

Dear Parent

Your child will soon have an opportunity to participate in a residential outdoor school program. Outdoor environmental education uses the natural world to give students a learning experience that can not take place in a classroom. The Nature's Classroom Institute program will help students understand the natural environment, participate in ecosystem exploration and study, and work together with their peers and teachers as a community. The program includes activities such as confidence-building group challenges, historical simulations, scientific explorations, and many more hands-on academic lessons. To learn more about us, go to our website at **www.nciw.org**.

Supervision and Staff: Students are supervised 24 hours a day. Classroom teachers from your child's school accompany each visiting group. In addition, Nature's Classroom Institute has a permanent staff residing on-site consisting of the Executive Director, Education Director, and our environmental education instructors (1 for every 12 students). A medical staff person is on-duty or on-call at all times.

Health and Safety: There is no requirement that students undergo a medical examination before attending Nature's Classroom Institute. The program is physically intensive, however, and you may wish to consult your physician if there are any health concerns that should be brought to the attention of the staff. Please note any special concerns on the medical forms enclosed with this package. Please note that **signatures are required on our Medical Permission & Administration Form, *whether or not your child is taking any medicines.*** Medications must be turned into the school teachers before arrival at Nature's Classroom. They must be in proper medical containers and must be labeled with your child's first and last name. Unidentified medicines can not be administered. The **Emergency Medical Authorization must be also be signed** as a requirement of participation in the NCI program.

Food and Lodging: Meals are prepared by a permanent cooking staff and are served family style. Special dietary needs should be noted on the medical forms. Vegetarian options are always available. Students, visiting teachers, and chaperones are lodged in winterized dormitories. Most rooms have private baths. Parents are welcome to visit the site before or after the school visit, preferably mid-week. You must call ahead to set up an appointment. For security reasons, no unscheduled visitors are allowed on campus. All visitors must check in at the office to receive their visitor's badge and begin their tour. Please see our website for maps, directions, and other site information.

Telephone and Mail: The telephone is **not** available for the students' use. Parents are asked not to call students **except in cases of an emergency**. The office telephone number is **(262) 363-6820**. Mail is greatly appreciated by students, but please allow **at least one week** for delivery. We will gladly hold any mail that arrives prior to the school's arrival. Please include the name of both the student and school to assist delivery.

Send mail to: Student's Name, School's Name, c/o Nature's Classroom Institute, P.O. Box 660, Mukwonago, WI 53149

Suggested Equipment List for Nature's Classroom Institute

Please do NOT buy new clothes for your child to wear at Nature's Classroom. Send old clothes (i.e. "play clothes") that you don't mind your child getting dirty during outdoor activities. Clothes should be chosen for comfort and durability rather than style. Particular care should be taken in supplying ample footwear and pants, as students frequently participate in activities in wet areas. Please make sure that personal items are clearly labeled with your child's last name (especially cameras). Contact us as soon as possible after your child's visit when reporting lost items.

In October – April, you may want to include winter clothing:

- gloves/mittens/scarf
- 2 winter hats (to alternate as they become wet with snow)
- good snow boots
- extra socks for double layers (or woolen socks)
- long underwear
- snow pants

Throughout the school year, please include the following:

- sleeping bag, bedroll, or sheets and a blanket
- pillow and pillowcase
- 3 pairs of jeans or durable pants
- 2 heavy shirts
- 1 light sweater (normal weight to heavy in winter)
- 1 sweater or sweatshirt (more in winter)
- 1 pair pajamas and robe
- 5 changes of underwear
- 1 light-weight jacket (heavy in winter)
- 8 pairs of heavy socks
- 1 pair of old sneakers
- 1 pair of waterproof boots (as needed seasonally)
- 1 raincoat or poncho
- 1 toiletry kit (soap, soap dish, shampoo, toothpaste and toothbrush, comb or hairbrush, plastic cup)
- towel and washcloth
- pre-addressed, stamped envelopes and paper (or postcards)
- pencil or pen
- insect repellent (as needed seasonally – please do not send sprays)
- disposal camera labeled with student's name (optional)

DO NOT SEND

knives (i.e. pocketknives), radios, flashlights, fishing & sports gear, electronic items (i.e. gameboys), candy, gum, food, or money

Medication Permission and Administration Form

Student's Name: _____

Non-Prescription Medication Administration Authorization

Should your child become ill, get a headache, catch a cold, or have other minor medical or dental problems, do you give permission for the administration of non-prescription medication at the discretion of the Nature's Classroom Institute staff?

Yes _____ No _____

If needed, would you prefer Tylenol (check if so) _____ or another medicine (specify) _____ be administered?

If no medications are being sent, simply indicate N/A below and sign at the bottom.

If medications are being sent, please fill in all lines (adding additional pages as needed) and sign at the bottom. When listing medications, please include vitamins and fluoride.

I hereby give permission for the staff of Nature's Classroom Institute to administer to my child the following medication(s):

1. _____ (name of medication)	2. _____ (name of medication)
_____	_____
(dosage/how much)	(dosage/how much)
_____	_____
(time medicine is to be administered)	(time medicine is to be administered)
_____	_____
(Why is this being administered?)	(Why is this being administered?)

Your child will not be allowed to keep any medication in his/her cabin or dormitory. Prescribed medications must be accompanied by a pharmacy label containing the Rx number, the name of the medication, the dosage, directions for administration, and the child's name. A copy of the doctor's prescription, or a signed letter from the parent/guardian, should be sent to clarify any discrepancies between the prescription label and the directions indicated above. All non-prescription medications must be in their original containers, clearly labeled with the child's name, the name of the medication, and directions for its use.

Parent/Guardian Signature _____ Date _____

Student Home and Health Information

Student's Name: _____

1. Are there any restrictions on your child's activities? Please include any special health concerns (e.g. recent hospitalizations, fractured bones)

2. Please list any allergies (e.g. environmental, medication) and explain degrees of severity and current treatment.

3. Does your child have any special dietary needs (e.g. peanut allergy, lactose intolerance, gluten free diet, vegetarian/vegan)? If you child does have special dietary needs, please inform the classroom teacher prior to the trip so that we can do our best to accommodate them.

4. Has anything happened recently in your child's life that may affect him/her emotionally or physically while at Nature's Classroom Institute? If yes, please explain.

=====

Insurance Information (please print)

Insurance Company Name _____

Insurance Policy # _____

Group Policy # _____

Policyholder's Name _____

Parent Social Security Number _____