

Welcome Friends:

The staff and volunteers of the YMCA Point Bonita are honored that you have chosen our site for your Outdoor Education Program. The Outdoor Education Teacher Packet is intended to ensure you and your students of a quality and enjoyable program here at YMCA Point Bonita. Use pages 5 and 6, Organizer's Checklist and Planning a Trip to Remember, to navigate through this Packet.

Each year, there are revisions to policies and forms. Please review this packet carefully, and do not use forms from previous years.

Some additional points to highlight:

1. The journal has been updated; please make sure that you have the most recent version. The latest version is available by download from our website. When you print the journal, the cover is very important but color is optional.
2. We sell natural color organic cotton t-shirts (\$18) and natural color organic cotton & recycled polyester hooded sweatshirts (\$38). They have the same beautiful color logo as always.

Open communication is the key to a successful experience. We are here to help in any way that we can, so feel free to call if any questions arise.

The YMCA Point Bonita staff is looking forward to applying our Youth Development skills to inspire your students be Ambassadors of the Environment, Socially Responsible and to learn about Healthy Living.

Sincerely,

Jesse Wernick
Program Director/Head Naturalist
(415) 331-9622 x483
jwernick@ymcasf.org
www.pointbonitaymca.org

Kyyio Cecil-Raditz
Lead Naturalist
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MISSION:

The YMCA of San Francisco builds strong kids, strong families and strong communities by enriching the lives of all people in spirit, mind, and body.

VISION:

The YMCA Point Bonita Outdoor & Conference Center is a leader and partner in providing life-changing nature programs that develop community responsibility and respect for our environment.

OUTDOOR EDUCATION GOALS:

We encourage students to be Ambassadors of the Environment by:

- Providing a safe, meaningful, and fun outdoor learning experience;
- Developing students' knowledge of and respect for the natural world;
- Illuminating ecological principles of sustainability;
- Empowering students through cooperative living and learning;
- Meeting each school's individual curriculum expectations.

OUTDOOR EDUCATION OUTCOMES:

Students will

- Gain comfort with exploring natural areas;
- Deepen their appreciation for the natural world;
- Increase grade-specific conceptual and factual knowledge of the natural world;
- Be more aware of individual ability to impact the environment; and,
- Improve their communication, cooperation, and conflict-resolution skills.

PRINCIPLES OF SUSTAINABILITY:

Everything Runs on Energy. Stars, Cities, Machines, and People

Nature Recycles Everything. There is No Waste In Nature

Biodiversity is Good. The More the Merrier, & It's Good to Have a Spare

Everything is Connected. All Depends on Others, & Everyone Has Two Jobs



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Emergency Contact Sheet

*The following numbers are for use by the school,
and SHOULD NOT be given out to parents without permission.*

YMCA Point Bonita main number: (415) 331-9622

Jesse Wernick, Program Director, x483

Kyyio Cecil-Raditz, Lead Naturalist, x480

Andrew Boyd-Goodrich, Associate Executive Director, x658

Rich Holden, Food Service Associate Director, x625

Fax Number: (415) 331-2567

After Hours EMERGENCY Phone: (866) 425-2282

(Emergencies only, please.)

National Park Service Emergency Services: (415) 561-5656

(Emergencies only, please.)

YMCA Human Resources Hotline: (415) 281-6790

*At the discretion of the school,
the following numbers may be given to parents.*

Teacher cell Phone: _____

YMCA Point Bonita main number: (415) 331-9622

After hours messages, x200

Farallon Dorm Payphone: (415) 332-9743

(Boys) (Girls)

(Circle one, cross out other.)

Golden Gate Dorm Payphone: (415) 332-9728

(Boys) (Girls)

(Circle one, cross out other.)

YMCA Point Bonita Outdoor Education Program ORGANIZER'S CHECKLIST

SIX to NINE MONTHS BEFORE TRIP

- ◇ Return a signed contract, deposit, and proof of insurance to the YMCA.
- ◇ Clarify District policies regarding field trips, including the screening of parent volunteers.
- ◇ If you are new to YMCA Point Bonita, arrange for a visit to tour the facilities.
- ◇ Arrange for a YMCA Point Bonita staff person to visit your school (see page 10).
- ◇ If applicable, apply for Financial Assistance (see page 9).
- ◇ Confirm bus reservations (if applicable).

TWO to THREE MONTHS BEFORE TRIP

- ◇ Adapt and send home a Notice to Families explaining the upcoming trip (page 15).
- ◇ Send home the Registration and Release Forms and Things to Bring List (pages 17-19).
- ◇ Distribute the Student Letter and discuss expectations with students (page 16).
- ◇ Hold a chaperone meeting; distribute Chaperone Guidelines and Directions to YMCA Point Bonita (pages 21-22)

ONE MONTH BEFORE THE TRIP

- ◇ Pay the balance of the contract; the school will be billed for any students or adults above the contracted number.
- ◇ Get the signed Registration and Release Forms back from students and chaperones, and make copies of each one. **IMPORTANT: Mail the originals to the YMCA.** (page 17-18)
- ◇ Return a completed Pre-Trip Questionnaire (pages 11-14) to Point Bonita.
- ◇ Contact YMCA Point Bonita regarding your final numbers—adults and children, males and females, and vegetarians; this will determine room assignments and Naturalist Groups.

TWO WEEKS BEFORE TRIP

- ◇ Make room assignments based upon room availability (pages 25-26).
- ◇ Divide the copies of the Registration Forms into the Naturalist Groups (pages 7, 17-18, 23).
- ◇ Make chaperone assignments for Recreation Time (pages 8, 24).
- ◇ Fax your Merchandise Order Form to our office at (415) 331-2567 (page 20).
- ◇ Prepare a Student Journal and do preliminary activities (page 9).

BEFORE YOU LEAVE

- ◇ Make sure that you have master lists of room assignments and Naturalist Groups, and copies of the Registration Forms **divided into respective Naturalist Groups.**
- ◇ Remind students to pack their hiking essentials—including a lunch!—in their daypacks.
- ◇ Post the YMCA Point Bonita Contact Sheet at the school (page 4, behind Table of Contents).

AFTER THE VISIT

- ◇ Complete after-the-visit journal activities.
- ◇ Write letters to the Naturalists as an in-class or homework assignment.
- ◇ Incorporate what the students have learned at YMCA Point Bonita into classroom lessons.
- ◇ Confirm next year's visit!

YMCA Point Bonita Outdoor Education Program PLANNING A TRIP TO REMEMBER!

To ensure the best possible experience here at YMCA Point Bonita, please review the following information, and complete the Organizer's Checklist on the preceding page.

THE TEACHERS:

- Familiarize yourself with our policies and expectations, so that there will be no surprises upon your arrival.
- Clarify the purpose of your trip. Are you coming for field science? Group building? Sensory awareness? Fun? A combination? The YMCA is committed to meeting your needs.
- Identify which State Standards can be met through our Program. Identify how our program opportunities fit into the curriculum needs of your class, school, district, and so on. Contrasting pelicans, hawks, and hummingbirds, for example, enhances the classroom study of animal adaptations.
- Inform us of any children (or adults) with special needs. Every attempt will be made to provide a high level of quality to all participants!

THE STUDENTS:

YMCA Point Bonita is an outdoor school! Everything we do is premised on developing the spirits, minds, and bodies of the students. Please prepare your students:

- **Academically:** You may want to do special units of study in the classroom such as Native American cultures, plant biology, wetlands studies, and so on.
- **Logistically:** Discuss the schedule with them. Copy relevant pages and allow them enough time to take home and return the necessary forms. Clarify policies and procedures as they apply to students.
- **Emotionally:** Discuss appropriate behavior. Address special concerns or fears of the students. Share positive experiences from years past. Offer your goals for the trip, and ask them about theirs.
- **Physically:** The hikes can be challenging! Include endurance and flexibility exercises in Physical Education. Impress upon them the need for proper equipment, such as rain-gear, a daypack, and a water bottle.

THE CHAPERONES:

- Have a meeting before the trip, discuss logistics, distribute the enclosed Chaperone Guidelines (page 21), and address questions and concerns.
- If chaperones are driving, distribute copies of the enclosed directions (page 22).
- Explain your educational goals, expectations for the students, and how they both relate to the philosophy and program of YMCA Point Bonita. An easy way to do this is share the Pre-Trip Questionnaire with the chaperones prior to the visit (see pages 13-14).
- Make certain that the chaperones return their own Registration and Release & Waiver Forms.
- Thank them in advance for their hard work and support!

YMCA Point Bonita Outdoor Education Program TEACHER INFORMATION

PROGRAM PHILOSOPHY: Outdoor Education at the YMCA Point Bonita involves students in the world around them, teaching natural history, environmental issues and community/group skills in a safe, interactive and cooperative way. Our educational philosophy is holistic and multi-disciplinary, with an awareness of the connections between humans and their environment. We get students out into nature, to embrace the sun, wind, rain, and fog.

The Outdoor Education Program is designed in concert with National and California curriculum guidelines, and working with teachers, we can tailor our lessons to explicitly address current classroom lesson plans.

NATURALISTS: YMCA naturalists teach the students during their visits. Each naturalist presents a curriculum consistent with the Outdoor Education Goals and Outcomes (page 2), but individualized to your school— all while emphasizing his or her individual talents, background and interests. Each naturalist can teach every program subject (see pages 11-12), however there may be differences from naturalist to naturalist and year to year, so the specific activities may be different for each hiking group, while meeting the teacher's expectations.

All naturalists are certified in First Aid, CPR, and use of AEDs (Automatic External Defibrillators).

NATURALIST GROUPS: YMCA Point Bonita will assign a certain number of naturalists based upon how many students are attending. Each group will average 13 students, with a range of 11-16. We recommend a blending of students with various skill and energy levels, and from different classes.

At least one chaperone or teacher needs to be assigned to each Naturalist Group, and stay with the same group for the entire visit. An additional teacher should "float" from group to group, in case of an emergency.

Teachers must provide the YMCA with a master list of the groups, including chaperones (see page 23). Each Registration and Release and Liability Form should be sorted into the designated naturalist group (see page 7).

CHILD-SAFE PRACTICES: The safety of youth is the first priority of the YMCA. All YMCA staff are trained to ensure a child safe environment, and naturalists receive additional specialized training in YMCA Youth Development Principles and Child Abuse Prevention. The YMCA Point Bonita abides by the following:

- 1) All YMCA staff are screened through detailed applications, reference checks, and fingerprints;
- 2) All YMCA staff are legally mandated to report reasonable suspicions of child abuse;
- 3) Staff cannot accept gifts or gratuities from participants or their families, and are prohibited from working one-on-one with youth they've met through the YMCA once the program is complete;
- 4) Staff cannot be in a one-on-one situation with any youth where their actions cannot be observed by others;
- 5) Teachers, parents, and students can address any and all concerns regarding the behavior of staff to senior YMCA personnel. (Human Resources Hotline: 415/281-6790)

SUPERVISION: Students need to be supervised at all times. YMCA staff and representatives of the school share a supervisory responsibility over the students. Schools must provide an adequate number of adult chaperones, including at least two men two and women. At all times there needs to be at least one adult for every eight students; for grades K-3, there should be an adult for every six students. (If an emergency situation arises, it may be necessary to have an adult supervise more than the standard six or eight students.) A school may not bring more than one adult for every five students, unless the school district requires a lower ratio.

Chaperones should model positive attitudes and interest in the program (see Chaperone Guidelines, page 21). The YMCA recommends that teachers have some sort of "screening" process in regards to chaperones:

- Will this person be willing to support many kids, and not just her/his own?
- Is this person going to be a positive role model for kids?
- Can this person participate fully in the activities? (The YMCA will make reasonable accommodations for any participant. However, we need at least one adult per naturalist group that can hike for up to eight miles per day.)
- Are there any reasons why this person *shouldn't* be supervising minors?
- Does my District have any specific guidelines regarding adults on overnight field trips (e.g. fingerprinting)?

DISCIPLINE: We have high expectations for the students, who are held responsible for their actions. YMCA staff use proactive methods to involve students, and will make expectations clear. Our system of “checks” is as follows:

- 1st check: Warning
- 2nd check: Time to think. Students will reflect on their behavior; ,
- 3rd check: Conference with teacher and YMCA staff to agree on a behavior contract;
If needed, student calls home in the presence of the teacher and YMCA staff.
- 4th check: Student is sent home

The YMCA reserves the right to send a student home due to unsafe and/or inappropriate behavior.

REGISTRATION and RELEASE FORMS: We need a completed Registration Form and Release of Liability Form for each participant (pages 17-18), including all adults; the **Release of Liability Form must be completed without alterations or additions. All completed forms must be SENT to the YMCA Point Bonita at least one month before your visit.**

Prior to your arrival, the copies of the Registration and Release of Liability Forms need to be divided into their respective naturalist groups. The naturalist will carry a copy of each form, to ensure a safe experience. The originals will be kept in the YMCA Outdoor Education Office.

HEALTH and SAFETY: YMCA personnel are trained to handle emergency situations that may arise during the day. For situations that arise during the night, an on-site Point Bonita staff person is On-Duty, and is available by phone. National Park Service and Southern Marin Fire Protection District emergency personnel are on duty 24/7 and can be reached by calling 911. Marin General Hospital is about 30-45 minutes away; directions to the hospital will be provided upon arrival. For non-emergency transportation to a hospital (e.g. twisted ankle), the school should make sure that at least one vehicle and driver is available at all times. In addition, each school should provide at least one adult with current First Aid and CPR certifications. First Aid supplies are available on-site. Teachers should bring whatever form(s) they need to contact student’s families if needed.

YMCA personnel cannot provide and/or distribute medication to participants; this includes sunscreen, over-the-counter or prescription oral medications, or otherwise. Each school is responsible to store and distribute any and all necessary medications. For medications that must be kept cool, a refrigerator can be made available.

To ensure the wellbeing of the entire community, the YMCA reserves the right to request that sick participants be examined by appropriate personnel, be quarantined, or sent home.

SCHEDULE: Students must come prepared to begin the program as soon as possible. Thus students should have appropriate clothes and shoes already on when they arrive, and daypacks loaded with essentials (rain-gear, water bottle, lunch, etc.; see page 19). Assigned dorm rooms may not be completely ready upon your arrival so schools should not expect to move into the dorms until returning from the day’s hike.

The naturalists’ teaching day runs from 9:15 AM to 4:15 PM. Recreation Time begins at 4:15 PM (see Recreation Time, below). A snack is served behind the dining hall between 4:15-5:00PM. On the first night a naturalist will meet the group at 5:45 PM, and then help supervise at the 6:00 dinner; all other meals will be directly supervised by teachers. Each night includes an Evening Program, which begins at 7:15 PM. Every visit includes a Night Walk with our naturalist groups (barring extremely foul weather); other Evening Programs will involve the group as a whole, and be directed by one or more of our naturalists, some of whom may not have worked with the school during the day. Evening Programs will end by 8:45 PM, and teachers will become directly responsible for the students. At 9:30, all lights should go out, with Quiet Time from 9:45 PM to 7:00 AM.

In the morning, Teachers meet the students at 7:45 AM, and direct them to breakfast at 8:00 AM. After breakfast, students are assigned Community Projects—usually cleaning their dorm room and getting their hiking gear together, or packing up and sweeping on the last day—and need to be supervised during this time.

Standard schedules for 2, 3, 4, and 5 day programs are available at our website, www.pointbonitaymca.org.

RECREATION TIME: Students have Recreation Time from 4:15 to 5:45 PM each day. This period is essential, but idle time may be a problem for some students. We recommend that teachers have a few simple activities planned to provide basic structure to those that need it, such as class meetings, art activities, or organized games. Teachers must assign chaperones to areas on our campus, ensuring that students will be supervised (see page 24).

VISITORS: Parents are allowed to visit our campus while the school is in residence. Experience has shown that a parent's visit can actually accentuate homesickness. If teachers allow such visits, the following procedures apply:

- 1) We request that parents notify the teachers in advance who will be visiting and when;
- 2) All visitors need to fill out an Registration and Release of Liability Form, preferably in advance;
- 3) Visitors must "check in" with the teachers immediately upon arrival;
- 4) The best time for visits is during Recreation Time (approximately 4:15-5:45 PM);
- 5) Parents cannot "meet up" with the kids during hikes, as it can disrupt the experience;
- 6) Visitors may stay for a meal, *if approved in advance by the YMCA*. There is a small cost per meal.

EARLY DEPARTURES: If a student must leave early (due to illness, disciplinary concerns, etc.), the child's parent or guardian should pick him/her up. If the student's parent or guardian is unable or unwilling to pick up that student, the school must assume responsibility for removing the student from the premises. In any case, **no student should ever leave the program without the prior knowledge of both the Teacher and the YMCA.**

JOURNALS: While on the trail, the naturalists may do activities, such as poetry, with journals. Students may be asked to sketch or take notes about certain plants. In addition, after the Night Program has ended each evening, we may ask the students to process their experiences, writing about what they learned and felt. The pages represent topics and/or activities that the students *may* experience, and Teachers should not presume that every child would complete *every* page.

YMCA and National Park information is on the back of the journal cover. Please include the cover with all journals, even if you do not copy it in color. Feel free to adapt the Journal to meet your needs.

COMMUNICATIONS: For general communication from the school, messages can be left for Jesse Wernick (415) 331-9622 x483 or Kyyio Cecil-Raditz (415) 331-9622 x480. After hours messages should be left at (415) 331-9622 x200. Teachers should handle phone calls to the school or to parents with the assistance of YMCA staff.

Teachers should determine what limits they want to place on the students in terms of use of pay phones and cell phones (if they bring them). (For a phone list, please page 4.)

If families want to mail letters to students to arrive during their stay, those letters should be mailed *one week before* the scheduled visit. Letters should be addressed as follows:

YMCA Point Bonita, *Student's Name/ School*, 981 Fort Barry GGNRA, Sausalito, CA 94965

FINANCIAL OBLIGATIONS: The financial agreement is understood to be between your school and the YMCA Point Bonita, as detailed in the Outdoor Education General Agreement/Contract. The school is expected to pay for anyone who participates in the program, even if they are here for only a portion of the experience.

Assuming the school has met its other financial obligations as detailed in the Contract, the YMCA can credit a partial refund to the school if participants leave for health or family reasons. YMCA Point Bonita will not collect direct payments from or issue refunds to individual families. The YMCA will not issue refunds for participants who are sent home for disciplinary reasons. The school may be billed for damage caused by its participants.

FINANCIAL ASSISTANCE: Thanks to the support of our community donors, the YMCA is pleased to offer financial assistance to schools. **At least two months in advance of your visit**, the Principal should prepare a letter on letterhead indicating the percentage of the student population who qualify for Federal Assistance. The text should indicate clear numbers, such as: "Donovan Elementary School has 500 students, 400 (or 80%) of who qualify for the Federal Free and Reduced Lunch Program." Attach documentation indicating either the percentage or the number of qualifying and total students from the district or federal government. Mail the information to: YMCA Point Bonita, 981 Fort Barry GGNRA, Sausalito, CA, 94965 Attn: Andrew Boyd-Goodrich.

The YMCA will inform you of your award amount prior to your visit, and the amount will be credited against your final invoice. Due to limited resources, the YMCA cannot assure every school of financial assistance.

DIVERSITY: It is the policy of the YMCA Point Bonita not to discriminate against any participant or employee because of race, color, religion, creed, sex, sexual orientation, marital or veteran status, age, national origin, physical

or mental disability, medical condition (including genetic characteristics), ancestry or any other irrelevant consideration. To make the educational opportunities possible for students with special needs certain adjustments may be necessary; please inform us in advance.

MONEY and PURCHASES: We recommend that students be dissuaded from bringing excess cash. Quality program time is rapidly consumed while students are shopping. YMCA Point Bonita recommends that students *not* be allowed to shop at the Visitor Center gift-shop during program time; and the Marine Mammal Center gift-shop is off-limits. Or, at most students are limited to \$10.00 in purchases. Please let us know on the Pre-Trip Questionnaire (pages 13-14) if students are allowed to purchase items.

The YMCA Point Bonita sells items on site, some of which cost more than \$10.00; please see the Merchandise Order Form, page 20.

The on-site vending machine(s) are off limits to students and adults during the Program.

SCHOOL VISIT: To facilitate a smooth lead-in to your time here at the YMCA Point Bonita, an Outdoor Education representative can visit your school. This visit is meant to orient students and parents to the coming experience, to answer questions about the program, and to alleviate any existing concerns. As always, our goal is to provide support so that the entire experience is safe, informative, and rewarding.

Travel expenses will be added to the final invoice for the school, totaling \$.75/mile (\$45.00 minimum). At this time we cannot visit schools more than 100 miles away (one way) from the YMCA Point Bonita.

HISTORY of YMCA POINT BONITA and the PROGRAM: Once part of the Historic Nike missile site, the YMCA has transformed historical buildings into an Outdoor Education and Conference Center. In 1976 the YMCA of San Francisco entered into a cooperative agreement with National Park Service, and we opened in January of 1977. In our first year we hosted fewer than 1,000 guests, and now host approximately 10,000 people each year through all of our programs and services. Close to 75% of our guests are youth and teens.

The Outdoor Education Program at the YMCA Point Bonita began in 1990 with a handful of Sacramento-area schools. Today it serves thousands of students from urban, suburban, and rural communities throughout Northern California and Western Nevada. The Outdoor Education Program provides invaluable personal and educational experiences to thousands of kids representing the diversity of racial, ethnic, and socio-economic groups.

In January of 2003, the YMCA Point Bonita began a partnership with the Oceans Futures Society's Ambassadors of the Environment Program. Founded by explorer and scientist Jean-Michel Cousteau, Ocean Futures is dedicated to education about the oceans, to inspire people to act responsibly to protect the oceans.

FACILITIES: The YMCA Point Bonita is located in the Marin Headlands, at the northern end of the Golden Gate Bridge, overlooking the entrance to the San Francisco Bay. The Marin Headlands is part of the Golden Gate National Recreation Area (GGNRA), nearly 10,000 acres of wild coastal land. Our outdoor classroom consists of ocean beaches, a lagoon and pond, wind-swept, wildflower covered hills, and numerous historic structures.

We can sleep up to 150 people in dormitory rooms that hold from 4-12 people. We use one residence hall for males and one for females, both are heated, and with their own common restrooms with stall toilets and stall showers. Coin-operated washing machines and dryers are available for use by guests.

It is likely that your school will be sharing the facility with other groups. This is an opportunity to meet and interact with people from other areas. Each visiting group will have its own room assignments and meeting rooms, but will share the dining hall, bathrooms, and outdoor areas. Please help facilitate safe, positive interactions by communicating your needs and concerns to YMCA staff and the leaders of other groups.

MEALS: YMCA Point Bonita prides itself on its food service! Our kitchen prepares three delicious, nutritious meals a day, with an emphasis on local and organic items. Menus are designed to satisfy both adults and children. Milk, coffee, and tea are available at all meals. Orange juice is served at breakfast. During meals, naturalist groups sit together at assigned tables with chaperones. We offer vegetarian options, and special dietary needs usually can be accommodated with advance notice.

YMCA Point Bonita Outdoor Education Program PROGRAM DESCRIPTIONS

To meet your educational needs, please review the following program descriptions before completing the Pre-Trip Questionnaire, pages 13-14. Our approach is inter-disciplinary, so overlap between program topics is to be expected.

It should be noted that weather, season, length of stay, and other factors might limit particular activities. In all cases, the naturalist will make decisions about his or her own group based upon safety concerns, students' interests, and educational opportunity.

An Educational Framework is provided by the Ambassadors of the Environment's Principles of Sustainability:

- *Everything Runs on Energy:* Stars, Cities, Machines, and People
- *Nature Recycles Everything:* There is No Waste In Nature
- *Biodiversity is Good:* The More the Merrier, & It's Good to Have a Spare
- *Everything is Connected:* All Depends on Others, & Everyone Has Two Jobs

Animal Adaptations and Lore: Examination of local land animals, and their tools for survival. Ecological relationships, such as predator/prey interactions, are explored through discussions, games, and comparative anatomy.

Birds: Identification and appreciation of the diversity of these exciting animals. Migration and feeding habits are considered, in addition to their many niches in Headlands ecosystems.

Community and Group Building: Sharpening social skills such as cooperation and communication, trust in and respect for others, and group problem-solving. Because these skills are integral to our educational philosophy, this topic is always present during the program, but may receive variable emphasis.

Cultural History: Across the centuries, countless people have lived and worked in the Marin Headlands. How did various groups—from the native Miwok people, to the US army, to the National Park Service—meet their survival needs? Students will learn how different groups adapted to live in concert with the space, or changed the space itself to conform to their needs.

Earth Science: The physical interaction between land, water, and air. This program topic includes elements of meteorology, oceanography, geology, geography, and hydrology.

Environmental Issues: Understanding how humans affect the world around them. Issues such as pollution, endangered species, and resource management may be discussed. An emphasis is placed upon the students' ability to make positive changes in their community, including participation in service learning opportunities.

Habitats and Ecosystems: Examination and comparison of the animals, plants, and physical features that define particular areas. Relationships between these elements, such as food webs and plant succession, are identified.

Lighthouse History: The history and significance of lighthouses in the San Francisco Bay Area. A visit to the Point Bonita Lighthouse may be possible, although access is limited.

Marine Biology: Discovery and examination of the plants and invertebrate animals found along local shores, and their tools for survival. Comparison of sandy beach and rocky inter-tidal habitats. (*Access to local tidepools is dependent upon tidal and weather conditions and access for any or all students will not be ensured. Please call if you have any questions.*)

Marine Mammals: The behaviors and adaptations of local species, such as harbor seals and gray whales. For a pre-arranged visit to the Marine Mammal Center, please contact the Program Director as soon as possible; to *ensure* a visit to the Center, an additional reservation fee to the Marine Mammal Center may be necessary.

Organic Farming/Gardening: Using our on-site organic garden for nutrition and sensory awareness activities, students learn about the cultivation of plants from seed to harvest. Students may participate in gardening projects, such as planting, composting, or picking of vegetables for use in the kitchen.

Plant Adaptations and Lore: Identification of local plants, both native and introduced, and their tools for survival. Traditional uses and stories, historical significance, and habitat degradation are discussed. Students may visit our organic garden or a native plant nursery.

Redwood Field Trip: Please contact us in advance if you would like to schedule a redwood trip; you would need to provide your own transportation as there are no redwood forests within walking distance of the YMCA Point Bonita. As we explore Muir Woods, Samuel P. Taylor State Park or Mount Tamalpais State Park, students do lessons about redwood ecology and the plants, animals, and fungi that thrive in their shadows.

Wetlands & Watersheds: Exploration of the local watersheds, including Rodeo lagoon and pond, with investigation of animals and plants particular to those areas. Students can participate in “field science” by conducting water quality testing.

6) Review the Program Descriptions on pages 11-12. *Check only one Highest Priority box and one Secondary Priority box for each day of your visit.*

	<i>Highest Priority (only 1/Day)</i>	<i>Secondary Priority (only 1/Day)</i>	<i>If Time Allows</i>	<i>Not Necessary</i>
Animal Adaptations & Lore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Birds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community and Group Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earth Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Habitats and Ecosystems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marine Biology <i>(Access to tidepools may be limited)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marine Mammals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organic Gardening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant Adaptations and Lore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Point Bonita Lighthouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetlands and Watersheds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Redwoods Field Trip <i>(Please review notes on page 12.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7) See "Money and Purchases" on page 10 for our recommendations regarding spending money. What guidelines are you giving to your students?

8) Any birthdays or special events we should know about?

9) Is there any additional information that would help to ensure a positive experience?

YMCA Point Bonita Outdoor Education Program NOTICE TO FAMILIES

**** (Sample please retype and adapt as needed) ****

From: (Teacher)

(School)

This year our school will be participating in the Outdoor Education Program (OEP) at the YMCA Point Bonita Outdoor & Conference Center from (date) to (date). Point Bonita is located on the Pacific coast of Marin County, in the Marin Headlands section of the Golden Gate National Recreation Area.

Outdoor Education at the YMCA Point Bonita will bring the students closer together as a community while they learn about the plants, animals, geology, and history of the region. Students will be taught by professional Naturalists who involve the kids in fun, hand-on lessons at the Western edge of the continent. The school will be staying in heated buildings, with easy access to full bathrooms. The YMCA will provide high-quality, delicious meals throughout the stay.

We have chosen the OEP based upon the YMCA Point Bonita's proven record of safety, curriculum-rich education, and the commitment to fun and discovery. This will be the (number) straight year that (school) has gone to Point Bonita, and the students have undoubtedly been looking forward to participating in this (number) grade tradition!

The cost per student of the program is (price). This includes all of the programming, food, and lodging at the YMCA Point Bonita, the school's transportation costs, and (additional costs). We are committed to having every child attend, and do not want the cost to be a barrier.

Included with this letter are the following:

- "Things to Bring" List
- Information and Release Forms
- (School required forms)

Please fill out and return the appropriate forms by (date). They are essential to ensure the safety and well-being of your child.

For more information about the trip, we will be hosting a Family Information Night on (date/ time). This is an opportunity to learn more about the program, and get your questions answered. You can also get more information about the YMCA Point Bonita at their web site: www.pointbonitaymca.org.

Thanks again for your support of your child, our school, and the YMCA Point Bonita!

(Signature)



Hello Student and Parent:

Everyone here at the YMCA Point Bonita is excited about your arrival. We want your experience with us to be safe, fun and rewarding. While you are here you will learn about nature, yourself, your teachers, and your classmates.

YMCA Point Bonita is located in the Marin Headlands, across the Golden Gate Bridge from San Francisco. We are in the Golden Gate National Recreation Area, which is protected by the National Park Service. Millions of people from all over the world visit the park each year.

Here are some things you can do to get ready for the trip:

- *Bring sturdy walking shoes, sunscreen, and a good raincoat;*
- *Get in good shape—walk, run, or ride a bike every day;*
- *Find Point Bonita on a map; learn about the ocean; and*
- *Prepare a journal to write about your experiences while you are here.*

Students, during your stay you will have some new responsibilities, like learning how to work and live with others. You will be part of a special community. In order to make your stay with us safe and enjoyable, we need your cooperation in following these guidelines (please check):

- ◇ I will live, work, and play cooperatively and respectfully.
- ◇ I will take responsibility for my attitude and actions.
- ◇ I agree to respect:
 - ⇒ Night-time quiet hours, 9:45 pm to 7:00 am;
 - ⇒ Others people's privacy and property; and,
 - ⇒ All YMCA buildings and property.
- ◇ I will stay out of the rooms and residence halls to which I am not assigned.
- ◇ I understand that there is no swimming in the ocean, lagoon, or pond.
- ◇ I understand that Federal law protects *everything* in the Golden Gate National Recreation Area (GGNRA), and cannot be removed or harmed.

We, the undersigned student and my Parent/ Guardian, have read and understand these guidelines, and realize that the student may be sent home for unsafe or inappropriate behavior.

Student's signature

date

Parent or Guardian's signature

date



YMCA of San Francisco
Release and Waiver of Liability and Indemnity Agreement

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA (or for my children to so participate) for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and such participating children and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgment that such premises and all facilities and equipment therein and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED, ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned or such children in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to negligence of releasees or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.
4. THE UNDERSIGNED HEREBY GIVES PERMISSION for the YMCA of San Francisco, or any of its branches, to use any photographs or video footage taken of the undersigned and/or the undersigned's children participating in YMCA of San Francisco activities in future YMCA promotional purposes, without additional release or authorization.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ THIS RELEASE.

Signature of applicant/parent: _____ Date: _____

Print name of applicant/parent: _____

Print name(s) of child(ren) in program: _____



**YMCA Point Bonita Outdoor Education Program
PARTICIPANT □THINGS TO BRING□ LIST**

(Based on a 3-5 day program; adjust accordingly)

Please be prepared for both rain and sunshine!

Required Items:

Water bottle- <i>at least 24oz (w/a water-tight, screw-top lid)</i>	
Waterproof rain coat or poncho	2 sweatshirts/sweaters
Warm jacket	2-3 pairs jeans or tough pants
Warm Hat and Hat with a brim	3-5 pairs of underwear
Gloves	3-5 T-shirts
Day pack (big enough to carry a lunch, jacket, and water bottle)	<i>Crazy Shirt for Last Day of Program</i>
Sun Block (SPF # 15 or higher)	2 pairs of sturdy shoes/boots (no sandals!)
Chapstick	At least 2 <i>pairs of socks per day</i>
Toothbrush & tooth paste	Sleeping bag and pillow
Comb or brush	Pajamas
Shampoo and Soap	Fitted sheet for twin mattress
Towel and wash cloth	Laundry/Trash bag for dirty clothes
Bathing suit (for showering)	A Bandana for trail lunch days

PLEASE REMEMBER A LUNCH FOR THE FIRST DAY!

Optional Items:

Hand lens (magnifying glass)	Camera
Binoculars	Quarters and laundry soap
Sun glasses	Rain pants

Things NOT to bring:

Pocket knives or weapons	Hair dryers
Radios, disc, tape or MP3 players	Gum, candy, or other snacks
Fishing gear	Electronic games
Cell phones/pagers	Fireworks
Personal sports equipment	Any clothes that you can't get dirty!

Please do not bring ANYTHING of value that you do not want to lose. The YMCA accepts no responsibility for loss of or damage to personal property.

**YMCA Point Bonita Outdoor Education Program
MERCHADISE ORDER FORM**

Submit a single Merchandise Order Form to the YMCA Point Bonita, please! Compile families' requests into a single Merchandise Order Form, and fax it to the YMCA Point Bonita at least two weeks prior to your visit.
Fax: 415/331-2567

School: _____ Visit Dates: _____

Contact: _____ Phone: _____



T-SHIRT (100% organic cotton, pre-shrunk, natural color, adult sizes only)

Small: ____ Medium: ____ Large: ____ X-Large: ____ XX-Large: ____

TOTAL T-SHIRTS: ____ x \$18.00 = \$ _____

SWEAT SHIRT (50/50 organic cotton/recycled polyester, natural color, pullover w/hood, adult sizes only)

Small: ____ Medium: ____ Large: ____ X-Large: ____ XX-Large: ____

TOTAL SWEAT-SHIRTS: ____ x \$38.00 = \$ _____

TOTAL COST: \$ _____

Please bring cash/checks equaling the listed Total Cost. Make checks payable to YMCA Point Bonita.

YMCA Point Bonita Outdoor Education Program CHAPERONE GUIDELINES

TRAIL RESPONSIBILITIES: As a chaperone, your role is to support teachers and the naturalists. Follow their lead in regards to discipline, positive feedback, and expectations of the students. Depending upon the naturalist and the activity, you may be asked to participate to a greater or lesser degree. In the case of an injury, or with extreme discipline problems, you may be asked to accompany a student back to the YMCA.

At the end of the visit, you will be asked to fill out an evaluation of the program, including the performance and expertise of the naturalist. If particular concerns arise, please choose an appropriate time to speak with your naturalist. If necessary, please approach a teacher or your school's trip coordinator.

SUPERVISION: Chaperones help with the supervision of students, oftentimes without the presence of YMCA employees. Here are the times when you must be proactively supervising and engaging students:

- **Overnight: 9:00 pm to 7:45 am.** Lights out is at 9:30 PM. Students are to respect quiet time policy from 9:45 PM to 7:00 AM, and you may need to help students in this regard.
- **Meal Times:** Breakfast is served at 8:00 AM, lunch is at 12:00 noon (or at an appropriate time on the trail), and dinner is at 6:00 PM. Please sit with the students, help maintain a relaxed environment in the Dining Hall, and assist with cleanup.
- **□In-Between□ Times:** Students are given roughly 20 minutes before and after each meal to wash up, use the restrooms, and prepare for the next activity. Please go supervise your dorm room and other common areas if you are not assisting in Dining Hall cleanup. Please help the students to be prompt to the next meeting.
- **Recreation Time: 4:15 to 5:45 pm.** During recreation time, students must stay on the grounds of the YMCA. If students are interested in exploring beyond the grounds, they **MUST** be accompanied by a chaperone; there must be a minimum of two students and a maximum of eight students for every chaperone. Beaches are off limits during recreation time. Use your best judgment, and please have the group back in time for the pre-meal meeting before dinner. *In all cases, you need to check with a teacher before taking students off-site.*

WELLNESS: Your health and sanity is just as important to us as that of the students. Please inform the teachers and YMCA staff of any special dietary or health concerns; whenever possible, we want to accommodate your needs. We expect that chaperones stay with their particular naturalist group for the entire length of the stay. If the long days begin to catch up with you, however, please communicate this fact, since other arrangements may be possible.

STANDARDS OF CONDUCT: Act as a role model for the students, and be supportive to every child equally. Please use appropriate language during the stay. Respect the privacy and individuality of each child.

The vending machines are off-limits to students; if you *must* use the vending machines do not do so when children are present. Coffee and tea is for adults only. Do not provide off-limits food or drinks to your child.

Smoking cannot be done in the presence of children, and never in a building. We request that chaperones not smoke during hikes, even if out of sight of children. Deposit cigarette butts appropriately.

The following behaviors will result in the immediate dismissal from our program, and potentially a referral to authorities: physical discipline or corporal punishment; lewd, inappropriate, or sexual comments or actions; possession of illegal substances or alcohol; possession of weapons; other illegal activity.

TELEPHONE COMMUNICATION: Inform family members and business associates that you will probably not be immediately available by phone. If someone needs to get a message to you during your stay, the following numbers may be used: YMCA Point Bonita office, 9:00 am - 5:00 pm: (415) 331-9622 (Voice mail: x480 or x483) Residence Halls, 8:00 am - 10:00 pm: (415) 332-9728 or (415) 332-9743.

When working with children, we request that cell phones and pagers be turned off, unless you truly need to be available at all times. Such devices distract from the experience we want for you and the kids, and are neither necessary nor useful for emergency communication in the Park. (FYI: cell phones don't get effective coverage in many locations, and YMCA naturalists carry radios that *do* get coverage.)

YMCA Point Bonita Outdoor Education Program DRIVING DIRECTIONS



From South of the Golden Gate Bridge:

Going North on Highway 101 from San Francisco, cross the Golden Gate Bridge. Go past the Vista Point exit and take the Alexander Avenue exit. Bear right and proceed slowly for approximately 500 feet, take the first left to the Marin Headlands onto Bunker Road. Ahead you will come to a one-way tunnel. You may have as much as a five-minute red light here. At the green, continue through the tunnel. Continue straight on Bunker Road for approximately 2 miles. After you see the horse stables, bear left and follow the signs up the hill onto Field Road heading to Point Bonita and the YMCA Point Bonita.

From North of the Golden Gate Bridge:

Head South on 101 to the last Sausalito exit (after the Waldo Tunnel and just before the bridge). At the exit stop sign, turn right and double back under 101 to a stop sign. Proceed slowly, after 500 feet, take the first left to the Marin Headlands onto Bunker Road. Ahead you will come to a one-way tunnel. You may have as much as a five-minute red light here. At the green, continue through the tunnel. Continue straight on Bunker Road for approximately 2 miles. After you see the horse stables, bear left and follow the signs up the hill onto Field Road heading to Point Bonita and the YMCA Point Bonita.

YMCA Point Bonita Outdoor Education Program NATURALIST GROUPS ASSIGNMENT SHEET

Call the YMCA Point Bonita to find out how many Naturalists have been assigned to your school, and divide the students and chaperones into groups. (Make additional copies if your school is assigned more than six Naturalists.)

School: _____ Visit Dates: _____

Group #
Group Name:
Naturalist:
Chaperones:
Students:
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.

Group #
Group Name:
Naturalist:
Chaperones:
Students:
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.

Group #
Group Name:
Naturalist:
Chaperones:
Students:
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.

Group #
Group Name:
Naturalist:
Chaperones:
Students:
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.

Group #
Group Name:
Naturalist:
Chaperones:
Students:
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.

Group #
Group Name:
Naturalist:
Chaperones:
Students:
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.

YMCA Point Bonita Outdoor Education Program RECREATION TIME ASSIGNMENT SHEET

To maximize safety during recreation time, Teachers should assign their school's Chaperones to supervise specific areas. More than one chaperone can be given a certain assignment per day, so that the adults can "tag-team" and potentially be given some personal time. If you use this sheet, make sure that Chaperones know their assignments.

	Day One	Day Two	Day Three	Day Four
Meeting Room				
Boys Residence Hall				
Girls Residence Hall				
Basketball & Volleyball Courts				
Tetherball & Main Parking Lot				
Off-Site Hikes (2-8 kids per chaperone)				
Snack Area & Garden				
Other: _____ _____				
Other: _____ _____				
Other: _____ _____				

YMCA Point Bonita Outdoor Education Program ROOM ASSIGNMENT SHEET

Once YMCA Point Bonita has your final count of students and adults, both broken down by gender, certain rooms will be assigned to your school; *your school will not be automatically assigned all of the rooms listed below!* Use this sheet to assign students and adults to rooms. Have these assignments done prior to your arrival.

Golden Gate Dormitory, Gender: _____		
Room 1 (4 beds) 1. 2. 3. 4.	Room 6 (12 beds) 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	Room 9 (12 beds) 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.
Room 2 (7 beds) 1. 2. 3. 4. 5. 6. 7.	Room 7 (7 beds) 1. 2. 3. 4. 5. 6. 7.	Room 10 (6 beds) 1. 2. 3. 4. 5. 6.
Room 3 (4 beds) 1. 2. 3. 4.	Room 8 (6 beds) 1. 2. 3. 4. 5. 6.	Room 11 (6 beds) 1. 2. 3. 4. 5. 6.
Room 4 (4 beds) 1. 2. 3. 4.		
Room 5 (4 beds) 1. 2. 3. 4.		

Farallon Dormitory, Gender: _____

Room 1 (6 beds)
1.
2.
3.
4.
5.
6.

Room 7 (12 beds)
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

Room 10 (7 beds)
1.
2.
3.
4.
5.
6.
7.

Room 2 (4 beds)
1.
2.
3.
4.

Room 11 (6 beds)
1.
2.
3.
4.
5.
6.

Room 3 (4 beds)
1.
2.
3.
4.

Room 8 (8 beds)
1.
2.
3.
4.
5.
6.
7.
8.

Room 12 (6 beds)
1.
2.
3.
4.
5.
6.

Room 4 (4 beds)
1.
2.
3.
4.

Room 9 (6 beds)
1.
2.
3.
4.
5.
6.

Room 13 (10 beds)
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Room 5 (4 beds)
1.
2.
3.
4.

Room 6 (6 beds)
1.
2.
3.
4.
5.
6.