



K-12 OVERNIGHT PLANNING OVERVIEW

3/16

Visit the Trip Leader Information Page on our Website:

<http://www.eagle-bluff.org/top/programs/overnight/for-leaders/>

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Eagle Bluff
Environmental Learning Center
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(507) 467-2437 Tel
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Scheduling Your Trip

Eagle Bluff will work with you to plan a trip that fits your needs. The planning and scheduling process takes time. In order to reserve dates and classes which best meet your needs it is best to contact our K-12 Overnight Coordinator as soon as possible for your desired dates.

1. Contact Eagle Bluff ELC to determine the dates available for your school to visit.
2. A "Reservation Contract" will be sent to you prior to your trip requesting total numbers. The numbers listed will be the minimum number that you will be billed for. Groups that bring less than their confirmed final numbers will be billed for a minimum of 95% of the confirmed number given on the contract.
3. Approximately 3-4 months prior to your visit, we will email you a link to the Trip Leader Information page on our website that contains **ALL** of the Eagle Bluff forms necessary for planning:

www.eagle-bluff.org/top/programs/overnight/for-leaders/

The "Scheduling Form" with class, activity and supply requests must be completed and sent to Eagle Bluff no later than **two months** prior to your visit. Some sites and classes can only accommodate one group per scheduled class period. For that reason it is necessary to prioritize these activities among groups in residence. Choose all the classes that complement your curriculum and rank your highest preferences. **Note:** Due to limited time and facilities, taking both Rock Climbing & High Ropes is available only to groups staying a minimum of four days.

4. Once the "Scheduling Form" has been received, Eagle Bluff's K-12 Overnight Coordinator will create a schedule for your school based on your program requests and needs. A copy of this schedule will be sent to the coordinating teacher for his/her input. Any desired changes to the schedule should be made by contacting Eagle Bluff's K-12 Overnight Coordinator no later than **three weeks** prior to the school's arrival. Eagle Bluff will do its best to accommodate any changes.
5. Follow the "Planning Checklist" to ensure that everything is completed at the proper time. This will help the planning process remain organized and efficient.
6. The final bill is based upon the number of students confirmed on the "Reservation Contract" form. Groups that bring less than their confirmed final numbers will be billed for a minimum of 95% of the confirmed number listed on the contract.

Changes and Cancellations

A cancellation of your reserved space at Eagle Bluff ELC requires at least six months notification. Groups which cancel less than 180 days prior to the reserved date will be required to pay a percentage of the fee.

Cancellation Penalty	
30 day notice	50% of fee
31-90 day notice	40% of fee
91-180 day notice	30% of fee

Eagle Bluff Environmental Learning Center is a private, non-profit, 501(c)(3) organization. Student and adult fees include lodging, food, equipment, plus all the educational and hospitality services outlined in the Program Planning Guide. These rates cover the time period from lunch on your day of arrival through lunch on the day of departure.

Trip Logistics

Sample Daily Schedule

7:30-8:30	Breakfast
8:30-11:30	Morning class
11:30-12:00	Free time
Noon-1:15	Lunch/Free Time
1:15-4:15	Afternoon class
4:15-5:00	Free time
5:00-6:30	Dinner/Free Time
6:30-7:30	Naturalist Program
7:30-9:00	Evening Activities
9:00-9:30	Group meeting, Journaling, Snack
9:30-10	Quiet Time in Rooms
10:00 - 6:30	Quiet hours

Arrival

Most groups arrive at Eagle Bluff between 10am and 11a.m. If you arrive later than 11am, your afternoon class may be shortened due to time constraints.

When you arrive at Eagle Bluff, you will be greeted by a staff liaison who is assigned to your group for your entire stay. They will assist you in putting your luggage on our covered outdoor luggage rack until you are able to move in after class at 4:30pm. Your liaison will also provide a welcome orientation for your group. Knowing your predicted arrival time will help facilitate this welcome. Be sure to confirm your arrival time with our K-12 Overnight Coordinator. Your liaison will also help you find your way around Eagle Bluff grounds and facilities, will assist in setup for your evening activities, and will work diligently to meet all of your needs.

During Your Stay

General Supervision: Student safety is our highest priority. Teachers and other adult chaperones are asked to help us fulfill this mission in two critical ways. First, supervision of students is necessary at all times. They should be supervised as they travel to and from classes, during all evening activities, during meal times and free times, and any time they are in the dorm. Second, all adults to approach with questions or concerns will be wearing identification - Eagle Bluff staff will be wearing nametags. Teachers and chaperones are encouraged to wear their school ID tag. Students are advised to approach only adults with nametags or school ID.

PLANNING TIP

Carrying a cell phone on your bus will make it easier to contact us in case unforeseen issues, such as weather, cause a delay.

At Class: Students attend 3-hour day classes led by Eagle Bluff staff members. Adult Chaperones are required to accompany students in each Eagle Bluff class. The K-12 Overnight Coordinator will help you determine the number of adult chaperones required. If a student must leave class, a chaperone must accompany him/her. At least one **(1)** adult is required to chaperone all classes instructed by Eagle Bluff staff. To help facilitate a smooth class, three **(3)** adults are required for the East and West Treetops Ropes Courses; and four **(4)** adults for the South Treetops Ropes Course and Rock Climbing. Our instructors are unable to conduct these classes without the required adult chaperones. *Specific information for chaperones can be found in the Chaperone Guide.*

Evening Activities: To wind down from a busy day of exploring and learning, students participate in evening activities. **Chaperones are required to lead the 7:30 - 9:00 p.m. evening activities.** Your liaison will help in the planning and set-up of your activities and Eagle Bluff also provides the lesson plans and materials available for your use. Lesson plans can be printed from Eagle Bluff's website. For safety and liability reasons directions for equipment provided by Eagle Bluff must be followed by all instructors.

PLANNING TIP

When organizing your teaching groups, there can be no more than 20 students per group. To avoid confusion and conflicts we suggest that you assign students in advance to their learning groups. The K-12 Overnight Coordinator will let you know how many learning groups you will have at Eagle Bluff.

Free-time: There may be other schools here during your stay. This creates a unique learning opportunity. During free times and meals, your students may be able to meet people of a different background from their own, economically, socially, or culturally. Please remind your students that they are to act as ambassadors from their school. This means treating all other students and adults, as well as equipment, facilities, and the natural environment, with respect and courtesy. If there is a problem with another group during your stay, please inform your liaison immediately so that the problem can be addressed quickly. To eliminate the chance of negative interactions from taking place, we suggest that during free time you...

- Work on journals. Journal pages can be found on the website.
- Organize games such as volleyball or football. (Eagle Bluff can provide you with a recreation bag.)
- View videos or play games you bring with you.
- Organize a group meeting during which you make plans, share experiences, and get ready for the next activities.
- Schedule gift shop time.
- Take a hike around the grounds to familiarize your group with our campus.

PLANNING TIP

Give evening activity leaders a chance to plan before arriving. Print evening activity lesson plans from Eagle Bluff's website prior to your trip and give to adults responsible for leading them.

You are encouraged to contact our Evening Program Coordinator with any questions you may have about leading Evening Activities at:

programs@eagle-bluff.org

Departure

Prior to breakfast on your departure day, ALL luggage and personal belongings must be removed from the dorm rooms and placed on the covered outdoor luggage rack. Most groups depart at 1:00 p.m., as soon as KP helpers are finished. If you are pressed for time and departure prior to lunch being served is necessary, Eagle Bluff can provide bag lunches to be eaten on the bus. Be sure to check with your bus company to be certain eating on the bus is allowed. Please keep in mind that we make every attempt to refrain from bag lunches in order to cut down on waste from individual packaging.

Trip Logistics Tips:

- Check with the K-12 Overnight Coordinator to determine the number of adult chaperones your group will require.
- Be prepared to lead the evening activities. Request lesson plans or download them from Eagle Bluff's website.
- Develop a schedule for adult chaperone responsibilities so students are supervised at all times.
- Prior to arrival, assign your students to the number of class groups scheduled for you. Notify Eagle Bluff of any students with dietary, medical, behavioral, or other problems and let us know which class group they are in on the *Accessibility Form*.
- Confirm your scheduled time of arrival with our K-12 Overnight Coordinator, then carry a cell phone enroute to Eagle Bluff to inform us of delays.
- Send, or bring with you, signed and completed medical forms for all students and adults. Activities cannot start without these SIGNED forms.
- Remind your students to represent their group proudly and show respect for all other groups at Eagle Bluff.
- Select teachers or chaperones will be provided with master keys for the dorm room locks. You will be responsible for returning the key prior to your departure. If the key is not returned, there will be a replacement fee charged to your school.

Eagle Bluff's Campus

Dormitory

Rooms: Lodging in our dormitory is divided into three sections which collectively hold up to 248 people. Each group will be assigned dormitory rooms and a group meeting space. Each dorm room contains a bathroom with shower & toilet, four bunk beds, a nightlight, and sleeps eight individuals.

The Eagle Eye Award: Each group is encouraged to conserve natural resources by eliminating wasted water, electricity, energy, and correctly recycling all necessary refuse. Your Liaison will check rooms daily and the groups with remaining energy points receive the Eagle Eye Award – a plaque for the school to display their dedication and hard work in conserving our natural resources.

Quiet Time: A quiet time from 10:00 p.m.- 6:30 a.m. for both students and adults is required by Eagle Bluff ELC's zoning ordinance. The days are full of activity and adventure so a good night's sleep for your students and other residents of the building is necessary. Accompanying teachers and chaperones are expected to deal quickly with disruptive students.

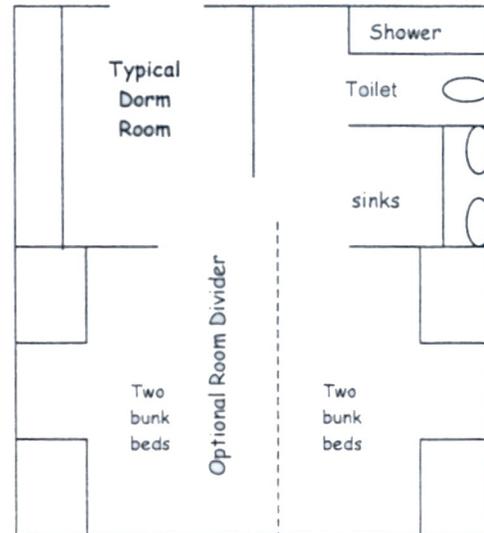
Supervision: ALL supervision in the dorm is the responsibility of the teachers and chaperones. It is important for schools to develop a schedule of dorm coverage so that there is always an adult on "dorm duty" at any time students may be in the dorm. Students should remain in the section(s) of the dorm assigned to their group. Areas designated for other groups are off limits.

Amenities:

- A private chaperone lounge with seating, sink, refrigerator, microwave, coffee maker, & dishes.
- Inclement weather clothing is available for student and adult use.
- Telephones are also available in the dorm that will accept outgoing collect or calling card calls. Student use of this phone requires adult supervision.
- A coin-operated laundry machine and dryer, \$1.00 per load to wash, \$1.00 per load to dry.
- Wireless Internet - internet accessibility is varied depending on weather and usage.
- Beverage vending available to adults and groups that want it provided for students.
- An elevator and specially-equipped rooms are also available for those with limited mobility.



Typical Eagle Bluff Dorm Room



Dormitory Tips:

- Assign rooms prior to arrival and provide Eagle Bluff with the list.
- Remember: Eagle Bluff is a tobacco, alcohol, firearms and drug-free zone.
- Eagle Bluff is a personal electronics-free zone. Please see our "What to Bring" list.
- Please check the dorm prior to departure. Items left behind may get lost and Eagle Bluff will need to charge for postage to return those items.
- Groups may be charged for poor upkeep or room damage.

Discovery Center Classroom Building

Classes usually begin and end in our Discovery Center, but we often use other Eagle Bluff buildings. Most of the class period will be spent out-of-doors at sites located throughout the surrounding property. Schedules with times and locations of classes will be posted in several areas. Campus trail maps are available.



Dining Hall

Meals: Nutritious meals are served cafeteria-style. We believe good nutrition is critical to learning. In order to minimize your waiting time, your group will be assigned a specific mealtime. Teachers and chaperones are responsible for meal line order and for supervising students. An entrée and a salad or breakfast bar are offered at every meal and all are encouraged to take what they will eat and eat what they take. When available, leftovers will be offered once all visitors have been served once. A sign will be placed so groups know when leftovers are available to take. Everyone busses their own trays and other dishes to the washing window. **Note: Cell phone use is not allowed in the dining hall.**

► **Be sure to inform Eagle Bluff in advance of any special dietary needs or allergies.**

If you are pressed for time on your day of departure, you may request a bag lunch to eat on the bus. Check with your bus service to make sure you will be allowed to eat on the bus. You must make these arrangements with the K-12 Overnight Coordinator prior to your arrival at Eagle Bluff. Please keep in mind that we make every attempt to refrain from bag lunches in order to cut down on waste from individual packaging.

Kitchen Helpers: Kitchen "Party" helpers (KP) must be provided by each group. Prior to arrival, the K-12 Overnight Coordinator will inform you of exactly how many adult and student KP helpers you should provide. Please make a KP schedule prior to your arrival at Eagle Bluff to make this process easier, especially for your first meal. KP should not be used for disciplinary action since kitchen staff will not be able to handle discipline problems. KP helpers should arrive promptly 5 minutes prior to meal time. All KP assistants will be first to go through the cafeteria line and eat their meal. Please note that KP helpers may be occupied until 8:30 a.m., 1:00 p.m., and 6:00 p.m.

Meal	KP Time	KP Done
<i>Breakfast</i>	7:25 a.m.	8:30 a.m.
<i>Lunch</i>	11:55 a.m.	1:00 p.m.
<i>Dinner</i>	4:55 p.m.	6:00 p.m.

The FoodWISE Program: In the spirit of the Eagle Eye Award, each group is encouraged to work at minimizing food waste and encourage positive portion control. We do this by giving each school a threshold goal for food waste at each meal as well as an individual cart to collect and weigh their food. If a group is successful at remaining under their threshold, they are awarded points or may not lose points toward their Eagle Eye Award. If a group is exceptionally motivated and produces minimal waste, they will be added to our *Golden Clean Plate Hall of Fame* which is displayed in the dining hall.

► **Detailed KP and FoodWISE responsibilities can be found in the Chaperone Guide.**

Dining Hall Tips:

- **Inform Eagle Bluff in advance of any special dietary needs or allergies.**
- **Set up a schedule for KP duty prior to your arrival.**
- **Check the schedule provided for your exact meal times. Please do not bring students to meals earlier than scheduled line-up time.**
- **Remind students to "take what they can eat and eat what they take." Servers can decrease or increase portion size upon request.**

Additional Program Services

Your Liaison

As mentioned, a liaison will be assigned to serve as your guide and troubleshooter for the entirety of your stay. Upon your arrival, your liaison will greet you, help you settle in, meet with the coordinating group leader, and give the entire group an orientation to the site and policies. Throughout your stay, your liaison will keep frequent contact with you to answer questions, arrange necessary equipment, set-up evening activity kits, and assist you in meeting your needs. On the evening prior to your departure, your liaison will provide you with an evaluation form. Your input is critical to our program's development. Please take the time to fill it out and discuss your ideas with your liaison.

Medical Services

Prior to your arrival a Student Medical Release Form must be completed, each student will need to have his/her parent/guardian complete and sign this form in order to be allowed to participate in Eagle Bluff's programming. An Adult Medical Release Form must be completed by each teacher and chaperone. These forms must be presented to your liaison upon your arrival. **Make sure you bring signed medical forms for all participating students and adults. Individuals will not be allowed to participate in programs until a completed medical form has been received.**

In addition to individual medical forms, **we ask that you provide Eagle Bluff with compiled information about students' serious medical, dietary, physical or behavioral problems and the instructional group to which they are assigned prior to your scheduled visit.** This allows our staff to be prepared to work with these students.

All Eagle Bluff staff are trained, at a minimum, in CPR/AED/First Aid and several are First Responders or EMT's. All Eagle Bluff instructors carry basic first aid kits during classes instructed by the Eagle Bluff staff. These are used for minor emergencies, such as cuts and scrapes. First aid kits are also located in each building and at outdoor classroom sites such as the Pioneer Life Cabin. You are required to provide supervision for students who remain in our first-aid room due to illness.

In the event of a serious medical emergency, please report to Eagle Bluff staff and call 911. Ambulance service is 12 minutes away in Lanesboro. There is a clinic in Preston. The Mayo Clinic and Olmsted Medical Center are located approximately one hour away in Rochester. **Eagle Bluff ELC encourages you to bring an extra vehicle**, in addition to the bus, for medical situations that do not involve an ambulance such as the flu, a sprained wrist, etc. Eagle Bluff does not provide this type of transportation. Eagle Bluff staff cannot dispense medication. **It is the full responsibility of each school to plan for the medical needs of their students.**

Accessibility for People with Limited Mobility

The buildings at Eagle Bluff are accessible for people with limited mobility. Four of the dorm rooms (8 people/room) are specifically designed for accessibility. The Theodore Roe and Dorothy Beryl Austin Limited Mobility Trail includes a magnificent view of the Root River Valley and a wildlife viewing station. Other trails are gravel, wood chips, or mowed grass and travel could be difficult depending on the abilities of the individuals. Please inform our staff on the *Accessibility Form* of any students or adults who may need accessibility options. Eagle Bluff is able to provide transportation via either a golf cart or Gator, an all-terrain golf cart-type vehicle. In winter, a non-motorized paulk sled can be pulled by an adult or group of students to transport individual. We also have a snowmobile to provide transportation. We will do everything possible to accommodate a person so he/she can participate as fully as is practically possible in the Eagle Bluff experience.

Keypad Door Lock

The dormitory is fitted with one keypad door lock on the lower door between the Dormitory and the Dining Hall. All doors will be locked from 10pm to 6am with the only access during those hours through the keypad door. Each group will be given their own keypad access code before their arrival at Eagle Bluff and it is their responsibility to distribute it to the appropriate persons as they see fit.

Free-Time Equipment

Equipment including balls and Frisbees is available to check out through your liaison.

Extra Clothing and Skit Closet

Inclement weather clothing is available for your use. We ask that you return the items neatly. If clothing is too wet or dirty to return to storage, please give them to your liaison and they will send them to be laundered. A skit closet is also available with costumes and clothing for use at campfire or group skits. Please take care to return skit clothing in the manner in which you found them.

Birthday Cupcakes

A personalized birthday cupcake will be provided for a student's or adult's birthday. Please notify us at least 10 days in advance or on the Scheduling Form.

Phone Messages

Weekdays, Eagle Bluff has a staff member on duty from 8:00 a.m. to 9:00 p.m. who answers the phone or checks Voicemail messages on a regular basis. Some weekends, a staff person is on duty from 10:00 a.m. until 4:00 p.m. In the Minnesota, Wisconsin, and Iowa region our toll free contact number is 888-800-9558. Our regular phone number is 507-467-2437. Our fax number is 507-467-3583.

In the instance of an emergency, after-hours the Voice Mail system will direct you on how to reach guests. For this reason, a cellular phone brought by your group may be the best method for contacting your facility or school directly.

Personal messages will be delivered to the group coordinator by the Eagle Bluff liaison at meal times. Emergency messages will, if possible, be delivered immediately. The outgoing courtesy phones will accept outgoing collect and credit card calls, but not incoming calls. Students should not use the phones or bring personal cell phones unless authorized by the group coordinator. Adult visitors are asked to limit cell phone calls to the chaperone lounge, personal room, and upper parking lot.

Student Mail

Mail is picked up and delivered by your liaison during the afternoon. Please include on the letter the dates the student is attending Eagle Bluff, and have the mail addressed to:

Post:

Student Name
Name of group/school
28097 Goodview Dr
Lanesboro, MN 55949

Email:

naturalists@eagle-bluff.org
subject: student name and school

► **Due to the resources involved in checking and printing emails, please be respectful of this privilege and in the number of emails sent to your child.**

Computer Access

Wireless Internet is available. Limited access to Eagle Bluff computers is available only to adults who wish to communicate with their facility/school, upload photos to the facility/school website, or transfer data (i.e. digital photos and Medical Release forms).

Additional Service Tips:

- **Prior to your visit, provide Eagle Bluff with information about medical, dietary, physical, or behavioral problems students may have. An adult chaperone/aid may be required to accompany students with these needs, depending on condition.**
- **Bring signed, completed medical forms for ALL participating students AND adults.**
- **Bring an extra vehicle for non-emergency medical situations.**
- **Provide parents with Eagle Bluff and emergency phone numbers.**