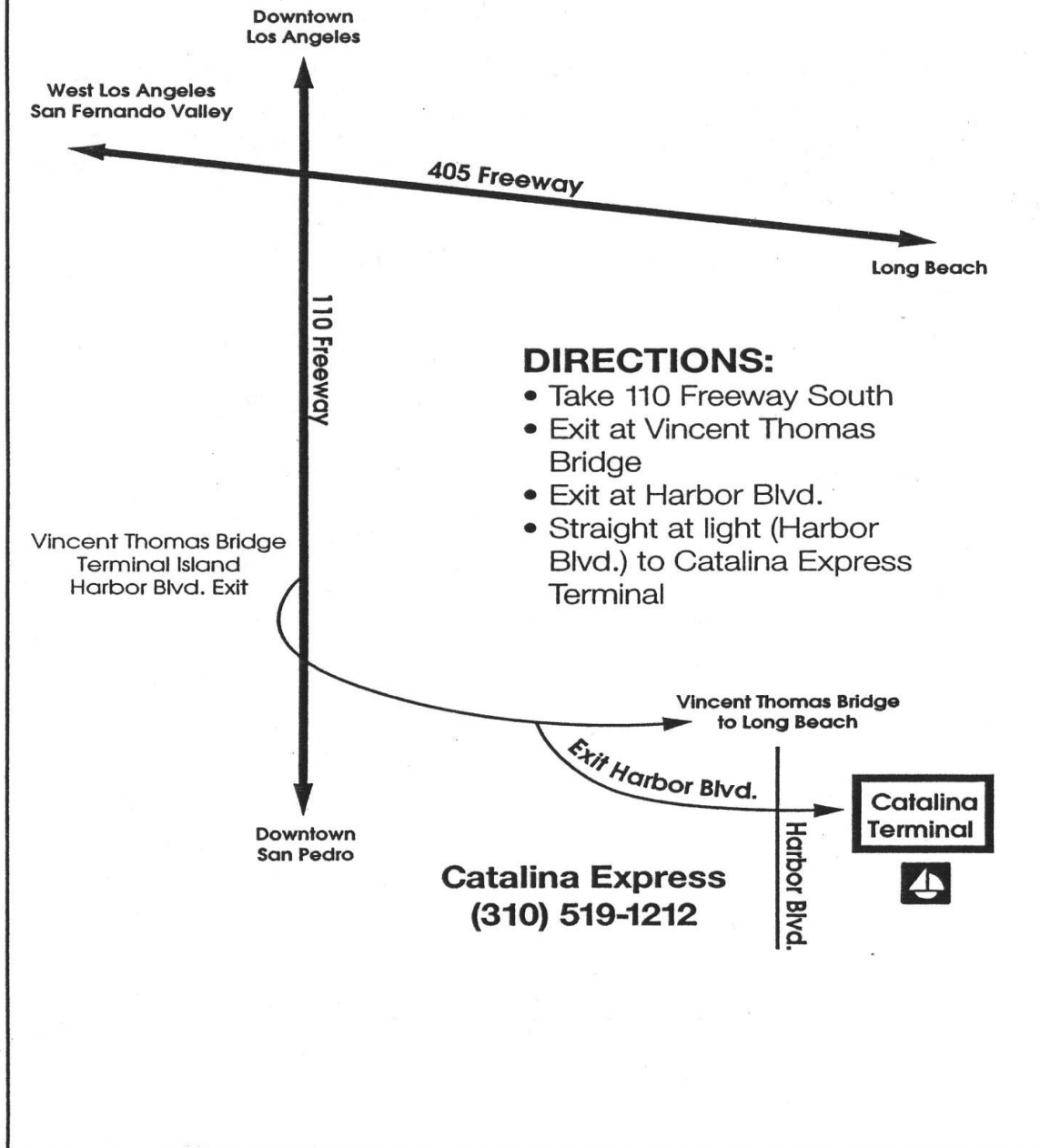
- CELP administrative staff will book your boat transportation to and from the island. Your boat transportation charges will be added to your final invoice.
- We will finalize these arrangements based on the numbers you provide on your School Information Sheet.
- You will receive a CELP Travel Information Sheet once travel details are confirmed. This will include a map to the terminal, check in times, and a breakdown of meals provided on travel days.
- Once we have contracted with the Catalina Express, your transportation charge cannot be reduced, even if you bring fewer students and/or chaperones.
- If you find that you have additional students and/or chaperones that want to participate in the program, please check with our office to make sure there is space on the boat to add participants. If we are able to add participants, your transportation charge will be increased.
- If your group is traveling on a chartered ferry, the boat will arrive directly to the dock at Howlands Landing, home of the Catalina Environmental Leadership Program.
- If your group is traveling on a regularly scheduled ferry, the boat will arrive into the island port of Two Harbors. CELP will make arrangements for shoreboats (water taxis) to transport your group from Two Harbors to the camp at Howlands Landing.
- The Head Chaperone traveling with the group is required to review the following travel guidelines with students and chaperones prior to boat travel.

Boat Guidelines for Students and Chaperones

Please *review the following guidelines with student and chaperones* prior to traveling on the Catalina Express.

- Chaperones, not boat crew, are responsible for the supervision of students while traveling on the Catalina Express.
- There must be at least one chaperone that boards the boat before the students.
- Use caution when boarding and exiting the boat. Please do not crowd the door. Use the handrail and watch your step.
- Please be respectful to the boat captain and crew by remaining silent and listening to all announcements.
- Please walk while on the boat. Running is prohibited at all times.
- **Please stay seated while the boat is underway.** Limit movement for safety purposes and to show respect to other passengers.
- Please maintain a respectful volume. No shouting or screaming.
- Please help keep litter from blowing into the ocean by placing trash into the receptacles provided. Recycling bins are available at the camp.
- Be sure to mark all luggage with a sturdy ribbon or tag. Please do not crowd the crew as they load and off-load luggage.
- Please walk through and look for trash and belongings prior to disembarking the vessel.

CATALINA EXPRESS TERMINAL SAN PEDRO



For mapping websites and GPS devices, use the intersection of:
N Front Street & Swinford Street, San Pedro CA 90731

PROGRAM PACKET

Includes the following:

- Program Offerings - description of CELP activities
- Program Planner - where you select your elective activities
- School Information - important information about your group
- CELP Activity Groups - where you assign your co-ed activity groups
- Cabin Groups - where you assign your male and female cabin groups
- Camp Conservation Guidelines - to share with group

Program Offerings

* Denotes Core Program offering assigned to all groups

MARINE EXPLORATION

*** Ocean Orientation Snorkel**

The first snorkel introduces students to snorkeling techniques as well as the marine ecosystems at Howlands Landing. The group will learn the finer points of putting on a wetsuit and getting fitted for a mask and fins. Instructors will help students of all swimming levels feel comfortable in the ocean environment. This snorkel will be the first opportunity for students to explore the wonders of the kelp forests.

Kelp Connections Snorkel

Our second snorkel focuses closely on the kelp bed community. Students will observe an organism of their choice and learn how it is connected to others within the ecosystem. These connections are discussed and expanded to include connections between the kelp bed ecosystem and human communities.

Adaptive Strategies Snorkel

Schools joining us for our five-day program will have the option of a third daytime snorkel. This activity gives students the chance to kayak to neighboring Emerald Bay and snorkel in a new underwater setting. There we will study the behavioral and physical adaptations that aid in an organism's survival.

Kayak Adventure I

Explore the wonders of the island while paddling a sit-on-top kayak. Students will have the opportunity to view both the kelp forest and terrestrial ecosystems from a new perspective. Instructors share stories of the island while pointing out coastal plant and animal life.

Kayak Adventure II

This activity is similar to Kayak Adventure I, but twice as long!

The Hidden Life of the Kelp Forest: Microscope Lab

Using our video microscope laboratory, students get an up-close look at the microscopic creatures that live in the kelp forest. Students witness how these fascinating organisms, although small, provide invaluable services to the kelp forest community.

TERRESTRIAL EXPLORATION

*** Ecology Hike**

Hike the hillsides of Catalina to explore how terrestrial species meet the challenges of survival. Students will search for endemic plants and animals, discuss the impact of humans and introduced plants and animals on island ecosystems, learn about Catalina's dynamic landscape, and take time to enjoy great views of the island and ocean.

Shoreline Investigation

Exploring our cove's tidepools and beach habitat, students examine the organisms found in the intertidal zone and learn about the adaptations that help them survive in this constantly changing environment.

HUMAN LIFESTYLE

*** Garden and Composting**

Students learn about composting, organic gardening, and other sustainable practices while touring the Howland's Garden Project. A "hands-on" experience, students become active participants in transforming the camp food scraps into nutrient-rich soil.

Sustainable Living

This activity focuses on the connection between humans and the environment. Students will discuss the importance of living sustainably and reducing their environment footprint through conservation of limited resources, recycling and reuse of materials, and use of alternative forms of energy.

Nature and Creative Expression

Enjoy a tranquil setting while developing skills in observation, sketching, writing, and nature appreciation. This activity invites students to explore secret spots full of colors, sounds and patterns. Students will get the opportunity to reflect and embrace their connection to the environment while using various mediums to capture what they see.

ECOLOGICAL RESTORATION/SERVICE LEARNING

This 1.5 hour elective program provides students the opportunity to help restore Catalina's unique ecosystems. The program starts out with an interactive walk through a restored creek bed where students receive an introduction into the field of restoration ecology. Students then roll up their sleeves and work alongside with staff on an age-appropriate service project. Project examples include invasive plant removal, sustainable trail building, seed collection, and native planting. Students are provided with age-appropriate tools and a thorough training and safety orientation prior to digging in.

PERSONAL AND GROUP CHALLENGES

*** Team Building Challenge**

Building teamwork and communication skills, students are given a sequence of initiative challenges that they must work together to solve. Activities are centered on issues such as competition, cooperation and trust.

Climbing Wall Challenge

Building on the skills practiced during Challenge Tier I, students are given the opportunity to don a harness and attempt the climbing wall. With the help of the group, our trained-staff

provide verbal encouragement and ground support. This activity follows a “challenge by choice” philosophy, allowing students to set their own personal climbing goals.

Ropes Course Challenge

Expand your comfort zone and enjoy the view! With elements like the Eagle’s Perch, Catwalk, and Broken Bridge, the high ropes course offers plenty of challenge and excitement. Fully equipped with ropes, harnesses and helmets, students are supported by an on-ground belay teams made up of trained staff, chaperones and students.

EVENING PROGRAMS

**** Night Snorkel**

Under close supervision, students get the chance to use underwater flashlights to look for lobster, hornsharks, bat rays, and other nocturnal creatures in our cove. Under starry skies, look down and see the amazing bioluminescent plankton glitter around you. The night snorkel is a once-in-a-lifetime experience that participants will remember for years to come.

Depending on the size of the school group, for safety reasons it may be necessary for us to limit the number of participants by making this an optional evening program. Camp staff will contact you if it looks like this may be the case.

Life in the Dark: Night Hike

Hiking at night is a unique sensory experience. By leaving their flashlights behind, students optimize their night vision and heighten their sense of awareness. Experience nightfall as it descends upon the island and learn how the Catalina Island fox and other nocturnal creatures have adapted to life in the dark.

Night Sky

Taking advantage of clear, dark nights, groups take a short walk to the back of camp where they lay out under the stars and broaden their understanding of outer space. In addition to learning about planets, constellations, and galaxies, students see how discoveries in astronomy have helped shape our culture and the cultures of past civilizations.

Pimuvits Life: Campfire

Through a sequence of interactive activities, songs and stories, the Pimuvit Life campfire teaches students about the native islanders that inhabited Catalina Island years ago. Connecting the past, present and future, instructors discuss the relationships between the Pimuvits, the island flora and fauna, early European explorers and settlers, and the student’s lives.

Catalina Environmental Leadership Program
PROGRAM PLANNER

You will be sent a link to complete this form online. Fill out the form below ONLY if you are unable to fill out the online version or if you would like to keep a copy for your records.

School Name: _____ Program Dates: _____

**Three Day Program
(Monday to Wednesday or Wednesday to Friday)**

Core Program (Pre-selected)

Ocean Orientation Snorkel

Ecology Hike

Gardening and Composting

Team Building Challenge

Marine Ecology Slide Show

Evening Programs (Choose two)

_____ Night Snorkel

_____ Life in the Dark-Night Hike

_____ Night Sky

_____ Pimuvit Life-Campfire

Electives (Please choose 3 hours)

*** Program hours may be adjusted due to boat schedule**

_____ Climbing Wall Challenge (1.5 hours)

_____ Ropes Course Challenge (3 hours)

_____ Kelp Connections Snorkel (3 hours)

_____ Adaptive Strategies Kayak/Snorkel (3 hours)

_____ Shoreline Investigation (1.5 hours)

_____ Kayak Adventure I (1.5 hours)

_____ Kayak Adventure II (3 hours)

_____ The Hidden Life of the Kelp Forest Lab (1.5 hrs)

_____ Nature & Creative Expression (1.5 hours)

_____ Sustainable Living (1.5 hours)

_____ Ecological Restoration/Service Learning (1.5 hours)

Notes:

Catalina Environmental Leadership Program
PROGRAM PLANNER

You will be sent a link to complete this form online. Fill out the form below ONLY if you are unable to fill out the online version or if you would like to keep a copy for your records.

School Name: _____ Program Dates: _____

Group Leader (Traveling with students) _____

Five Day Program
(Monday to Wednesday or Wednesday to Friday)

Core Program

Ocean Orientation Snorkel
Kelp Connections Snorkel
Ecology Hike
Sustainable Living
Garden & Composting
Team Building Challenge
Ropes Course Challenge
Slide Show

Core Evening Programs

Life in the Dark-Night Hike
Night Sky
Pimuvit Life-Campfire
Night Snorkel

Electives (Please choose 7.5 hours)

*** Program hours may be adjusted due to boat schedule**

_____ Climbing Wall Challenge (1.5 hours)
_____ Adaptive Strategies Kayak/Snorkel (3 hours)
_____ Shoreline Investigation (1.5 hours)
_____ Kayak Adventure I (1.5 hours)
_____ Kayak Adventure II (3 hours)
_____ The Hidden Life of the Kelp Forest Lab (1.5 hrs)
_____ Nature & Creative Expression (1.5 hours)
_____ Ecological Restoration/Service Learning (1.5 hours)

Notes:

Catalina Environmental Leadership Program
PROGRAM PLANNER

You will be sent a link to complete this form online. Fill out the form below ONLY if you are unable to fill out the online version or if you would like to keep a copy for your records.

School Name: _____ Program Dates: _____

Group Leader (Traveling with students) _____

Four Day Program
(Monday to Thursday or Tuesday to Friday)

Core Program

Ocean Orientation Snorkel
Ecology Hike
Sustainable Living
Garden & Composting
Team Building Challenge
Slide Show

Evening Programs (Choose three)

____ Night Snorkel
____ Life in the Dark-Night Hike
____ Night Sky
____ Pimuvit Life-Campfire

Electives (Please choose 7.5 hours)

*** Program hours may be adjusted due to boat schedule**

____ Climbing Wall Challenge (1.5 hours)
____ Ropes Course Challenge (3 hours)
____ Kelp Connections Snorkel (3 hours)
____ Adaptive Strategies Kayak/Snorkel (3 hours)
____ Shoreline Investigation (1.5 hours)
____ Kayak Adventure I (1.5 hours)
____ Kayak Adventure II (3 hours)
____ The Hidden Life of the Kelp Forest Lab (1.5 hrs)
____ Nature & Creative Expression (1.5 hours)
____ Ecological Restoration/Service Learning (1.5 hours)

Notes:

School Information

You will be sent a link to complete this form online. Fill out the form below ONLY if you are unable to fill out the online version OR if you would like to keep a copy for your records.

School Name: _____

School Contact Name: _____ School Contact Phone Number: _____

Head Chaperone(s) traveling with students: _____

Head Chaperone Cell # (to contact group while en route): _____

Background

Please describe your school's education philosophy. Are there factors we should take into consideration in teaching any specific subjects?

What concepts taught at your school will tie into the CELP curriculum you have chosen?

What environmental issues are important in your area?

Is your school currently involved in any of these issues?

Does your school compost, garden and/or recycle?

Are you doing any specific classroom preparation for your CELP visit?

While CELP does not provide a student journal, we are happy to incorporate a journal the school has brought into program time. Should instructors facilitate journaling during program, or will the school do so during free time?

What are the main goals for your trip (i.e. environmental education, sustainable living, outdoor adventure, retreat)?

Have your students had previous outdoor education/overnight field trip experiences?

What is the background of your chaperones (i.e. teachers, parents, etc.)? How have you prepared them for the trip?

Meals

How many vegetarians do you have in the group (including adults)? Please provide as many details as possible (i.e. no red meat, no meat of any kind, vegan, etc.).

Are there any dietary restrictions that apply to your whole group (i.e. kosher)?

Are there any severe dietary allergies in your group? Please provide detailed information as to severity, reaction, and prevention (i.e. cannot ingest a substance, cannot be in the same room as a food item, gets a rash, has an EpiPen, etc.). For severe allergies, please have parent/guardians and/or physicians fill out the Allergy/Intolerance form and submit to CELP.

Are there any birthdays in your group (include name and date)?

Special Needs

We are happy to work with you in making our program accessible for students with special needs. It is imperative, however, that we are aware of the need for accommodation **prior to your trip to camp**. Please describe any students who have special needs in the space below. Feel free to use additional pages as needed.

Other Information

Grade of students: _____

Number of male students: _____

Number of female students: _____

Total number of students: _____

Number of male chaperones: _____

Number of female chaperones: _____

Total number of chaperones: _____

**Includes all adults traveling with the*

group

Will chaperones be sleeping in the cabins with the students? _____

****You will be notified regarding the number of male/female cabins and the number of CELP groups once this form is received.***

Please rate your group's general water comfort level/swimming ability

Circle one: 1= Not comfortable, 2= Somewhat comfortable, 3= Comfortable, 4= Very comfortable

This will be our group's _____ year with the Catalina Environmental Leadership Program

Has the Head Chaperone ever been to CELP? _____ If so, how many times? _____

Thank you for taking the time to complete and return this form. All information you share with us prior to your arrival will help to make your CELP experience a positive one. Please call 626-296-4040 if you have any questions!

CELP Activity Groups

Before your school arrives at Howlands Landing, we ask that you divide your students into CELP activity groups. The groups need to be as even as possible. We recommend, but do not require, that you mix boys and girls in your CELP Groups whenever possible. We also strongly suggest that you spread out students who require extra attention into the various CELP Groups rather than placing them all in one group.

Upon your arrival we will ask for your CELP Group List that should include student names as well as any special information (i.e. restrictions, learning challenges, health concerns, discipline issues, etc.) for each student. **This information is shared with the instructors of each group.** The more information we have about your students the more effective our instructors will be. We encourage all students to attend CELP and we request to be informed of any students in your group with special needs of which our instructors should be aware. This will help us provide a safe and valuable experience for everyone.

Please divide your students into CELP Groups of 11-15. Use additional sheets as needed. Students should be aware of their group number prior to arrival.

School Name _____

Program Dates _____

CELP Group #1

Student Names	Student Information, Allergies, etc
1	
2	
3	
4	
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14	
15	
Chaperone(s):	

CELP Group #2

Student Names	Student Information, Allergies, etc
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14	
15	
Chaperone(s):	

CELP Group #3

Student Names	Student Information, Allergies, etc
1	
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14	
15	
Chaperone(s):	

CELP Group #4

Student Names	Student Information, Allergies, etc
1	
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13	
14	
15	
Chaperone(s):	

CELP Group #5

Student Names	Student Information, Allergies, etc
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11	
12	
13	
14	
15	
Chaperone(s):	

CELP Group #6

Student Names	Student Information, Allergies, etc
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11	
12	
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14	
15	
Chaperone(s):	

CELP Group #7

Student Names	Student Information, Allergies, etc
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14	
15	
Chaperone(s):	

CELP Group #8

Student Names	Student Information, Allergies, etc
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13	
14	
15	
Chaperone(s):	

CELP Group #9

Student Names	Student Information, Allergies, etc
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8	
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10	
11	
12	
13	
14	
15	
Chaperone(s):	

CELP Group #10

Student Names	Student Information, Allergies, etc
1	
2	
3	
4	
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7	
8	
9	
10	
11	
12	
13	
14	
15	
Chaperone(s):	

CELP Group #11

Student Names	Student Information, Allergies, etc
1	
2	
3	
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8	
9	
10	
11	
12	
13	
14	
15	
Chaperone(s):	

Cabin Groups

Students stay in cabins that can house up to twelve people. There are separate boys and girls camp areas with shower and bathroom facilities within close walking distance. All students must be assigned to a cabin group before arrival. We also recommend that you notify students of their cabin groups before the trip in order to expedite the move in process on arrival day. ***At least one chaperone must be assigned to each cabin (a single chaperone may be assigned to two cabins if necessary).*** Chaperones may either stay in the cabins with students or in a shared chaperone cabin in close vicinity to student cabins. Schools must decide prior to arrival if they would like chaperones rooming with students or in separate cabins. Please remember that chaperones are at all times responsible for student supervision in the cabin areas.

Please Check One:

School Name: _____

Chaperones will stay in student cabins. Place a minimum of 8 and a maximum of 11 students in each cabin.

Chaperones will stay in adult-only cabins. Place a minimum of 8 and a maximum of 12 students in each cabin.

Cabin Group #1

Cabin Group #2

Students	Students
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
Chaperone:	Chaperone:

Cabin Group #3

Cabin Group #4

Students	Students
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
Chaperone:	Chaperone:

Cabin Group #5

Students	Students
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
Chaperone:	Chaperone:

Cabin Group #6**Cabin Group #7**

Students	Students
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
Chaperone:	Chaperone:

Cabin Group #8**Cabin Group #9**

Students	Students
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
Chaperone:	Chaperone:

Cabin Group #10

Cabin Group #11**Cabin Group #12**

Students	Students
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
Chaperone:	Chaperone:

Cabin Group #13**Cabin Group #14**

Students	Students
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
Chaperone:	Chaperone:

Cabin Group #15**Cabin Group #16**

Students	Students
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
Chaperone:	Chaperone:

Camp Conservation Guidelines

Please review the following conservation guidelines with your group before visiting CELP.

Water Conservation

Due to its arid climate, Catalina Island lacks plentiful fresh water. The camp at Howlands Landing relies on local groundwater for all of our water usage, including showers, cooking, drinking, washing, and irrigating. With the statewide drought, our water availability has been drastically limited. All of Catalina Island has gone into mandatory water rations. **We need your help to ensure that the camp has an adequate supply of water to last us through the end of the year.**

What can you do?

- Please limit showers to one per day, at most, and please keep them under 3 minutes. We strongly discourage guests from showering on travel days.
- Chaperones are responsible for monitoring showers and making sure students are taking short showers and not taking more than one shower per day.
- Help keep the kitchen's water usage down by using one plate per meal and refilling a waterbottle rather than using a cup.
- Please report any leaking faucets or toilets immediately
- When rinsing camp equipment and sandy feet, please use the provided rinse buckets instead of a hose

Waste Separation and Recycling

When you throw something away, where is away? The waste we generate at Howland's gets trucked to Avalon where it is either recycled or buried in a landfill. We are required to separate all of our waste into different categories before it arrives into Avalon. You can help us out by properly disposing your waste into one of the two types of receptacles around camp.

Trash

Food Wrappers
Wet Paper
Plastic/ Shrink Wrap

Recyclables

Aluminum and Steel Cans
Glass Jars and Bottles
Office Paper and Newspaper
Cardboard
Plastic Bottles
Junk Mail and Magazines
Empty Aerosol Cans

Please avoid bringing items to camp that will generate excess trash (new items with excessive packaging, disposable items, etc).

Composting

The first step in our composting program is minimizing the amount of uneaten food we throw away. When going through the dining hall, please put on your plate only what you know you can eat, and try to eat all that you take. There will always be an opportunity to go back through the dining hall for seconds and thirds. After each meal our food waste is separated into compostable and non-compostable food. Below is a list of meal items and where they go:

Compost

Fruits
Vegetables
Paper napkins
Bread/pasta products
Tea bags
Liquids (except milk)

Non-Compostable Food

Meat products
- chicken, beef, pork, seafood
Dairy products
- milk, cheese, yogurt
Eggs

Wildlife Protection

We share the island with countless plants and animals. Following these guidelines will help ensure that they can continue thriving here.

- Please no fishing or harvesting of any marine life while at CELP.
- Keep shells on the beach so they can become homes for hermit crabs and other organisms.
- Do not feed, touch, or harass wild animals. Appreciate them from a distance.
- Stay on designated trails and roads at all times. No trail blazing.
- Do not pick or collect wildflowers flowers or plants.
- Please pick up litter before it ends up in the ocean or the stomach of an animal.
- Please no shouting and screaming during free time or program time. Loud sounds scare off birds and other wild animals.

Energy Conservation

Here are a few simple things you can do to conserve energy while at camp:

- Please shut off lights when cabins are not being used.
- Please roll up the canvas windows for natural lighting during daylight hours.
- Avoid bringing electronic devices that require charging. Turn off devices when not in use to preserve battery life.

What else can we do??

Please share your thoughts on other actions we can take to minimize our impact on the island and conserve our limited resources.

**Thank you in advance for your efforts and cooperation!
We look forward to your visit!**

Catalina Environmental Leadership Program

Chaperone Packet

Please copy and distribute to all chaperones.

Chaperone Responsibilities

CELP instructors and school chaperones form a team that provides a safe and enriched learning environment for all students. CELP instructors take on primary responsibility for teaching all scheduled activities. School chaperones are expected to support CELP instructors during scheduled activities and provide primary student supervision during free time.

- Chaperones should come prepared to participate in all activities, learn and have fun
 - Chaperones do not need prior experience snorkeling, hiking or climbing a wall
 - Unless prior arrangements are made, all chaperones are required to snorkel with their groups
 - During program hours, chaperones are asked to assist students with gear, help with student behavior management, and provide additional supervision.
 - Outside of program hours, chaperones supervise students during meals, free time and cabin time
-

Medical Care

- Medical care, such as dispensing medications or caring for sick children, is the responsibility of the visiting group. In the event of an emergency, camp directors will assist the school in making arrangements for emergency care.
- General supplies such as bandages will be provided but the group is responsible for bringing any necessary over the counter medications. We strongly suggest the following: motion sickness medication (Bonine is a good one), Tylenol/Advil, cold medicine, cough drops/throat lozenges, and sunscreen.
- CELP staff members are lifeguards with First Aid, CPR, AED, and Emergency Oxygen certifications trained to handle emergencies during CELP-managed activities.
- Twenty-four hour emergency medical care is available in the city of Avalon and by LA County Baywatch paramedics located in the nearby port of Two Harbors.

Boat Travel

- Chaperones are responsible for the conduct of students while traveling on the boat. Students must remain seated while the boat is underway, be respectful of other passengers, and follow all directions from the Catalina Express or Harbor Patrol staff. Please prevent your students from running while on the boat. Please review the

Scheduled Activity Time

- The CELP staff provides all activity instruction but rely on school chaperones to assist them with group management, discipline and overall safety of the students during activities.
- Chaperones are required to participate in all daily activities. The ocean water will be cold; we use wetsuits and instructor enthusiasm to help reluctant students get excited about snorkeling. The more active and enthusiastic the adult chaperones are, the better the overall experience will be for the students.

Meal Time

- Chaperones need to help students follow all dining hall procedures and expectations. This includes getting to meals on time. Shirts and shoes are required in the dining area.
- Chaperones are responsible for ensuring that students follow camp dining hall procedures. This includes dismissing students after their area has been cleaned.

Free Time

- The CELP staff is off at this time; therefore school chaperones have responsibility for group supervision and organization. This includes the beach, sports areas, cabins and shower area.

Cabin Time

- Students must be supervised in the cabin areas at all times. There should never be students alone in the cabin or shower area.
- Schools are held responsible for any property or building damages done by their students during their stay.
- Chaperones are asked to help in water conservation efforts by enforcing our one shower a day rule.
- Quiet hours are from 9:30PM to 7:15AM for all participants. Please help to enforce quiet hours, as it will ensure that students get the sleep they need to participate in program activities the following day.
- Students are not allowed to bring food or drinks into their cabins. Snacks can be kept in the camp office.

Daily Schedule

7:45AM	Breakfast		
9:00AM	Morning Activities	5:45PM	Dinner
12:15PM	Lunch/ Free Time	7:00PM	Evening Program
2:00PM	Afternoon Activities	9:30PM	Quiet Time
5:00PM	Free Time	10:00PM	Lights Out

*Schedule may change due to hours of daylight

Time Off

- There is a designated smoking area for adult chaperones that smoke cigarettes. This is the only area where smoking is permitted. Smoking is not allowed for any student.
- No alcoholic beverages or marijuana products are permitted at any time.

Staying in Touch

Please allow at least five days for mail delivery from Los Angeles to the island. Please address mail to:

Your Name, Your School
Catalina Island Camps
P.O. Box 5083
Avalon, CA 90704

We have limited phone lines at our site. In the event that there is an **emergency** and someone needs to reach you on the island, they may call our mainland office, (626) 296-4040 during business hours and (626) 625-0233 after business hours. **Cell service is very limited on the island. Camp phones are available for emergency and school communication.** Phone use for essential personal communication must be prearranged with the camp staff. Visit our website for more info: **www.celp.net**

The Catalina Environmental Leadership Program takes place at Howlands Landing, the home of Catalina Island Camps. It is a beautiful spot with access to unique and unspoiled plant and animal life. The marine environment provides for some of the best snorkeling on the California coast. In order to maintain a close connection with the natural world, we attempt to keep the site in as close to a natural state as possible, while also providing adequate lodging and program facilities. All participants will find the facility clean and comfortable yet also simple and rustic compared to anything you would find in the city. Please be sure that you are prepared for the outdoor experience that awaits you at Howlands Landing!

CELP Packing List

Clothing:

warm jacket (nights are cool)
sweatshirt or sweater (preferably with hood)
rain gear (we will be outside rain or shine)
hiking shoes
tennis, running, or walking shoes
t-shirts
under clothing
swimsuit(s)
jeans or long pants
shorts
warm pajamas
several pairs of socks
hat with brim for sun protection
sandals with a backstrap that can get wet or old gym shoes

Optional Items:

beanie hat, gloves (for colder weather)
inexpensive camera, film
underwater camera
playing cards
writing materials, stamps, pen
books
rashguard
snorkel, mask, fins, wetsuit (CELP **does** provide)
money for store, in small bills (store sells t-shirts, postcards, souvenirs, toiletries, etc.) Store clothing ranges in price from \$12-\$50

Personal Gear:

warm sleeping bag (temps to 45°)
pillow
towels (**1 bath, 1 to 2 beach**)
sunglasses
day pack
soap, shampoo
toothbrush, toothpaste
sunscreen
lip balm with sunscreen
flashlight

Rain Gear: It does rain on Catalina!

Rain Gear (raincoat, waterproof pants and/or plastic poncho)
Extra Sweatshirt or Sweater
Extra pair(s) of socks

Not Recommended:

iPods, iPads, mp3 or CD players, etc.
cell phones, laptops, DVD players,
expensive clothing, jewelry, etc.,
food, drinks, candy, gum (camp has a no gum policy)

Summer and Family Programs

Jean-Michel Cousteau Family Camp: A five-day retreat of adventure, discovery and fun camp activities with Jean-Michel Cousteau and his staff on Catalina Island. For information, call (626) 296-4040, email info@catalinaislandcamps.com or visit www.catalinaislandcamps.com/our-programs/jean-michel-cousteau-family-camp/

Catalina Island Camps Summer Program: Resident camp for boys and girls ages 8-16 that provides unique opportunities for children to develop life-long skills in a fun and cooperative group living environment. For information, call (626) 296-4040, email info@catalinaislandcamps.com or visit www.catalinaislandcamps.com

Catalina Environmental Leadership Program
Chaperone Health Form

This form will be used by medical professionals in the event of an emergency. Please take the time to fill it out thoroughly and completely.

School _____

Chaperone Name _____ Birth Date _____

Street Address _____ City, State, Zip Code _____

Emergency Contacts

Name/relation _____ Phone 1 _____ Phone 2 _____

Name/relation _____ Phone 1 _____ Phone 2 _____

Important Health Information:

For the following categories, please describe pertinent medical history and any restrictions, treatment, or special accommodations required on site. Use the back of this sheet as needed.

Allergies (food, medication, bee stings, etc): _____

Physical restrictions (injuries, disabilities, etc): _____

Social/Behavioral (phobias, anxiety, etc): _____

Any medication currently taken (prescribed & over-the-counter): _____

Other medical conditions (diabetes, asthma, heart conditions, etc): _____

Dietary restrictions (vegetarian, kosher, etc.): _____

Insurance Information

Name of Your Insurance Company _____ Policy # _____

Address of Insurance Company _____ Phone # _____

Authorization

The information on this form is correct and complete as far as I know. The person herein described has permission to engage in all CELP activities except as noted. I hereby give permission to the personnel at CELP to provide routine health care and seek emergency treatment including ordering x-rays or routine tests. I agree to the release of any records necessary for insurance purposes. I give permission to the camp to arrange necessary related transportation. In the event I am unable to provide consent in an emergency, I hereby give permission to the physician selected by the camp to secure and administer treatment including hospitalization for myself.

Signature _____

Printed Name _____ Date _____

This original form will be kept on file at CELP

Catalina Environmental Leadership Program

Parent Information

Please copy and distribute to all parents.

What is CELP?

The Catalina Environmental Leadership Program (CELP, pronounced "kelp") is an overnight outdoor education program located on the beautiful west end of Catalina Island off the coast of southern California. CELP combines the experience and creative efforts of Catalina Island Camps (www.catalinaislandcamps.com) and the Ocean Futures Society (www.oceanfutures.org), led by world renown ocean explorer Jean Michel Cousteau. While at CELP, students are led on a variety of land and sea activities, each blending outdoor adventure with learning and team building. Learn more about CELP by visiting our website (www.celp.net).

The Site

School groups stay at the camp at Howlands Landing on the California-facing side of Santa Catalina Island, about 22 miles from the port of Los Angeles. Several hundred feet of beach and a private pier provide access to the beautiful waters surrounding Catalina Island. The secluded spot allows for ample exploration of the island's unique and unspoiled plant and animal life. In addition to the location there are many other qualities that make the site ideal for school year programs.

- All students and school chaperones live in simple yet comfortable and clean cabins located right on the beach or in a field overlooking the ocean. Restroom and shower facilities are in close proximity to all cabins.
- The kitchen staff provides three well-rounded meals a day and can accommodate a variety special dietary needs if properly notified.
- CELP Instructors are first aid, CPR, and lifeguard certified. They are hired based on skills, character, personality, attitude, and leadership ability.

Travel to the Island

Groups visiting CELP travel on the Catalina Express ferry from San Pedro, California, home of the Port of Los Angeles. The ferry ride takes a little over an hour. Schools may be traveling to the camp with Student's from other schools. For information about the Catalina Express, visit www.catalinaexpress.com.

Contacting Students at CELP

If you wish to send mail to your child please allow at least five days for mail delivery from Los Angeles to the island. Please send letters only, **no packages**. Please address mail to:

Your Child's Name, School Name
Catalina Island Camps
P.O. Box 5083
Avalon, CA 90704

Please contact your school first if you need to get a message to a student or chaperone attending CELP. Your school can contact staff and teachers on the island. You may also call our mainland office during business hours at (626) 296-4040. For after-hour emergencies only, you may call the on-site CELP Director at (626) 625-0233. **There are no phones available for students to use while at camp.** Students will **not** have access to computers or the internet. You will be contacted by the school in a timely manner if any issues arise with your child during camp.

CELP Packing List

Clothing:

warm jacket (nights are cool)
sweatshirt or sweater (preferably with hood)
rain gear (we will be outside rain or shine)
hiking shoes
tennis, running, or walking shoes
t-shirts
under clothing
swimsuit(s)
jeans or long pants
shorts
warm pajamas
several pairs of socks
hat with brim for sun protection
sandals with a backstrap that can get wet or old gym shoes

Optional Items:

beanie hat, gloves (for colder weather)
inexpensive camera, film
underwater camera
playing cards
writing materials, stamps, pen
books
rashguard
snorkel, mask, fins, wetsuit (CELP **does** provide)
money for store, in small bills (store sells t-shirts, postcards, souvenirs, toiletries, etc.) Store clothing ranges in price from \$12-\$50

- **CELP will provide each student with a new 1 liter water-bottle for them to keep.**
- **Keep in mind that students will need to be able to carry their own luggage and to store it under their beds.**
- **Please label all items with student's name and name of school. Check with school to see**

Personal Gear:

warm sleeping bag (temps to 45°)
pillow
towels (**1 bath, 1 to 2 beach**)
sunglasses
day pack
soap, shampoo
toothbrush, toothpaste
sunscreen
lip balm with sunscreen
flashlight

Rain Gear: It does rain on Catalina!

Rain Gear (raincoat, waterproof pants and/or plastic poncho)
Extra Sweatshirt or Sweater
Extra pair(s) of socks

DO NOT BRING:

iPods, iPads, mp3 or CD players, etc.
cell phones, laptops, DVD players,
expensive clothing, jewelry, etc.,
food, drinks, candy, gum

Summer and Family Programs

Jean-Michel Cousteau Family Camp: A five-day retreat of adventure, discovery and fun camp activities with Jean-Michel Cousteau and his staff on Catalina Island. For information, call (626) 296-4040, email info@catalinaislandcamps.com or visit www.catalinaislandcamps.com/our-programs/jean-michel-cousteau-family-camp/

Catalina Island Camps Summer Program: Resident camp for boys and girls ages 8-16 that provides unique opportunities for children to develop life-long skills in a fun and cooperative group living environment. For information, call (626) 296-4040, email info@catalinaislandcamps.com or visit www.catalinaislandcamps.com

Catalina Environmental Leadership Program
Student Health Form

Attention to Parents and Guardians!! This form will be used by the camp, school, and medical professionals in the event of an emergency. Please take the time to fill it out thoroughly and completely. Use the back of this sheet and/or additional sheets as needed. Thank you!

School _____

Student's Name _____ Birth Date _____

Street Address _____

City, State, Zip Code _____ Phone _____

Emergency Phone Numbers

Guardian Name _____ Relation _____ Phone _____

Guardian Name _____ Relation _____ Phone _____

Emergency Contact (in case neither guardian listed above is available)

Name _____ Relation _____ Phone _____

Important Health Information:

For the following categories, please describe the student's medical history, restrictions, treatment, or special accommodations required on site.

Allergies (food, medication, bee stings, etc): _____

Physical restrictions (injuries, disabilities, etc): _____

Social/Behavioral (ADD, ADHD, ODD, phobias, anxiety, etc): _____

Other medical conditions (diabetes, asthma, heart conditions, etc): _____

Dietary restrictions (vegetarian, kosher, etc.): _____

Medication taken (prescription and over-the-counter): _____

Insurance Information

Name of Your Insurance Company _____ Policy # _____

Address of Insurance Company _____ Phone # _____

Parent/Guardian Authorization

The information on this form is correct and complete as far as I know. I hereby give permission to the personnel at CELP to provide routine health care and seek emergency treatment for my child, which may include administering non-prescription medication under the supervision of the group leader, ordering x-rays or routine tests. I give permission to the camp to arrange necessary related transportation for my child and to the release of any records necessary for insurance purposes. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp to secure and administer treatment, including hospitalization, for the person named above. I understand there are risks associated with the CELP program, and grant permission for the students to participate in all camp activities, except as noted. I release Catalina Island Camps, Inc. and their employees from liability and accept and assume full risk and responsibility for injury and illness resulting from the student's participation. I give permission for CELP to use any photos or video taken of my child in their promotional material.

Check here if you DO NOT want a one-time flyer for our summer camp mailed to your home address.

Signature of Parent/Guardian _____

Printed Name _____ Date _____

This original form will be kept on file at CELP

Catalina Environmental Leadership Program
Allergy/Food Intolerance Form

Please complete this form **ONLY** if special medical or meal arrangements need to be made.
Once complete, please submit this form to the school. Please provide contact info below.

Student Name: _____ **Completed by:** _____

School: _____ **Relationship to student:** _____

If we have further questions about this allergy/food intolerance, how can we contact you:

Please provide as much detail as possible when completing this form. An allergy is an immune system response to a substance known as an *Allergen*. For example, allergens can be foods, insects, medication and plants. A food intolerance is an unpleasant digestive response to a food.

Please list any known allergies:

What is the student's reaction to the allergen(s)? (For each one, please give as much detail as possible)

What treatment should be provided if the child is exposed to the allergen?

Any EpiPens, inhalers or emergency medication will be the responsibility of the school. Chaperones must know the location of EpiPens, inhalers, or emergency medications at all times.

If the allergen is food, what would be the student's reaction if they:

- Touched the food: _____
- Ingested the food: _____
- Ate items processed in the same factory as the allergen: _____

Please list any known food intolerances and provide information as to how the intolerance is managed.

We will do our best to accommodate the student's allergies. If the allergy is complex, requires an entirely different diet or is extremely severe, we may ask that you provide food for the duration of the student's trip. **If you have any questions or would like more information please contact a CELP Director at wellness@catalinaislandcamps.com or call (626) 625-0233.**