



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POINT BONITA YMCA OUTDOOR EDUCATION STUDENT & FAMILY HANDBOOK

Dear Students, Parents and Guardians,

Everyone at Point Bonita YMCA is excited about your upcoming visit! 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. We hope that this handbook will answer your questions you may have regarding your upcoming visit.

Please read this packet carefully. If you have further questions, please contact your class teacher.

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

- Review the Things to Bring list: bring sturdy walking shoes, sunscreen, and a 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.

PARENTS/GUARDIANS: COMPLETE BOTH THE ATTACHED HEALTH HISTORY FORM AND THE RELEASE OF LIABILITY FORM. RETURN IT TO YOUR STUDENT'S TEACHER

GENERAL OVERVIEW

Point Bonita YMCA is located in the Marin Headlands, part of the Golden Gate National Recreation Area, across the Golden Gate Bridge from San Francisco. Through our outdoor science lessons, we deliver hands-on learning opportunities for students around themes of scientific inquiry, earth and life science, and stewardship.

All hikes and instruction at Point Bonita YMCA are led by a trained educator called a Naturalist. Teachers assign students into Naturalist Trail groups. They will stay with the same trail group throughout their stay.

DORMS

Our facility was the original barracks for the Nike Missile Site, which is located down the hill from our campus. We can sleep up to 175 people in heated rooms that hold 4-12 people. We use one residence hall for males and one for females, both of which are equipped with a common restroom. Coin-operated washing machines and dryers are available.

MEALS

Our kitchen prepares delicious, nutritious meals. We can offer vegetarian and vegan options, design meals around food allergies and make special accommodations for a variety of dietary needs. You **MUST** indicate on the Health History form if you or your child has any special dietary modifications or food allergies in order for us to be able to accommodate those needs.

Typically, the first meal provided by the YMCA is dinner. Students need to **bring their own lunch on the first day**. During meals, naturalist trail groups sit together at assigned tables with chaperones.

We do not purchase, prepare or serve any nuts in our facility. However, we cannot guarantee that all items we serve were not processed in a facility that is completely nut free. If parents have specific concerns regarding their child's diet, or would like to discuss the menu, they are welcome to email our Hospitality Director, Gary Park, at gpark@ymcasf.org.

EVENING PROGRAMS

Each night there will be an organized activity that may include a night hike or sunset stroll, ocean or marine mammal activity stations, community building activities or skits and songs.

CELL PHONES & OTHER SCREENS

Point Bonita YMCA has a no student cell phone policy. Cell phone multi use functions like camera, texting, and web browsing, etc. can put campers at risk of emotional injury and distract from their experience when misused or unsupervised. We highly recommend that students use disposable or other cameras, rather than cell phone cameras. The YMCA is not responsible for any lost or stolen electronic devices.

HEALTH AND WELLNESS POLICIES

The health and safety of your children is our number one priority! As such, we adhere to the following policies:

- If your child has shown flu-like symptoms (i.e. fever, aches, sore throat, vomiting, diarrhea, cough) in the past 48 hours, please do not send them to our facility. An illness outbreak at our facility could result in shutting down our entire program for as much as a week, impacting not only your school, but the schools and groups who follow.
- Parents/Guardians should do lice checks in the morning, before departing for their visit to our campus.
- Students attending our program should come prepared with hay fever, asthma, and other allergy medications approved by their physicians. Give all medications to your child's teacher.
- Participants must wash their hands thoroughly with soap before meals, after using the bathroom and whenever directed by staff, chaperones, or teachers. Your child will help themselves stay healthy by frequently and thoroughly washing their hands. We encourage parents to discuss this and help students develop these habits well before attending Point Bonita YMCA.

Any participants sent home for health or discipline reasons will not be issued a refund.

HEALTH SUPERVISION

Our Naturalists are certified in First Aid and CPR with AED (many staff members have additional emergency response training), carry first aid kits and two-way radios, have been fingerprinted, and are trained to respond in emergency situations. For situations during the night, a designated staff person in the park is available by phone. For emergency situations, National Park Service and Southern Marin Fire Protection District emergency personnel are on duty 24/7 and can be reached by calling 911. YMCA personnel cannot, however, provide and/or distribute medication, including sunscreen, over the counter, prescription medications.

CHILD-SAFE PRACTICES

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

- All YMCA staff are screened through detailed applications, reference checks, and fingerprints;
- All YMCA staff are legally mandated to report reasonable suspicions of child abuse;
- 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;
- Staff cannot be in a one-on-one situation with youth where actions cannot be observed;
- 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)

BULLYING & HARRASSMENT POLICY

The Point Bonita YMCA has a firm policy against all types of bullying and harassment. Our staff take incidents of bullying seriously, taking the necessary steps to stop the harassment and protect the victim(s).

BEHAVIOR MANAGEMENT

We strive to prevent behavior problems by using proactive methods to engage students and redirect behaviors. Behavior issues are the responsibility of the teachers and YMCA naturalists. If students are having behavior problems, please inform the teachers or staff. The students will be informed of our "Check" system. YMCA reserves the right to send a child home due to unsafe and/or inappropriate behavior. It is the family's responsibility to pick up the child.

GENERAL COMMUNICATIONS

Teachers should remain the point person for all communication with the school or to parents.

- Should you need to contact your child while they are staying at Point Bonita YMCA, first try to contact your child's teacher. You may also call Kyio Cecil-Raditz, Director of Outdoor Education, at (415) 331-9480 between the hours of 9 am and 5pm. Outside of these hours, messages may be left at (415) 331-9622 x5952.
- The class teacher or PBY staff will notify you if any concerns arise. Once here, we do not recommend that students call home. Often when a homesick child speaks to someone from home, their homesickness is only made worse. Instead, we encourage letter writing both to and from the family. All letters should be mailed at least one week before the scheduled visit. Letters should be addressed as follows: Point Bonita YMCA, Student's & School Name, 981 Fort Barry, GGNRA, Sausalito, CA 94965.

POINT BONITA YMCA COMMUNITY AGREEMENTS AND EXPECTATIONS

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 the YMCA Core Values: Respect, Responsibility, Caring and Honesty.

You must agree to the following guidelines to participate in your trip to Point Bonita YMCA (please check):

- I will live, work, and play cooperatively and respectfully.
- I will take responsibility for my attitude and actions.
- I will follow all Point Bonita YMCA rules and expectations.
- 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

Point Bonita YMCA Outdoor Education Program

PARTICIPANT THINGS-TO-BRING LIST

****PLEASE LABEL EVERYTHING WITH YOUR NAME!****

Essential Items:

- Bag lunch, just enough food for the first lunch (all other meals provided by Point Bonita YMCA)
- Reusable water bottle at least 24oz (w/a water-tight, screw-top lid)
- Backpack (big enough to carry a lunch, jacket, and water bottle)
- Medications/Prescriptions in original packaging
- A completed Registration & Health History Form that you turn into your teacher

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

Clothing: Please prepare for sun and rain

- | | |
|--|--|
| <input type="checkbox"/> Waterproof rain coat or poncho | <input type="checkbox"/> Shirts, long and short sleeved (3-5) |
| <input type="checkbox"/> Warm layer (sweatshirts/sweaters) (2-3) | <input type="checkbox"/> Bathing suit (for showering) |
| <input type="checkbox"/> Warm jacket | <input type="checkbox"/> Pajamas |
| <input type="checkbox"/> Long pants/jeans (2-3) | <input type="checkbox"/> 2 pairs of sturdy shoes/boots (no sandals!) |
| <input type="checkbox"/> Warm Hat and Hat with a brim | <input type="checkbox"/> Gloves |
| <input type="checkbox"/> Underwear (1 pair/day) | <input type="checkbox"/> Plastic bag for dirty clothes |
| <input type="checkbox"/> Socks (1-2 pair/day) | <input type="checkbox"/> Bandana (to eat on) for trail lunch day(s) |

Toiletries:

- | | |
|--|--|
| <input type="checkbox"/> Toothbrush & tooth paste | <input type="checkbox"/> Chapstick or Lip Balm |
| <input type="checkbox"/> Sun Block (SPF #15 or higher) | <input type="checkbox"/> Shampoo and Soap |
| <input type="checkbox"/> Comb or brush | <input type="checkbox"/> Bath towel and wash cloth |

Bedding

- Sleeping bag or twin size sheets and blanket
- Fitted sheet for twin mattress
- Pillow

OPTIONAL ITEMS:

- | | |
|--|--|
| <input type="checkbox"/> Hand lens (magnifying glass) | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Inexpensive Camera (Disposable/Digital) | <input type="checkbox"/> Rain pants |
| <input type="checkbox"/> Binoculars | <input type="checkbox"/> Shower shoes |
| <input type="checkbox"/> Quarters and laundry soap | <input type="checkbox"/> Crazy shirt for the last day! |

Adults are encouraged to bring their own reusable travel mug for coffee and tea

THINGS NOT TO BRING:

- | | |
|---|--|
| <input type="checkbox"/> Smart/Cell phones (except adults) | <input type="checkbox"/> Gum, candy, or other snacks |
| <input type="checkbox"/> Pocket knives, weapons, or dangerous items | <input type="checkbox"/> Anything you need to plug in (e.g. Hair dryers) |
| <input type="checkbox"/> Any Electronic games or devices | <input type="checkbox"/> Personal sports equipment or Fishing gear |

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.



POINT BONITA YMCA OUTDOOR EDUCATION Health History Form

Participant: _____ Age: _____ Sex: _____

Address: _____ Phone: _____

Parent/Guardian: _____ Work: _____ Cell: _____

Non-Parent Contact: _____ Home: _____ Cell: _____

HEALTH INFORMATION

Does the participant have, or has the participant had, any of the following conditions/symptoms?

Current Medical Conditions	Diseases	Allergies
<input type="checkbox"/> Bleeding/Clotting Disorders <input type="checkbox"/> Asthma <input type="checkbox"/> Diabetes <input type="checkbox"/> Ear Infections <input type="checkbox"/> Heart Defects/Hypertension <input type="checkbox"/> Psychiatric Treatment <input type="checkbox"/> Seizure Disorder <input type="checkbox"/> Immuno-Compromised <input type="checkbox"/> Sleep Walking <input type="checkbox"/> Bedwetting <input type="checkbox"/> Hospitalized in the last 5 yrs?	<input type="checkbox"/> Chicken Pox <input type="checkbox"/> Measles <input type="checkbox"/> Mumps <input type="checkbox"/> Other Diseases Date of last Tetanus shot: _____	<input type="checkbox"/> Hay Fever <input type="checkbox"/> Iodine <input type="checkbox"/> Poison Oak <input type="checkbox"/> Penicillin <input type="checkbox"/> Bees/Wasps <input type="checkbox"/> Food <input type="checkbox"/> Other Allergies
		If Participant Has Allergies
		<input type="checkbox"/> Do you carry your own Epinephrine or Epi-Pen? <input type="checkbox"/> Do you carry your own inhaler?

If you answered "yes" to any of the above items, please explain below. (Attach additional pages if necessary.)

Food Allergies or Dietary Restrictions (please specify): _____

Current Medications (send with instructions): _____

Please share any additional information including special needs (emotional/social/behavioral issues/soothing strategies) that we should be aware of to provide the best possible care: _____

Doctor: _____ Phone: _____

Medical Insurance Carrier: _____ Policy/Group #: _____

Dentist/Orthodontist: _____ Phone: _____

Authorization for Treatment: I hereby give permission to the medical personnel selected by the YMCA to order X-rays, routine tests, treatment, & necessary transportation for the participant. In the event that I cannot be reached in an emergency, I hereby give permission to secure and administer treatment, including hospitalization, for the person named above. This form may be photocopied.

Signature (parent/guardian if person is a minor)

Date

I want to receive the Point Bonita YMCA electronic newsletter _____

Email Address

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: _____