



SIX WEEK PACKET

Astrocamp – Lead Teacher’s Manual

ASTROCAMP

Six-Week Packet Contents

- ☆ Teacher’s Manual
- ☆ Chaperone Section
- ☆ **Program Planning Section**
- ☆ Forms Section

We’re here to help you plan your camp!

While we strive to include every detail in the Teacher’s Manual, but you still may have questions. We ask you to read over all the materials thoroughly, and if you cannot find your answer, please call us.:

Lead Teacher / Coordinator, please call

✓ Logistics: (951) 659-6062

- Dorm Assignments
- Report Your Numbers (for class scheduling)
- Dietary Issues / Special Needs
- Student Store
- Classes

✓ Secretary for: (951) 659-6062

- Six- Week Planning Packets & Medical Forms

✓ Main Administrative Office for: (909) 625-6194

- Contracts, Booking Confirmations, any contractual changes
- Payment issues: Deposits, Costs, Camp Date adjustments

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Teachers' Manual

Introduction

Planning a school trip to Astrocamp requires a substantial investment of time and effort by dedicated teachers and responsible parents. This Six-Week Packet is designed to assist you with coordinating and preparing your trip.

The Six Week Packets contains resource materials; it contains basic guidelines, support materials, and a sample Logbook for the students to use. Astrocamp has compiled this information of advice and reminders from experienced teachers, parents, and student groups since 1988. There are **FOUR** important documents we will need from you to make your trip a successful one.

IMPORTANT

*** Time Sensitive Documents ***



MAIL



FAX

4 WEEKS prior to your arrival. **Please meet your deadline!**

Please remember to **send earlier** in case of holidays, school breaks, summer break, etc.!

- Astrocamp Program Planner** (fax or mail to us 4-weeks prior to your visit)
- Pre-Order Form: *T-Shirts/Sweat Shirts only * 4 –weeks prior.**
(No payment needed at this time)



Please bring these forms with you on arrival day & give to your Program Coordinator (P.C.)

- Medical Forms: These MUST BE SIGNED** by parent / guardian
- Chaperones' form: "Camp Participant's Release and Waiver of Liability" Form** – Signed by each chaperone, including teacher(s). (Bring these with you on arrival day)

Whether your group is new to Astrocamp or returning for another great visit, we hope you find these materials useful. With these resources in hand, teachers have planned trips for tens of thousands of students, who have had successful educational experiences at Astrocamp. Astrocamp supports you in your efforts to do the same for your kids. We look forward to your visit!

General Information

Know Your Research Groups

Before arriving at Astrocamp, teachers need to divide the class into research groups of no more than 15 students. For example:

Number of Students	Number of Groups	*Minimum Number of Chaperones
1 to 15	1	2
16 - 30	2	3
31 - 45	3	4
46 - 60	4	5
61 - 75	5	6
76 - 90	6	7
91 - 106	7	8
106 - 120	8	9
121 - 135	9	10
136 - 150	10	11

- **Appropriate ratio of male chaperones for male students / females chaperones for female students**

☆ **Your schedule will confirm the number of groups you will be assigned.**

☆ **An adult chaperone **must** be with each research group during all sessions.**

Where Is Astrocamp?

The physical address is:

**Astrocamp
26800 Saunders Meadow Rd.
Idyllwild Ca. 92549-3399**

Astrocamp, is located in Idyllwild, sits 5600 feet up in the San Jacinto Mountains and covers 92 acres of meadows and forest. See Map included in this packet or computer search using mapquest.com

Distances from major cities are:

- 25 miles South of Banning via State Highway 243
- 23 miles East of Hemet via State Highways 74 and 243
- 55 miles Southwest of Palm Springs via State Highways 74 (Palms to Pines Highway) and 243
- 55 miles East of Riverside
- 110 miles East of Los Angeles
- 110 miles North of San Diego
- 93 million miles from the Sun (8.3 light minutes, seasonal variations apply)



Transportation Information



Lead Teacher: This information will help you plan your travel arrangements

Arrival Time 11: 30 AM Each group is responsible for its own round-trip transportation to Astrocamp. Arrival is usually around **11:30 am**.

Departure Time 12:30 PM:

Groups leave the camp after the last class which ends at 12:15 pm.

Allow time for:

- **If you Pre-Ordered lunches, please pick them up in the dining hall after the last class – Program Coordinator will assist you.**
- **Luggage loading**

Parking: Park cars in the Visitor's parking lot adjacent to the main parking lot. Overflow parking is beside the gym. ***Driving on campus or parking near dorms is prohibited.*** Your Astrocamp Program Coordinator will meet and direct your buses.

Luggage: When you arrive, your group will unload your luggage by your **school's sign**. Your Program Coordinator will advise you when to take your luggage to your dorm.



Inclement Weather

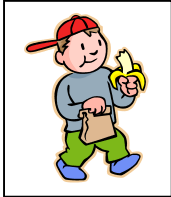
The weather at Astrocamp is extremely variable! In general, temperatures are much colder than in the Los Angeles or Coastal areas. While the days may be very pleasant, the nights can be cold, with nights often below freezing. It is possible to have rain, fog, snow, lightning, or sleet. **It may rain or snow anytime from October to early June.** All students and chaperones must come prepared for all weather conditions with warm clothing, preferably layers, and raingear. *We are unable to predict the weather for your arrival,* however, we suggest you watch your local news and pay attention to the mountain forecasts and/or check a web site weather page like: Reference **City: Idyllwild**

www.yahoo.com www.noaa.gov www.weather.com <http://intellicast.com>

If roads conditions are severe, we will contact you.



ARRIVAL DAY SCHEDULE



Please **PACK LUNCHES** for arrival day; Astrocamp **DOES NOT** provide lunch on arrival day!

Program Coordinator (P.C.) will meet & greet:

Your PC will meet your bus or vehicles in the parking lot. The PC will:

- Meet your Lead Teacher and give preliminary direction
- Organize moving your group into dorms
- Advise you where to eat your lunch (usually in the meadow, weather permitting)
- Issue your dorm keys:
 - **Key 1:** Dorm (labeled with **first letter** of your Dorm)
 - **Key 2:** First Aid Room (labeled **CH**).
- Collect your Medical Forms / Collect your Chaperone Forms
- Advise you of your schedule
- **PC** will ask you if you want *BOXED LUNCHES on departure day*. Please know how many in your group are **vegetarians or special dietary needs** (Your PC will ask you for this info).

SUPERVISION: Your staff of teachers and chaperones are responsible for supervising your students until the 1:30 pm Student Orientation Meeting

Arrival Day Schedule

Arrival Time to 12:30: Your group will have their lunches that they brought with them in the meadow and have plenty of time to move into your dorms before the Orientation and Tour time.

12:30 pm: Move into Dorms

1:30 pm: Orientation and Tour: Your PC sets the Meeting Place

PC and Instructors will meet with **all the Chaperones and Students** to begin an orientation and tour of the Campus. After the tour, all students will attend their first class.

2:15 pm: All Chaperones / Teachers' Meeting: in Chaperone Lounge

The "All Chaperone's" meeting begins in the Chaperone's Lounge located next to the Student Store. All Chaperones are required to attend. Your students will be with their Astrocamp instructors at this time. During this meeting, the Lead Teacher will be given a time to meet later with the Program Director in order to make your final payment.

Final Payment Appointment:

At your appointed time, you will meet with the Program Director to process your invoice and rebook your group. Please bring your balance payment with you at this time.



DEPARTURE DAY SCHEDULE

If students have been conscientious about cleaning during their whole stay, the final clean up should take no more than five minutes. Have students remain in their dorm until dismissed to do a trash sweep.

1. **Clean Up:** Pick up all debris in sleeping areas, restrooms, hallways, and outside dorm. Empty room wastebaskets into trash containers located outside dorm. Double check under beds, in closets, drawers, shower stalls, and bathrooms for personal items.
2. **Return Keys:** Return all dormitory and specially issued keys (if any) to your Program Coordinator (PC). We charge \$10.00 for each un-returned key.
3. **Inspection:** The Program Coordinator or another instructor will inspect all dormitories with the help of chaperones. Both parties must agree to the condition of the dormitories. If an inordinate amount of cleaning is required after a group vacates the dormitory, an additional cleaning charge will be levied.
4. **Damages:** The cost of repairing any damage to dormitories, other facilities, or equipment caused by careless or malicious behavior of members of groups will be charged to that group at cost plus 20%.
5. **Bad Behavior:** No refunds will be awarded to individuals or groups who leave early as a result of violating Astrocamp rules and regulations.

LAST CLASS

Your group's last class ends at 12:15 pm.

Departure Lunch 12:15 pm:

You will pick up your **Pre-Ordered Boxed Lunches** to either eat lunch in the meadow or take with you on the bus. (Please order on Arrival Day, see p. 4)



ASTROCAMP TRIP PLANNING

Trip Preparation

To fully enjoy the Astrocamp experience, it is important that you prepare your chaperones, your students, and yourself. This checklist, suggested by fellow teachers, will help you keep track of important details.

☆T Minus 6 Weeks

- Arrange Transportation:** Make transportation arrangements. Groups arrive at camp around 11:30 a.m. / Depart around 12:30 p.m.
- Driver(s) Arrangements:** Make special arrangements for the drivers, if necessary (lodgings, meals, etc.). Call ahead for reservations if your driver will be staying in town.
- Recruit chaperones.** Per your contract:
 - You need: 1 Chaperone per 15 Students. **Please, no more than 2 Chaperones per 15 Students** (Coed groups MUST HAVE at least 1 male and 1 female chaperone.)
 - You get 1 half- price chaperone for every 10th student coming on the trip.
 - **No Coed Dorms:** Male chaperones supervise the boy's dorm and female chaperones supervise the girl's dorm.
 - Schedule a chaperone meeting. Give them their "Chaperone Instructions" packet.
- Keep Parents Informed:** Send to the Parents:
 - Student Application / Medical Forms : **Parent / Guardian signatures are required!**
Altering the wording on this document is unacceptable.
 - See: "Frequently Asked Question" (page 19-20)
 - Schedule a Parent Meeting
 - Your own school's Medical forms cannot be accepted at Astrocamp

Your student cannot participate in any Astrocamp activity unless this medical form is signed by a parent/ Legal Guardian.



Helpful Hint #1: Schedule a Parent Meeting: Most groups have a parent meeting and distribute and collect the Medical Forms at this meeting.



Helpful Hint #2: Schedule a Chaperone Meeting: Preparing your chaperones is essential to a successful camp experience for your students. (See "Teacher / Chaperone" section.) Give them a copy of the "Chaperone's Instructions" packet provided in your FORMS section of the 6-Week Packet we mailed to you.



Astrocamp Trip Planning (cont'd)

★T Minus 4 Weeks


4 weeks prior:

- **Fax or mail: Astrocamp Program Planner Form.** It is due by the deadline!
- **Fax or mail: School Pre-order form** (No payment is required at this time!)

Please meet your deadlines: Early returns receive priority consideration. Please fill out these forms COMPLETELY.

- Collect Student Application/Medical Forms.** Bring these to Astrocamp (do not mail). **Double check for the Parent/Guardian signature.** Also, include insurance information for each student in case of a need to visit the clinic. Of course, uninsured children are able to attend.
- Student Medications:** Make arrangements with parents to administer prescribed medications to their child.
Your group will be responsible for administering first aid and medications.
- Final Payment:** Arrange with your organization for payment to Astrocamp by check or money order. **Final payment is due upon your arrival day at Astrocamp. Thank you!**
- Inform Parents:** Inform the parents of the program and its cost. (Please photocopy any applicable pages of this syllabus)

★T Minus 2 Weeks

- Call Astrocamp:** with your **final numbers – THIS IS EXTREMELY IMPORTANT!** Please refer to your contract. If your numbers drop, you may lose your deposit money. **Numbers cannot increase without permission.** If you have any questions, please call the Claremont office at **909 625-6194.**
- Prepare Chaperones & Students:** Discuss the Astrocamp program and your objectives with your students and chaperones.
- Review:** 1. “Astrocamp Packing List” with your students. (*Located on Med-Form*)
2. “Camper Agreement” with students before arrival (**p. 13**)
- Plan recreation activities:** For your free times, you may wish to plan activities (athletic contests, skits, etc.) for your group. See free time section in “Logistics” (**p. 14**)
- Collect a 2-liter plastic soda bottle** in good condition for **each** student for LAUNCHING ROCKETS class: (**a creased bottle may explode!**).
- Prepare name tags** for students (optional but helpful).
-  **Communication:** Give parents **your school telephone number** so they may call you to see if their children have arrived safely at Astrocamp. **Please do not have parents call or fax Astrocamp directly, except in case of emergency.**



Astrocamp Trip Planning (cont'd)

☆ T Minus 2 Weeks (cont'd)



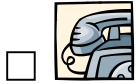
Camper Mail: Tell parents they can send kids' mail to:

Mail to:

Student Name - School - Camp Date
C/o Astrocamp
P.O. Box 3399
Idyllwild, CA 92549-3399

PLEASE: NO CARE PACKAGES!

You will find your student's mail in the Chaperone Lounge; please check daily.



Parent Phone Calls: Please remind parents *not to call Astrocamp*. Set Up A Phone Tree to communicate changes in schedule and important information to parents.

✓ Double Check:

BEFORE YOU DEPART to Astrocamp, check for:

Packing List: Review Astrocamp Packing List in the Medical Form.



Bring Lunch: Remind group to bring a sack lunch, drink, and bottle of water on their arrival day.

Medical Forms: Check all Medical Forms for **SIGNATURES on each**.

Student Medications: Check for any packed personal medications.




Pencils: Please bring pencils with you. If you wish, you can purchase pencils at Astrocamp at \$.50 cents each.

Astrocamp Visitor Guidelines

The following rules, regulations, and procedures will assist you in having a safe program and an enjoyable stay with us.

General Rules

1. **Emergencies:** In Case of Fire, pull the Local Alarm, call 911, and move all persons to the areas designated by our staff. Please cooperate with Astrocamp Staff, they are trained in emergency procedures. Be advised, a \$100.00 fine may be levied for any false alarm or unnecessarily discharged fire extinguisher.
2. **Smoking Area:** We strive for a smoke-free environment. Adult smoking is limited to the designated area only. *The forest is a high fire risk environment.* Smoking in other than specified areas, especially in dormitories or in the woods, may result in individuals or a group being asked to leave the facility.
3. **No Fireworks:** Fireworks are prohibited. The discharge of fireworks may result in dismissal.
4. **No Weapons:** No Firearms or Weapons of any Kind are Allowed on Campus!
5. **Stay on Pathways:** Please stay on camp roads and pathways. Do not hike through manzanita groves or in areas behind camp buildings. Remember to Respect the Privacy of Residential Homes on the Campus. Please be courteous to all guests and staff of Astrocamp.
6. **Areas of Supervision:** The swimming pool, ropes courses, climbing wall and special equipment may only be used with Astrocamp Supervision. **The gymnasium and soccer field are available for basketball, volleyball, and other activities during free time with Adult Supervision.**
7. **Safe Behavior:** Do not throw rocks, pine cones, or any other objects. Do not climb trees. No “horse play” of any kinds. (wrestling, shoving, pushing)
8. **Forest Life:** Protect all animals and plant life. Do not feed any animals. The campus contains poison oak, stinging nettles, and an occasional rattlesnake. Do no collect wildlife, plants, or other natural objects.
9. **“No Food Allowed” Areas:** Neither food nor drink is allowed in the conference center, star gallery, gymnasium, classrooms or dormitories. We make exceptions for special situations with express permission of the ASTROCAMP administration. Visiting groups’ chaperones must supervise any such event.
10. **No Wheels Allowed:** No skateboards, bicycles, roller blades, recreational items allowed on campus.
11. **Technical Toys:** No gaming systems, MP3 players allowed on campus. If they are brought, they need to be collected and stored in the chaperone dorm room.
12. **Report Maintenance Issues:** Report all maintenance emergencies to staff as soon as possible. If a problem occurs at night and can wait, notify us in the morning. We strive to attend to problems as quickly as possible.
13. **Valuables:** **Please be advised that all personal belongings such as money, jewelry and all other valuables are your responsibility and should not be left out in the open or unattended. Please keep these valuables with your chaperone.**
14.  We strongly advise your students **not** to bring or use cell phones while at Astrocamp. **(This can be very disruptive to your program!)**



Dormitory Rules

We strive to make your stay as comfortable as possible and appreciate your help maintaining our dorms.

1. **No Smoking**
2. **Conserve water:** Please take short showers. No water fights in dormitories.
3. **Conserve Energy:** Please turn out lights, close windows, and the front door when leaving dorms.
4. **Food / Beverage Rule:** Food and beverages are prohibited in dorms. Food attracts little creatures and makes a mess!
5. **No Coed Dorms:** Dorms are off limits to the opposite sex. Students should stay in their dorm or section of a dorm.
6. **Lock Up:** Lock exterior dormitory doors whenever the dormitory is unoccupied. Normally dorm rooms will remain unlocked. We will issue the leaders keys to the dormitories.
7. **Supervision:** Students do not occupy dormitories without adult supervision.
8. **Do Not Move Bunks:** Do not dismantle bunk beds. We charge \$25.00 per bed to cover the labor costs to restore beds to their original condition. Other damages will be billed at cost plus 20%.
9. **Quiet Hours:** Quiet hours are from 10:00 pm to 7:00 am. Group leaders are expected to enforce these hours.
10. **Staff Quarters:** Each dormitory contains one or more Astrocamp staff residences which are off limits.
11. **No Fires:** No fires or candles are allowed in dormitories, even in fireplaces.
12. **Close Windows:** Windows are to remain closed on the second story of dormitories. Please do not enter and exit buildings through or throw objects from windows.



Astrocamp Emergency

The Astrocamp staff is well prepared for emergency problems. They are all certified in First Aid and CPR. If you need any assistance, please contact a staff member.

As the Leader and /or Chaperone you have certain responsibilities to your group.

1. **Emergency Procedures:** Please discuss Emergency Procedures with the members of your group. Please cooperate with the Astrocamp Staff.
2. **In case of emergency, remain calm and help the members of your group to remain calm.**
3. **In Case of Fire:** If anyone sees a fire, call 911 and report it to the main office. The person discovering the fire can explain the situation.
4. **Personal Injury (child or adult) ----- Visiting groups are advised that at least one adult leader should be certified by a nationally recognized provider in first aid and CPR.**

Almost all injuries on site occur during recreation time, and with children, almost always as a result of unsupervised play. As a chaperone, it is your responsibility to watch your group at all times!

1. **Minor Injury** to a member of your group: if this is during program time an Astrocamp staff member will assist in helping the individual seek first aid treatment. We have a well stocked first aid room and access to emergency services if necessary.
2. **Serious Injury** to a member of your group: a member of the Astrocamp staff or of your group should call 911. A staff member will remain with the accident victim while another responsible person reports to the main office or calls on a 2-way radio if on a hike, at the ropes course, the gymnasium, or the pool. When calling 911 be prepared to report:
 - type of injury,
 - condition of the victim,
 - victim's age.

The Astrocamp staff will make further arrangements as necessary.

3. **Contacting Parents:** **It is the group leaders responsibility to contact parents as soon as possible for permission to treat and/or transport children to a health care facility.** If group leaders are unavailable Astrocamp staff will attend to this matter.
4. **Reporting Accidents:** All accidents are to be recorded in the Log Book maintained in the First Aid Room.
5. **Administering Medication:** You must first check the MEDICAL FORM prior to administering any medications.



Dining Hall

In general, dining at Astrocamp should be a peaceful time of eating, sharing, planning, and socializing. An Astrocamp staff member will meet your group in front of the dining hall to go over meal procedures and give announcements prior to each meal.

Special Dietary Needs. Lead Teacher, please note on the “**Astrocamp Program Planner**” form any **dietary needs** so that the kitchen can be prepared to store and warm up any meals the parents have packed. Please let your group know about our kitchen:

*****PLEASE DO NOT HAVE PARENTS CALL WITH THESE ISSUES.*****

Parents need to discuss their concerns with you so that you can give them this information:

- No peanut products are used in cooking for our guests.
- Vegetarian meals are provided at each sitting.
- If a student requires special food, we have limited refrigerator space available to store your food. **If serious food issues, parents can pack special foods in a cooler.**
- If student requires special foods, **Kitchen can warm up simple food that the parents have packed.**
- **At this time, we cannot accommodate Kosher foods. Parents can pack special foods for their child which the kitchen can keep refrigerated and warm up.**
- **Gluten Free: We do not have “gluten free” alternatives; please have parents pack special foods.**
- When in doubt, parents can pack child’s food.

Your assistance is appreciated in the following:

1. **Please do not remove anything from Kitchen:** Food items and tableware are not to be removed from the dining hall and/or taken to sleeping accommodations (State Health Regulations).
2. **Supervise at each Table:** One adult should sit at each table if possible to maintain a pleasant dining atmosphere.
3. **Support our Food Waste Program:** Help us enforce our food waste program to help students become aware of their food choices and effects.



FOOD WASTE PROGRAM

The purpose of the food waste program is to increase awareness of misuse of food as a natural resource. However, it is very important that students do not overreact to the program by eating poorly or by omitting items they should take. The goal is *attitude building*, not zero waste, and the meals should be enjoyable. Food waste is defined as any food that an individual has put on his or her plate and not eaten. It does not include rinds, peels, bones or food that has accidentally fallen to the floor nor does it include any food, which has not been removed from serving platters, bowls or baskets. Chaperones can also use their discretion in what is or isn’t food waste. Explain how students can reduce food waste, such as cutting food in half and taking smaller portions and sharing a carton of milk for cereal. These tips work best when given for specific meals to which they pertain.




The Camper Agreement

The Camper Agreement containing the Regulations and Policies of Astrocamp is for the convenience and safety of all campers.

Please read carefully with your students.

- ☆ **Stay with your group:** No camper may leave the camp property without the head chaperone knowledge.
- ☆ **Participate:** All campers must report to and participate in their scheduled activities. If a camper must leave the immediate program area (e.g., to visit the first aid room), they must inform the instructor, and have a chaperone with them.
- ☆ **Wear shoes** at all times.
- ☆ **Play Safe:** Do not throw rocks or other objects. Do not climb trees or other facilities.
- ☆ **Arrive on time** to all programs and meals and be prepared. Campers who are late to programs hold up the entire class.
- ☆ **Seek help with problems:** If you have a problem, see a chaperone or consult with an instructor. If you want the Director to become involved, first go to your lead teacher, when possible.
- ☆ **No food in Dorms:** No food should be kept in the dorms or removed from the dining hall.
- ☆ **No Gifts Please:** Parents and campers are asked not to offer gifts, tips, or other gratuities to Astrocamp staff. Astrocamp is operated by Guided Discoveries, Inc., a non-profit educational organization. Astrocamp welcomes your donations; they are tax deductible.
- ☆ **Walk, Don't Run:** No running or rough housing is allowed in the dorm area. Games and play are restricted to the field and recreational areas.
- ☆ **No Coed Dorms:** Dorms are off limits to members of the opposite sex. Staff residences are off limits.
- ☆ **Personal Property:** Please be advised that all personal belongings such as money, jewelry, and all other valuables are your responsibility and should not be left out in the open or unattended. Please keep these valuables with your chaperone.

- ☆  Please, no cell phones. Students are strongly advised **not to bring or use cell phones** while at Astrocamp. (This has proven to be very disruptive to your program)

No refunds will be awarded to individuals or groups who leave early as a result of violating Astrocamp rules and regulations



LOGISTICS

Chaperone Lounge

- **Adults Only:** Lounge is for adults only: coffee, tea, hot chocolate, refreshments for your Relaxation Time! Let us know if the supplies are running low. **DO NOT REMOVE REFRESHMENTS MEANT FOR CHAPERONES FOR THE STUDENTS!**
- **Technology:** Computers available. Wired and Wireless access for laptops in the Lounge.

Logistics Info:

- **Camp Map:** The Astrocamp “Logbook” has a map on the inside cover, and contains camp, program and geological information. Log Books are complimentary.
- **Program Schedule:** The schedules have abbreviations to explain class titles. **The PC (Program Coordinator) is responsible for all aspects of your program. Instructors determine meeting place before class.**
- **Restrooms:** Groups use Conference Center, Dining Hall, & Gym restrooms
- **Smoking Area:** There is only one designated smoking area, (behind the chaperone lounge).
- **Dorm / 1st Aid Room Keys:** Please return your keys and evaluation sheets to your PC at check out time on departure day!

First Aid Room:

The entrance to the First Aid Room is behind the office.

You will have **Two Keys:**

- **Key 1:** Dorm (labeled **first letter** of your Dorm)
- **Key 2:** First Aid Room (labeled **CH**).

Your Med. Forms are in the First Aid Room. **Record every treatment in First Aid Log.** Students who need to lie down should be taken to their dorm and a chaperone remain with them to “free-up” the First Aid Room for other students needing care. **Do not leave sick children unattended at any time.**

Student Store:

- **Pre-Orders:** Pick up your order **AFTER** your Chaperone meeting. Remember to pay with ONE CHECK on arrival day. Thank you.
- **Store Shopping Time:** On arrival day and on your tour, the **PC** will show you the time your school has for shopping at the store. It is posted on a board in the dining room.
- **Pencils** are available for purchase in the camp store.

Instructor’s “You’re a Star” Booklet

Take a few minutes and write a note to your instructor in their “You’re a Star Booklet”, located in a box in the chaperone lounge.



Logistics (cont'd)

Lost and Found

Astrocamp has a Lost and Found system. Please return any lost items to our main office and they will be returned to their owners if at all possible. Owners will reimburse Astrocamp for postage costs when found items are returned by mail.



Telephone

We strongly recommend that students not use the office telephones except in case of a dire medical emergency, and then only with chaperone supervision. In the majority of teachers' experiences, phone calls home shift students' focus; our staff is well trained in dealing with homesickness.

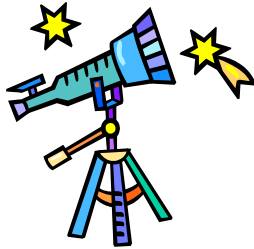


Ten Steps to Insure a Successful Astrocamp Experience

- Communicate:** Be sure your lead teacher (the teacher who will be in charge at Astrocamp) receives all information and participates in program selection.
- Follow 6-Week Packet timelines:** Send your Program Scheduling Form to Astrocamp (address below) at least 4 weeks before your visit. Failure to do this will greatly lessen your opportunity of getting your first choice lab activities. It is almost impossible for us to make schedule changes after you arrive.
- Signatures on Med. Forms:** Be certain all medical release forms are filled out and signed. We cannot allow children to participate in activities unless we have their forms on file.
- Prepare Your Group:** Be sure that all chaperones (teachers and parents) are familiar with their responsibilities.
- Review:** Rules, regulations and emergency procedures prior to arrival.
- Be Prepared for the Weather:** For unexpected cold or rainy weather. A fast moving cold front can bring unexpected snow anytime between November and May!
- Pre-Orders are Convenient:** Order Sweat Shirts and/or T-Shirts 4 weeks in advance. Pre-orders can be picked up on the afternoon of arrival. This will make your time in the camp store much more efficient. Store information is provided in the six-week packet.
- Leave Valuables at Home:** Astrocamp is not responsible for lost luggage or individual items (cameras, coats etc.) Leave electronic equipment, expensive cameras, etc. at home.
- Drink plenty of Water:** Carry personal water bottles. Dehydration caused by the high altitude and usually dry climate can result in mild discomfort.
- Bring a positive attitude and a sense of fun and adventure. We'll do the rest!**

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CHAPERONE SECTION



Lead Teacher: This section is designed to help you prepare your chaperones.

- **Please read:** the “Letter to Group Leader”

- **Chaperone Preparation:** A “Chaperone Meeting” is strongly encouraged as preparation makes for a successful camp experience. Please review the “Chaperone Section” with them and give them any other information you feel they may need to know.

- **Make Copies:** Please make copies of the “Chaperone Waiver” for **each** of your chaperones, including the Lead Teacher.
 1. *Chaperones’ forms:
 “Camp Participant’s Release & Waiver of Liability”
 2. Signature required of all adult chaperones on this form
 3. Bring forms with you to camp and give to your PC

***Note:** Astrocamp Medical Forms are for the children only, as children need their parent’s/guardian’s authorization for medication, etc.

TEACHER/CHAPERONE RESPONSIBILITIES

Chaperone Preparation

(Only adults age 21 and over are considered chaperones!)

The chaperone responsibilities include supervising:

- **Form:** Chaperones must sign “Camp Participant’s Release and Waiver of Liability”
- **Dorms:** Please enforce quiet hours, bed checks, and housekeeping responsibilities.
- **Meals:** Monitor the dining hall during meals (one adult at each student table is ideal).
- **Recreation:** Supervise at all times & free time areas **except** life guarding at the pool.
- **Program:** Attend all programs including the hike. Help students arrive at program on time. Review the program with the Lead Teacher / Coordinator of your camp trip.
- **When a child becomes sick or injured:** **Make sure that you have a chaperone with that child at all times.** (You will need enough chaperones for each research group and an extra in case of sick or injured child).



**The Attitude of the Chaperones
Greatly Affects the Attitude of the Students.**

Student Care

- **Drink Water:** Please make sure your students drink lots of fluids to avoid dehydration.
- **Accidents:** Most accidents occur at night on slippery, icy surfaces, running in the dorm hallways or jumping off bunks (*which is strictly prohibited*).
- **Extra Clothing:** If students forget to pack it, we have some warm coats, gloves and hats available in the Program Directors Office. Please return on departure day to the office. Do not mix with current Lost and Found items. Thank you!
- **Bus Bags:** Bring Large Plastic Bags for wet swimsuits if you have Micro Gravity on departure day.
- **Birthdays:** Let us know of any birthdays during your stay!
- **First Aide:** Room is stocked with all medications stated on the Medical Form: see First Aide Section.

Teacher / Chaperone Responsibilities (cont'd)

DORMS

- **Supervise:** Chaperones need to be present when your students are in dorms.
- **Quiet Hours:** Enforce quiet hours and “lights out” 10:00 p.m. – 7:00 a.m.
- **Inspect:** Conduct daily room inspections and supervise check out. Double check that all personal items are removed from the bathrooms, window ceils and under the beds.
- **Safety:** Keep front doors and windows closed to keep heat regulated and conserved. If there is a need for heating adjustment, a plumbing problem, or electrical difficulties, please tell your PC. You can also stop by the office and give the location and details of all maintenance problems. Thank you!
- **Enforce Rules:** Food and sodas are **not allowed in the dorms**. (In the mountains, this immediately attracts ants and critters!)
- **Packing:** Bring your own **towels and soap!** (Astrocamp does not provide them). *SEE “PACKING LIST”

MEALS

- **Supervise** your school in the dining hall during meals. Adults need to sit with the students in order to help students follow procedures.
- **Help:** We ask that you help maintain a quiet, orderly environment.
- Reinforce the Food Waste Program (not aiming for zero food waste but more of an attitude) see section on Food Waste Program.
- **Restroom Locations:** Bathrooms are located in back of dining hall : Two downstairs, and one upstairs.

PROGRAM

- **Leadership:** Provide leadership, control and positive attitude for the program.
- **Be Supportive:** Support your students and Astrocamp instructors in this educational experience. *Please respect our curriculum; if you have suggestions, please feel free to speak with the Program Director.*
- **Be on Time:** Get your students to the instructor’s designated meeting places **on time!**
- **Attend:** Please have one adult attend *each* program with *each* research group.
- **Night Lights:** We prefer that **only adults take flashlights** on Night Hike and Telescope Viewing activities and use them only if necessary.

RECREATION

- **Supervise** recreation periods (free time) in dorms, gym and other areas **at all times!**
- **Gym Time:** Available during **free times:** After breakfast, lunch, and dinner.

NO DRUGS / ALCOHOL

Absolutely No Alcohol or Federally Controlled Substances! Smoking in prescribed area only.
(Behind Chaperone Lounge)



Frequently Asked Questions (FAQ's)

Dear Lead Teacher:

Here are the most frequently asked questions parents and groups ask Astrocamp. Please feel free to share the information with your group.

Where Is Astrocamp? Astrocamp, is located in Idyllwild, sits 5600 feet up in the San Jacinto Mountains and covers 92 acres of meadows and forest. See Map included in this packet or computer search using mapquest.com
Address: 26800 Saunders Meadow Rd, Idyllwild, CA 92549

What kind of weather will you be having? *We are unable to predict the weather*, however, we suggest you watch your local news and pay attention to the mountain forecasts and/or check a web site weather page like:

Web sites: www.yahoo.com www.noaa.gov www.weather.com <http://intellicast.com>
Reference Zip code: 92549

Parents: Please do not call Astrocamp for weather reports. The weather at Astrocamp is extremely variable! In general, temperatures are much colder than in the Los Angeles or Coastal areas. While the days may be very pleasant, the nights can be cold, with nights often below freezing. It is possible to have rain, fog, snow, lightning, or sleet. **It may rain or snow anytime from October to early June.** All students and chaperones must **come prepared** for all weather conditions with warm clothing, preferably layers, and raingear; the goal is to keep the students **WARM & DRY**. See your packing list on the back of the Medical Form.

Do I have to sign the Astrocamp Medical form? Yes! Your student cannot participate in any Astrocamp activity unless this medical form /application is **signed** by a parent/ legal guardian.

- **Your own school's medical forms cannot be accepted at Astrocamp.**
- **Parent/guardian cannot alter the wording on the Astrocamp Medical form.**

Can parents call Astrocamp to get their questions answered? We have given all the information your Lead Teacher needs to prepare your student for the trip. Please contact your Lead Teacher for any and all questions you may have. If he/she cannot answer you, the Lead Teacher will call Astrocamp and get back with you. Parents, please do not call Astrocamp; **do contact your Lead Teacher for all issues.**

Can parents call the camp or visit the camp when their child is attending? For security and staffing reasons, we ask that parents **not** visit their child(ren) at camp. Parents may call only in case of a dire emergency.

Can parents send mail? If parents wish to send camper mail, please mail early at the address below; Please put return address on all mail, even post cards: Please, **NO PACKAGES OF ANY KIND.**

<p>Student Name/ School / Date of Arrival C/o Astrocamp P.O. Box 3399 Idyllwild, CA 92549-3399</p>
--



PLEASE: DO NOT SEND PACKAGES! These will be returned. Our little post office box and our staff cannot accommodate the volume of packages. Thank you.

Continued on back ➡



What if my child has special dietary needs? Parents notify their Lead Teacher of any dietary needs / concerns and the L.T. will alert our staff. The Lead Teacher must make a note of parent's issues on the **Astrocamp Program Planner**. The main area of concerns are:

- **No peanut products are used or served in cooking for our guests.**
- **Vegetarian OPTIONS are provided at each sitting.**
- **If a student requires special food, we have refrigerator space available to store packed food.** If serious food issues, parents can pack special foods.
- **If student requires special foods,** The Kitchen staff can heat up simple meals that the parents have packed.
- **At this time, we cannot accommodate Kosher foods.** Parents can pack special foods and the Kitchen can store and warm up.
- **Gluten Free:** We **do not have** "gluten free" alternatives; please have parents pack special foods
- **When in Doubt:** Please pack your child's special food with instruction, if necessary.

If you still have questions, we ask that **only the Lead Teacher call Astrocamp to get the answers**. The Lead Teacher will notify Astrocamp of parent's concerns and will get back to the parent(s).

Can my child bring a skateboard to camp: Your lead teacher will be discussing the camp rules, but basically he/she cannot bring the following:

- **No Wheels Allowed:** No skateboards, bicycles, roller blades, recreational items allowed on campus.
- **Technical Toys:** Gaming systems, MP3 players are NOT allowed on campus. If they are brought, they need to be collected and stored in the chaperone dorm room.
- **Valuables:** All personal belongings such as money, jewelry and all other valuables are the child's responsibility and should not be left out in the open or unattended. Please keep these valuables with the chaperone or leave at home.

Is the camp Coed? Dorms are off limits to the opposite sex. Classes may be coed.

What about emergencies? Astrocamp staff is trained in first aide and CPR. We have our emergency policy in place. There is a local Health Clinic; the Fire Department's Paramedics can arrive within minutes. If a serious emergency occurs, the injured can be air-lifted to the nearest hospital minutes away. Your school or group will be responsible for administering any medications your child needs.

What if my child loses his / her property? We have a lost and found; every effort will be made to find the owner and return the item. Please call the office if your child has misplaced / lost an item. If we have it, we will mail it to you (**you will pay the postage**) Please leave valuable cameras, jewelry, cell phones, etc. at home. **Please label their property.**

In winter months, will my child be safe and warm? The dorms are heated; children sleep in bunk beds in their sleeping bags. The children are supervised at all times. If weather is severe, some classes will be adjusted to be held inside in our larger facilities.

If it's warm in my city, do I still pack for winter? Believe it or not, this questions comes up! Please follow the guidelines in the **packing list** that is on the **Medical/Application Form**, which asks you to **pack for cold weather from the months of November through May with the consideration of keeping your child WARM & DRY. Please do not call Astrocamp for weather reports.**

Do you give refunds? **No refunds** will be awarded to individuals or groups who leave early as a result of violating Astrocamp rules and regulations. Also, your "group" has put down a deposit and risks losing contractual deposit monies if you cancel at the last minute.

Left Blank – Note Taking

PROGRAM PLANNING Section



- **Program Scheduling Instructions**
- **Class Descriptions**
- **Astrocamp Program Planner Form (Time Sensitive)**
- **Please Note your Deadline on Pre-Printed Form**

**Our planning depends on your
Program Planner**



Program Scheduling Instructions

Very Important: These instructions will help you complete the Astrocamp Program Planner, which needs to be sent to us 4 weeks prior to your arrival.

- **Alternates:** We ask that you select more activities than will be scheduled for you in case there is a scheduling conflict.
- **Class Descriptions:** Look for the Logo on each page.

Three-Day Groups: Select 8 daytime activities plus 2 evening activities:

Number your preferences **1 – 10**: Program Day Classes / Activities.

1 = Highest priority activity

Letter your preferences **A – C**: Program Evening Classes / Activities

A = Highest priority Activity

Five-Day Groups: Select 16 daytime activities plus 4 evening activities:

Number your preferences **1 – 16**: Program Day Classes / Activities

1 = Highest Priority

Letter your preferences **A – E**: Program Evening Classes / Activities

A = Highest Priority

- Return the **Program Planner** form at least **4 weeks prior** to your arrival at Astrocamp (Dorm assignments and schedules cannot be sent to your school until all paperwork is received).
- *Schedules and Dorm assignments will be sent to you two weeks prior to your arrival, but only if we have your Program Planner by your deadline!*
- **No changes** can be made after the 4 Week deadline due to staffing & other group's scheduling.
- If paper work is not received by the deadline, the Logistics office has no recourse but to choose your classes, as other groups' schedules are planned concurrent to your plans.

We appreciate your Cooperation!

Mail: Astrocamp P.O. Box 3399 Idyllwild, CA 92549

Fax: (951) 659-9843



Program Class Descriptions

Please indicate your program choices on the accompanying *Astrocamp Program Planner* and return it to us at least **4 weeks** before your expected arrival. Generally, the earlier you get your form to us, the better your chances of getting your requests and the quicker you will get a schedule and dorm assignment back from us.

***Program topics with the omega symbol (Ω) can be used in a 3-day period by only 8 groups:
(120 students or less.)***

Daytime Activities

General Science and States of Matter

Atmosphere and Gases – Our most requested class! Learn about planetary atmospheres and changes in states of matter as you experiment with pressure, temperature, density, and other gas properties.

Astronaut Training

Microgravity – Train underwater like astronauts; experience the challenge of constructing a mock satellite in a near-weightless environment. Students will need bathing suits and towels.

Expedition Valles Marineris – State of the art rock wall and interactive touch screen computers make you feel like you're doing research on the surface of Mars while climbing the walls, of the largest canyon in the solar system.

Electromagnetic Spectrum

Electricity & Magnetism – Experiment with magnets, static electricity, and electric current in a multitude of hands-on activities that explore the universal concepts of electricity and magnetism.

Light & Lasers – Explore the physical properties of light with lasers, ultraviolet lights, strobe lights, infrared cameras, spectrum glasses, phosphorescent walls and more.

Rocketry (2 Daytime class periods)

Building and Launching Rockets – Learn about force and the laws of motion to successfully design, build, and launch rockets powered by water and pressurized air. Each student needs to bring a 2-liter soda bottle with a standard size opening.

Daytime Astronomy

Planetarium – An excellent introduction to stars and constellations. Enter our star domes and learn about circumpolar rotation of the stars, discuss constellation myths, and create your own constellations.

Solar Studies – Learn about the structure and physics of the sun and safely view sunspots, prominences, and other solar features through telescopes using special solar filters. In addition, learn about solar radiation and energy through hands-on experiments involving solar cells, ovens, water heaters, and more.

Program Class Descriptions (cont'd)



Space Exploration

Cosmic Lander – In this engineering lab, learn about some of the difficulties of space exploration as you construct and crash test a “Cosmic Lander.” Will your vehicle survive a landing on Mars, Titan, or another exploration site?

Remote Sensing – Everything that scientists know about the universe has been learned through remote sensing. Students will experiment with different methods of remote sensing including GPS units.

Space Rocks (Ω)

Micrometeorites – Learn about meteors, meteorites, asteroids, comets, and the solar system. Collect and identify possible micrometeorites on campus using magnets and microscopes. Simulate impacts using our crater maker.

Planets – Learn about the planets that make up our solar system as well as planets being discovered around other stars. Learn about planetary geology and why the Earth is so well suited for life. Explore the other planets in our solar system and the current research being done to learn more about our planetary neighbors.

Hiking (1, 2, or 4 daytime class periods)

Day Hike – This one and a half hour hike is an overview of the local flora, fauna, and history of the San Jacinto Mountains. It may include games and activities.

Extended Day Hike – This three hour hike is similar to the Day Hike.

Full Day Hike (5-day groups only) – This hike focuses on geology, remote sensing, and the natural history of the Idyllwild area. It includes lunch on the trail and a full day of exploration.

Adventure Classes

Initiatives – Participate in cooperative and problem-solving activities that build teamwork, trust, cooperation, and communication skills. *This class is a prerequisite for Ropes Course choices.*

Ropes Course – Challenge your fears up in the trees on one of four high ropes elements. All are physically and mentally rigorous activities that require trust, communication, teamwork, and a willingness to face fears. **Three-day groups** may choose up to 2 elements and **five-day groups** may chose up to all 4 elements. *Initiatives class is a prerequisite for these activities.*

Catwalk (Ω): balance across a horizontal log high up in the trees.

Vine walk (Ω): walk on a tightrope assisted by overhanging “vines.”

Power Pole: climb up a telephone pole and then lunge for a tetherball.

Sky Coaster: have students pull one classmate to a desired height and then swing through the air.

Zipline: climb up a cargo net then zip 700 ft across our meadow.

Program Class Descriptions (cont'd)

Evening Activities



Space Night

Telescope Viewing and Night Hike – Our signature evening program! Groups depart for a short walk on a nearby trail as darkness arrives. Activities include sensory awareness games, stories, stargazing, and demonstrations of our ability to adjust to darkness. Groups then head to one of our Telescope Viewing areas where they will use binoculars, digital cameras (CCDs), manual telescopes, and our state of the art 12” Meade computerized Schmidt-Cassegrain telescopes to view the beautiful night sky.

The following activities are available for your evening programs and will be run by one or two instructors along with adults from your school.

Astro Olympics

A carnival atmosphere prevails in this series of games where groups compete and have fun at the end of the day.

Free Swim

Open swim time in our heated indoor pool. We’ll provide lifeguards at **no additional cost** for evening option.

Interstellar Auction

Groups plan and bid for extra solar planets and the materials necessary to colonize them in an exciting auction. It’s an active and thought-provoking activity requiring group cooperation and compromise.

Messier Madness

This indoor/outdoor activity combines a group scavenger hunt with discovering and presenting information about deep space objects.

Mission to Mars

Groups cooperate to design a mission to the Red Planet. Decide on mission goals, equipment to use, and target sites. Finally, presentations are given and “NASA Scientists” (teachers and chaperones) decide on awards.

School Night

Utilize this choice when you have your own program. We have plenty of resources available including the gym, conference center, and large screen VCR and DVD projectors. Please arrange facilities with us ahead of time so we can reserve them. Indicate your needs on the accompanying purple program selection form or call our Program Director.

Program Class Descriptions (cont'd)

The following are additional evening activities offered to 5-day groups.



Astro Jeopardy

Test your knowledge in this Astrocamp version of everybody's favorite game show! This activity is designed to be a cumulative experience for your five day program.

Campfire/Wrap Up

This activity is run mostly by the school and chaperones with help from the PC and APC. It gives students an opportunity to showcase what they have learned during the week. Students plan and perform skits highlighting the week's activities. Indoor and outdoor facilities permit a campfire regardless of the weather. Some props and costumes may be provided.



Recreational Swim

Our pool facility is available during specific free times at extra charge and includes certified Astrocamp lifeguards.

Up to 30 students requires 2 lifeguards at the cost of **\$30**.

Between 31 and 45 students requires 3 lifeguards at the cost of **\$45**.

Over 46: **\$60**.

If you choose Free Swim as an evening program, lifeguards are provided at no additional cost.

FORMS



- ☆ **Astrocamp Program Planner – 2 Pages**
- ☆ **Astrocamp School’s Pre-order Form – 2 Pages**
- ☆ **Astrocamp Student’s Pre-order Form – 2 Pages**
- ☆ **Chaperone Instruction Packet – 4 pages**
 - **Chaperone Waiver Form**
- ☆ **Medical Forms – 6 pages**

Left Blank on Purpose

Please scroll down to Forms Section

Astrocamp Program Planner

Your DEADLINE: _____ 4-Weeks Prior to Arrival! _____ (no exceptions)
*****If for whatever reason you cannot meet this deadline, we will plan your classes for you. Sorry, No changes can be made after this deadline.**

Fax: (951) 659-9843

Mail: Astrocamp, PO Box 3399, Idyllwild, CA, 92549

School Name: _____ Trip Dates: _____

Trip Coordinator: _____ Phone (Daytime): _____

Address: _____ Fax: _____

City, State, Zip: _____ Email: _____

Would you prefer to receive information by:

EMAIL



FAX



TIME OF ARRIVAL (circle one):

11:00 am

12:00 pm

1:00 pm

Other: _____

Students arriving by:



BUS# _____



CAR # _____

***** PLEASE ANSWER THE FOLLOWING QUESTIONS *****

1. Are there any concepts you would like **emphasized** or **omitted** from our curriculum?
2. Please list any special needs: (e.g.: severe food allergies, number of vegetarians, irregular arrival/departure times)
Please remind your parents NOT TO CALL Astrocamp. They need to let YOU know and you call us with all issues.

3. Is there anything our instructors should know about your group (e.g.: ADD, ESL, GATE, special academic/physical needs)?

4. What classroom management/attention getting strategies does your school use (raised hand, 1-2-3 etc.)?

4. Any other requests: _____

Enter the following to help us assign Research Groups, Classes, and Dormitories:

Grade:

How many times has your school visited Astrocamp:

STUDENTS: Total _____ = Boys: + Girls:

CHAPERONES: Total _____ = Males: + Females:

ASTROCAMP PLANNER - CLASS PREFERENCES FORM – * Complete & Return to Astrocamp

DAYTIME CLASSES:			NIGHT TIME CLASSES:		
CLASS	ABREV.	PERIODS	CLASS	ABREV.	PERIODS
Atmosphere & Gases	AG	1	AstrOlympics	AO	1
Building/Launching Rockets	BR / LR	2	Free Swim (no fee)	FS	1
Cosmic Lander	CL	1	Interstellar Auction	IA	1
Day Hike	DH	1	Messier Madness	MAD	1
Extended Day Hike	EDH	2	Mission to Mars	M2M	1
Full Day Hike	FDH	4	School Night	SN	1
Electricity & Magnetism	EM	1	Space Night (Telescopes & Night Hike)	SPN	1
Expedition Valles Marineris	EVM	1	FOR FIVE-DAY GROUPS ONLY:		
Lights & Lasers	LL	1	Astro Jeopardy	AJ	1
Microgravity	MG	1	Campfire / Wrap Up	CF	1
Micrometeorites	MM	1	<p>Request Your Classes <i>Instructions</i> Please review "Class Description" Section</p> <p>ALL CLASSES ARE: 1.5 HOURS - All other classes as listed</p> <ul style="list-style-type: none"> • List Choices in order preferences • Include 2 Alternates • Classes that are 2 periods – 2 Blocks • 3-Day Groups choose up to 2 Rope Elements • 5-Day groups choose up to 5 Rope elements 		
Planetarium	PL	1			
Planets	PN	1			
Remote Sensing	RS	1			
Solar Studies	SOL	1			
Initiatives	IN	1			
ROPES COURSES- Requires Initiatives (IN)		1			
Cat Walk	ROC	1			
Power Pole	ROP	1			
Sky Coaster	ROS	1			
VINE WALK	ROV	1			
ZIP LINE	ROZ	1			

REQUEST YOUR CLASSES: DUE 4 WEEKS PRIOR TO ARRIVAL! Please meet your deadline.

THREE DAY GROUPS:	
DAYTIME Activities	EVENING Activities
1	1
2	2
3	ALTERNATES
4	1
5	2
6	FREE TIME:
7	Day Recreational Swim (Fee)
8	YES NO
ALTERNATES	
1	
2	

FIVE DAY GROUPS:		
DAYTIME ACTIVITIES		
1	9	ALTERNATES
2	10	1
3	11	2
4	12	
5	13	
6	14	
7	15	
8	16	
EVENING Activities		ALTERNATES
1	3	1
2	4	2

Astrocamp

<p>I have read the Astrocamp Teacher's Packet and agree to support the policies outlined therein.</p> <p>Signature _____ Date _____</p> <p>Page 2 of 2 - FAX TO: 951 659-9843 MAIL: Astrocamp/Logistics, PO Box 3399, Idyllwild, CA 92549</p>

Lead Teacher's Form
DATE DUE:
4 Weeks Prior to your
arrival

SCHOOL'S PRE-ORDER 

SCHOOL NAME: _____ CAMP DATE: _____

Lead Teacher/Coordinator: Collect your camper's orders and payments and compile into this ONE FORM.
We request ONE CHECK made payable to "Astrocamp" for the entire order.

Do you wish us to **ship** your order to you? **Yes** ___ **No** ___ (We will ship UPS upon request. There is a \$10.00 handling fee plus shipping costs you will pay / deadline applies.). **We will send you the total due with your shipment. Thank you.**

Prices:

- T-Shirts \$15.00
- Long-Sleeve T-Shirt \$17.00
- Hooded Sweatshirts \$25.00
- * Add \$2.00 for XX-Large

Hooded Sweatshirt \$25.00		
Size	Quantity	Total
Small (34-35)		
Med. (38-40)		
Large (42-44)		
X-Lg (46-48)		
XX-Lg (50-52) Add \$2.00		
Total # of Sweatshirts		T: \$

T-Shirts \$15.00		
Size	Quantity	Total \$
Small (34-35)		
Med. (38-40)		
Large (42-44)		
X-Lg (46-48)		
XX-Lg (50-52) Add: \$2.00		
Total # of Shirts:		T: \$


Long-Sleeve T-Shirt \$17.00		
Size	Quantity	Total \$
Small (34-35)		
Med. (38-40)		
Large (42-44)		
X-Lg (46-48)		
XX-Lg (50-52) Add: \$2.00		
Total # of Shirts:		T: \$

Grand Total:
T-shirts: \$ _____
Hooded SS \$ _____
Long Sleeves \$ _____
TOTAL: \$ _____

Thank you for your order!

TOTAL ORDER AMOUNT \$ _____

CHECK NO. _____
This check made payable to "Astrocamp"
Mail or Fax your order on time;
you may pay on a later date or
when you arrive.

See Instructions - Turn Page Over 

HOW TO PLACE YOUR ORDERS

Dear Group Leader (Lead Teacher):

If you wish to have your Astrocamp shirts ready for your group when you arrive, then the Pre-Order method is for you!

Please read and follow instructions for a trouble-free pre-order:

There are 2 Forms:

- **Student Order Form :** Make copies of the enclosed Student Order Form to send home to the parents. Tell parents to pay the person or entity of your choice (**we do not accept checks made out to Astrocamp**). Set your deadline date with them.
- **School / Group’s Form:** Collect all individual orders and tally them on to your one Group’s form.

Fax and mail this to Astrocamp by your deadline date. **You may pay on a later date; we just need your order first.**

*PAYMENT: Please pay with **ONE CHECK** made payable to: Astrocamp*

The Greatest School 1 Main Street Good City, CA 90000	E X A M P L E	
Pay to the Order of <u> Astrocamp </u>	Three hundred dollars & 00/100	<div style="border: 1px solid black; display: inline-block; padding: 2px;">\$ 300.00</div> Dollars
The Money Bank Good City, Ca 90000 For <u>All Student's Sweatshirts</u>		<u>Bea A. Teacher</u>

Credit Cards accepted :

Visa or Mastercard, American Express: ONE PAYMENT ONLY

***** Parents/ Guardians cannot pay Astrocamp with their credit card for pre-orders *****

- **When to pick up your order:** You may pick up your pre-order *after* the Chaperone meeting on arrival day.
- **Pay on Arrival Day:** You may also pay for your order on arrival day (one check please).
- **Shipping:** We will ship your order upon request and charge you the shipping costs.
- Your deadline date still applies.

MAIL OR FAX your order to: **Fax: 951 659-9843**

Astrocamp / Store Manager
P.O. Box 3399
Idyllwild, CA 92549

If you have any question regarding pre-orders or store information, please call me at

(951) 659-6062. **Thank you.**

Store Manager

Dear Lead Teacher:
 For your convenience, please
 feel free to make copies for your
 parents/guardians.
**DUE 4-Weeks prior to your
 camp date**

*
ASTROCAMP



STUDENT'S PRE-ORDER



To Parents: Please place your order and **RETURN TO YOUR LEAD TEACHER AS SOON AS POSSIBLE**. Your Lead Teacher will advise you **when and whom to pay**. Please contact your Lead Teacher. **Please, do not pay Astrocamp.**

SIZES

All sizes are ADULT

\$ PRICES

All sizes are ADULT

- Small (34-36)
- Medium (38-40)
- Large (42-44)
- X-Large (46-48)
- *XX-Large +\$2.00 (50-52)

- T-Shirts \$15.00
- Long Sleeve T-shirts \$17.00
- Hooded Sweatshirts \$25.00

Colors: to be determined.

ORDER FORM

Quantity #	Description	Size	Price Each	Total \$
Parent Signature _____			Date _____	TOTAL DUE \$

ASTROCAMP STORE

Souvenirs 'n Stuff
(Not for Pre-Order)

Clothing with Logo

T-Shirts	\$ 15.00
Long Sleeve T-Shirts	\$ 17.00
Hooded Sweatshirts	\$ 25.00
PJ Bottoms	\$ 22.00
Baseball Hats	\$ 12.00
Stocking Hats	\$ 12.00

Miscellaneous with Logo

Beanie Critters	\$ 7.00
Karabiners	\$ 4.00
Stainless Steel	
Water Bottles	\$ 10.00
Sport Bottle	\$ 3.00
Astro Disc	\$ 12.00
Magnetic Rocks	\$ 6.00
Bouncy Balls	\$ 5.00
Space Shuttle	\$ 4.00
Post Cards	\$ 1.00

Toiletries / Necessities with Logo

Pencils	\$.50
Chap-stick	\$ 1.00
Shampoo	\$ 1.00
Toothbrush	\$ 2.00

Non-Logo Items:

Camera with Flash	\$10.00
Batteries (each)	\$ 1.00

Food /Drinks

Astro Ice Cream	\$ 4.00
Gatorade	\$ 1.00
Soda (Misc.)	\$ 1.00
Water	\$ 1.00
Misc. Candy	\$ 1.00



Items Above Available for On-Site Purchases Only

Parents / Guardians: You may send cash or a check made payable to Astrocamp with the exact amount you want your child to spend. A refund of cash will be given for purchases made under the amount of your check.

Thank You

THE MEDICAL FORMS

ASTROCAMP

Dear Parents,

Astrocamp is a unique outdoor science program available to the students of your school. Specializing in astronomy and the physical sciences, Astrocamp meets the increasing demand for up to date education on these rapidly advancing fields of science. Where better to learn about the universe than under a clear night sky in the mountains? Classes include light and lasers, rocketry, electricity and magnetism, and a sophisticated observational astronomy evening program, among many others. Astrocamp also has a large pool for microgravity classes and high ropes course for team building. The entire Astrocamp experience is designed to awaken and sharpen student interest in the scientific study of the universe as well as build self-esteem and problem solving skills through safe challenge activities.

Astrocamp instructors all have college degrees and are committed to providing an outstanding program for your student. They are a combination of skilled teacher and fun loving good friend. All staff take the safety of participants seriously and work carefully to insure a safe and fun experience for everyone.

Your support is an important key to a successful Astrocamp experience. If you have questions your school personnel can't answer, or if you would like summer camp information, please call our administrative office.

Sincerely yours,


ROSS TURNER
DESSERT SOON
Executive Director
Guided Discoveries

ASTROCAMP, P.O. Box 3309 Idyllwild, CA 92549 (951) 659-6062 Fax (951) 659-9843
Claremont Office P.O. Box 1360, Claremont, CA 91711 (909) 625-6194 Fax (909) 625-7305

ASTROCAMP OBJECTIVES

ASTROCAMP endeavors to:

- Excite students about science.
- Introduce students to a variety of scientific concepts, principles and theories taken from astronomy, space exploration and physical science.
- Provide hands-on laboratory activities in both traditional and nontraditional settings, wherever possible, using sophisticated scientific apparatus.
- Provide students with an introduction to the universe.
- Explore past, present and future relationships between science, technology and society.
- Provide an opportunity for growth in self-awareness, self esteem and team building through cooperative adventure activities.

Catalog: Janel Day



FILL OUT THE REVERSE SIDE COMPLETELY, SIGN AND RETURN TO YOUR SCHOOL.



PROGRAM COMPONENTS

The Exploration of the Universe - Astronomy and Physical Sciences

The Astrocamp program is composed of a series of one hour, half day, full day and evening labs and field activities.

Astronomy	Cosmic Lander
Rocketry	Expedition Valles
Atmosphere and Gases	Marineris
Electricity and Magnetism	Ropes Course
Light and Lasers	Remote Sensing
Micrometeorites	Solar Studies
Remote Sensing	
Planetarium	
Microgravity	

ASTROCAMP

SCHOOL: _____

STUDENT APPLICATION-MEDICAL FORM

STUDENT INFORMATION Please Print (Complete in full and sign)

Check all applicable conditions of student and explain below

<input type="checkbox"/> Male <input type="checkbox"/> Female			
Student's Last Name	First	Middle Initial	
Street Address (Home)			
City	State	Zip Code	Home Phone#
Cell Phone	Name of Parent or Guardian		
Street Address (Work)			
City	State	Zip Code	Work Phone#
Emergency Contact Other Than Parent			
Name			
Street Address	City	State	Zip
Home Phone	Work Phone	Relationship	
Name of Your Insurance Company		Policy Number	
Address of Insurance Company		Phone #	
Family Physician		Phone #	
Student Age	Height	Weight	

- Allergies (General)
- Allergy to bee stings
- Asthma
- Backaches or weak back
- Bowel or bladder problems
- Carbsa sickness
- Epilepsy or convulsive disorder
- Hay fever
- Headache
- Heart trouble or murmur
- Poison oak
- Respiratory problems
- Sinus trouble
- Sleep Walking
- Vomiting
- Diabetes
- Other

Explain:

Any faint episodes? Yes No
Explain:

Date of last Exam:

What important medical needs should Astrocamp be aware of? Please explain in detail.

RETURN

IMPORTANT: A signature at the bottom of this form by parent or legal guardian is required for participation at Astrocamp.

Student Application and Medical Form continued

Is the student required to take regular medication? Yes No (all medications are administered by the chaperones from the students' own school). Please provide instructions (dose) for administration of medication:

Check those nonprescription medications we may have permission to give your child under the supervision of your child's classroom teacher or chaperone.

Yes <input type="checkbox"/> No <input type="checkbox"/> Kaopectate (for diarrhea)	Yes <input type="checkbox"/> No <input type="checkbox"/> Sucralfate (Pseudotal)
Yes <input type="checkbox"/> No <input type="checkbox"/> Pepto-Bismol (for upset stomach)	Yes <input type="checkbox"/> No <input type="checkbox"/> Benzetin
Yes <input type="checkbox"/> No <input type="checkbox"/> Milk of Magnesia (for constipation)	Yes <input type="checkbox"/> No <input type="checkbox"/> Sugar free cough syrup
Yes <input type="checkbox"/> No <input type="checkbox"/> Sugar Free throat lozenges (for sore throat)	Yes <input type="checkbox"/> No <input type="checkbox"/> Benadryl
Yes <input type="checkbox"/> No <input type="checkbox"/> Gaviscon (for stomach issues)	
Yes <input type="checkbox"/> No <input type="checkbox"/> Acetaminophen (Tylenol generic) for headaches or elevated temperatures	

Medical Consent

The student's medical conditions stated on this application are complete and correct. I hereby give permission to ASTROCAMP personnel to administer first aid and to arrange for medical care and treatment in case of a medical emergency. I also give permission to the physician selected by ASTROCAMP personnel to examine, diagnose, and treat or secure proper treatment for the student as the physician shall determine is proper and necessary under the circumstances. A photocopy of this authorization shall be as valid and may be accepted as the original.

Parental Authorization

I have been informed of the nature of the ASTROCAMP program in which the student is enrolled. I understand there are risks associated with the student's participation in the program activities generally described in this pamphlet and transportation to and from the camp, which pose a threat of injury, illness or death. The undersigned is familiar with outdoor sports and activities and the student's abilities and I am not aware of any physical, emotional or mental problem or limitation that would prevent, impair or increase the risks involved in the student's participation in ASTROCAMP activities.

With this knowledge, I grant permission for the student to participate in all camp activities and on behalf of the undersigned and the student I accept and assume the risk and full responsibility for injury, illness, death or loss of personal property or other damage, and medical or other expense resulting from the student's presence at ASTROCAMP.

I hereby release and discharge Guided Discoveries, Inc., ASTROCAMP, and their agents and employees from liability to us and to the student for any and all losses, damages, and expenses and any injury to person or property, including death, resulting from the student's travel to or from ASTROCAMP and participation in the program.

I agree to direct the student to comply with all ASTROCAMP rules and policies and to cooperate with ASTROCAMP personnel. I understand and agree that if the student fails to comply with the rules and policies, he or she may be expelled from ASTROCAMP and sent home at my, the parent or legal guardian's expense. I also authorize the use of photos taken of my child by Guided Discoveries in their promotional literature.

Signature _____
Parent or Legal Guardian

Date _____
For the complete and current version of this document, please refer to the website www.astrocamp.com.

TO SCHOOL

THE LOCATION

This unique program is located at ASTROCAMP in the beautiful San Jacinto Mountains of Southern California, one mile from the town of Idyllwild. The campus includes 90 acres of meadows and trees at an elevation of 5,600 feet. The facility has comfortable, heated dormitories with restrooms and showers. Three nutritionally-balanced meals are provided daily in the dining hall.

ASTROCAMP has spacious labs, briefing rooms, gymnasium, ropes course, climbing wall, swimming pool, recreation and outdoor program areas.



THE DAILY SCHEDULE

7:00	Rise and shine
7:30	Breakfast
8:15	Housekeeping of dorms
9:00	Morning program session
12:30	Lunch
1:00	Open recreation
2:00	Afternoon program session
6:00	Dinner
6:30	Open recreation
7:30	Evening session
9:00	Dorm hours
9:30	Lights out

PARENTS COPY



THE ASTROCAMP STAFF

Astrocamp maintains a resident staff of qualified, well trained instructors. All instructors have an appropriate college degree and are trained in first-aid, CPR and water safety. They are enthusiastic and eager to lead your students through this unique science adventure.

RESEARCH GROUPS

All of the Astrocamp programs are conducted by research groups consisting of approximately 15 students. One adult chaperone must accompany each research group. The research groups will be led by an Astrocamp instructor for the entire program which results in a very positive rapport between the students and their instructor. Astrocamp instructors are known for their personal attention to the students.

TRANSPORTATION

Transportation to and from ASTROCAMP is the responsibility of each school.

PARENT'S COPY

NOTE: All gear should be securely packed in a single duffle bag or other suitable luggage.

CHECK LIST

- | | |
|---|--|
| <input type="checkbox"/> Old Shirts | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Shorts | <input type="checkbox"/> Large Beach Towels |
| <input type="checkbox"/> Jeans or Old Slacks | <input type="checkbox"/> Sleeping Bag or Bedding |
| <input type="checkbox"/> Jacket | <input type="checkbox"/> Water Boots |
| <input type="checkbox"/> Long Sleeve Shirt or Sweater | |
| <input type="checkbox"/> Rain Gear | |
| <input type="checkbox"/> Soap/Toilet | |
| <input type="checkbox"/> Daily Change of Underwear | OPTIONAL GEAR |
| <input type="checkbox"/> Bath Towels | <input type="checkbox"/> Sunhat |
| <input type="checkbox"/> Wash Cloth | <input type="checkbox"/> Snuggles |
| <input type="checkbox"/> Toothbrush | <input type="checkbox"/> Snorkel Mask |
| <input type="checkbox"/> Toothpaste | <input type="checkbox"/> Clipboard |
| <input type="checkbox"/> Swim Suit | <input type="checkbox"/> Camera |
| <input type="checkbox"/> Soap | <input type="checkbox"/> Insect Repellent |
| <input type="checkbox"/> Shoes | <input type="checkbox"/> Life Therapy |
| <input type="checkbox"/> Pillow | <input type="checkbox"/> Flashlight |
| <input type="checkbox"/> Comfortable Walking Shoes | |
| <input type="checkbox"/> Warm Sleeping Bag | |

WINTER GEAR

- Warm Waterproof Jacket
- Warm Gloves
- Gait Boots
- Water Resistant Shoes (with no spikes)
- Warm Hat
- Wool Socks
- Thermal Underwear

DO NOT BRING THE FOLLOWING

- | | |
|-------------------------|------------------|
| Weapons of any kind | Television |
| Shells or Pocket Knives | Radio |
| Slingshots | Walkie talkie |
| Fire Crackers | Video Games |
| Alcohol | Chewing Gum |
| Illegal Drugs | Sun Flower Seeds |
| Cell Phones | |



MAKE NOTE: Mid June thru August

We Have Summer Camps Too!

Sign Your Student Up

Call Our Office Toll Free For More Information.

CAMP
gives kids
a world
of good.



1-800-645-1423

ASTROCAMP (ages 8-15)

ASTRONOMY • ROCKETRY
SPACE EXPLORATION
ROPES COURSE • ROCK CLIMBING
PHYSICAL SCIENCE LABS
MOUNTAIN BIKING • PHOTOGRAPHY
SCUBA MICROGRAVITY • SUMMER CAMP FUN

Catalina Junior Sea Camp (ages 8-12)

SNORKELING • KAYAKING
MARINE BIOLOGY • ISLAND ECOLOGY
NATURE CRAFTS • SUMMER CAMP FUN

Catalina Sea Camp (ages 12-17)

SCUBA • SNORKELING • MARINE BIOLOGY
OCEANOGRAPHY • UNDERWATER PHOTOGRAPHY
ISLAND ECOLOGY • UNDERWATER VIDEO
SAILING • WIND SURFING

TALL SHIP EXPEDITIONS (ages 10-18)

SAIL THE CALIFORNIA CHANNEL ISLANDS
SAIL TRAINING • SNORKEL • SCUBA
ISLAND EXPLORATION

CALL TOLL FREE! 1-800-645-1423

www.guidediscoveries.org

CHAPERONE WAIVER - ASTROCAMP

We are pleased that you have volunteered to be a chaperone for your group’s upcoming trip to a Guided Discoveries program. We are looking forward to your visit and are confident that you will find the experience worthwhile. Chaperones are critical to the success of the program. While you will have a lot of fun, being a chaperone is hard work and is a big responsibility.

Safety is of paramount concern, but despite training, safety measures and emergency procedures, many of the activities in and around camp carry some inherent risk. It is for this reason that we must insist that each chaperone read the enclosed Release and Waiver of Liability, agree to its terms, sign and date the form. The completed form should be returned to the group leader well in advance of your trip.

WE REGRET THAT WITHOUT SIGNING THE RELEASE AND WAIVER OF LIABILITY, YOU WILL NOT BE ABLE TO ACT AS A CHAPERONE, PARTICIPATE IN THE PROGRAM, OR BE ON CAMPUS.

Following is information describing the nature of the activities of our various programs, and of your responsibilities as a chaperone. Should you have any questions or need any additional information about the risks involved, skills or physical demands required, please call the Program Director of the facility you will be attending.

We are confident of your understanding and cooperation and that you will have a rewarding and memorable experience.

*******GUIDED DISCOVERIES, INC.*******
CAMP PARTICIPANT’S RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability is made in consideration of Guided Discoveries, Inc., (“GDI”) consent to my request to be present, participate in and use the equipment at a GDI camp and programs, (the “Program”).

I have been informed of the nature and activities of the Program in which I will participate which include camping, hiking, swimming, diving, boating and transportation to and from the Program. I understand there are numerous risks associated with my presence, participation and use of equipment, which may pose a threat of serious injury, illness or death. I understand these risks are a part of engaging in the type of outdoor sports and activities which are a major component of the Program. I further understand that it is not possible to list all potential risks that I may encounter while present, participating or using the equipment of the Program, but I am familiar with outdoor sports and activities and my abilities and limitations. I have investigated the Program and know the types of activities in which I will engage and I am not aware of any physical, emotional or mental problem or limitation that would prevent or impair my participation or increase the risks involved.

With this knowledge, I accept and Assume the Risk and Full Responsibility for illness, injury and death, loss of personal property and other damage and expense which may result from my presence, participation and or use of equipment in the Program, whether caused by the negligence of GDI, its agents, employees, landlords, lessors, or representatives, (the “GDI Parties”), or otherwise.

I hereby agree to Release, Waive, Discharge and Promise Not to Sue the GDI Parties, and each of them for any liability to me, my heirs, next of kin and personal representatives, arising from any loss, damage claim or cause of action that may result from my presence, participation and or use of equipment in the Program or activities incidental thereto, and any injury to my person or property, including death, whether caused by the negligence of the GDI Parties or otherwise.

I further agree to indemnify, save and hold harmless the GDI Parties and each of them, from and against any loss, liability, damage or expense, including attorney’s fees, they may incur as the result of my breach of this Agreement.

This Agreement is intended to be as broad and inclusive as permitted by, and shall be construed and governed under, the law of the State of California. If any part of this Agreement is held to be invalid the remaining terms shall remain in full force and effect.

I Have Read and Understand this Agreement and its Legal Consequences and Agree to Be Bound by its Terms.

Participant’s Name (Print) Participant’s Signature Date

School Name _____ Dates of Attendance _____ to _____