Wilde Lake Middle School 10481 Cross Fox Lane Columbia, MD 21044 410-313-6957

Mr. Christopher Rattay Principal Mrs. Denise Young Assistant Principal

Mr. James McVey Assistant Principal

September 11, 2019

Dear Parents and Guardians of Sixth Grade Students:

The Outdoor Education Program for our sixth graders is planned for Mon., November 4th – Wed., November 6th at NorthBay Camp in Northeast, Maryland. NorthBay is an environmental center located one hour north of Baltimore on the Chesapeake Bay. Students study science in an exciting and hands-on outdoor setting with a focus on adventure, life skills, and character development. Since lessons take place away from school for an extended period of time and are primarily taught outdoors, we are making special plans to prepare everyone.

- 1. Parent Letter (keep)
- 2. Save the Dates (keep)
- 3. Student T-shirt Form (return completed by 9/27)
- 4. Chaperone Interest Form (return bottom portion completed IF interested ASAP)
- 5. Payment Preference Form (return bottom portion by 9/27)
- 6. "What Parents Need to Know" detailing this 3 day/2 night experience (keep)
- 7. Howard County Permission Form (return completed by 9/27)
- 8. NorthBay Health Information Form Part 1 AND Part 2 (return completed by 9/27)
- 9. Medication Guidelines (keep)
- 10. NorthBay medication form/physician's order (return completed IF needed Friday, Oct. 25th) If your child needs prescription medication while on the trip, this form MUST be completed. A maximum of four medications may be listed on one form. Please contact WLMS if additional forms are needed.

Other Important Information:

- Students will be spending the majority of their time outside. It is imperative that your child has proper clothing and footwear and any precautions for allergies be taken.
- Some activities will be physically strenuous, but alternate activities are available.
- Adults will closely supervise all activities. Students should not leave their group for any reason unless accompanied by an adult.
- Activities on or near the water will be monitored closely and strict water safety rules will be enforced.
- Parents/guardians will be asked to pick up their child if the behavior of the child jeopardizes their own or the group's safety, or if your child becomes ill or injured.

Please discuss all items with your child, as the safety and enjoyment of all is of the utmost importance. We are counting on the cooperation of the students and the support of the parents/guardians to make this trip a success. Please contact Mrs. Gagern (Karen_gagern@hcpss.org or 410-313-6957) if you have any questions regarding this trip. We thank you in advance for your support.

Sincerely,

The Sixth Grade Team

SAVE THE DATES!!!

We will be having a Parent/Guardian Information Night before Back To School Night activities on

Thursday, September 12th from 6:00 – 6:30 PM

in the Media Center at WLMS.

Payment preference form, Student t-shirt form, Chaperone interest form (if applicable), HCPSS permission slip, NorthBay health forms Part 1 & 2, and deposit of \$20 are due by

Friday, September 27th

and should be turned in to the Front Office of WLMS.

All money is due by

Water.

Friday, October 11th

and should be turned in to the Front Office of WLMS.

Chaperones will be notified by Mrs. Gagern, 6th grade team leader, some time between

Wednesday, October 16th - Friday, October 18th.

PLEASE only volunteer if you are positive that you can attend this trip.

All medications, medication forms and physician's orders are due to the health room by **Friday, October 25**th.

Outdoor Education will be taking place from

Monday, November 4th – Wednesday, November 6th at NorthBay in Northeast, Maryland.

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STUDENT T-SHIRT

	×		
Homeroom teacher:		 	
T-shirt size: (adult sizes)			
Circle one			

M

XL

XXL

Student's name:

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CHAPERONE INTEREST

(Limited spaces available)

As each student's paperwork (including the chaperone interest form) is received in the Front Office, it is numbered by our Teachers' Secretary.

Priority is given to the following:

- Number on paperwork for date/time turned in
- Parent/guardian of 6th grade student
- Whether chaperone is male or female (needs-based for cabin groupings)
- Ability to stay for entire trip (November 4th-6th)
- Ability to ride on bus to and from NorthBay Camp

IF you are interested in being considered as a chaperone for this trip, please fill out and return this form ASAP.

PLEASE only fill out this form if you are positive that you are available. Cabin groupings are made based on chaperone volunteers PRIOR to informing the chaperones that they were chosen. Parents/guardians who volunteer will be contacted by Mrs. Gagern between **October 16**th and 18th and informed about whether or not they were chosen to attend.

(DETACH AND RETURN THE PORTION BELOW)

OUTDOOR EDUCATION CHAPERONE INTEREST FORM

Student's name:					
Your name:					
Is potential chaperone	a male or fema	ale?			
Relationship to student	:				
Phone number:					
Email address:					
Chaperone t-shirt size:					
	S	M	L	XL	XXL

*THERE IS NO CHARGE FOR THE TRIP FOR CHAPERONES, HOWEVER THERE IS A \$10 CHARGE FOR A T-SHIRT

VorthBay's snack bar will be open during activity activity time in the afternoon and evening. Items lime for student and adult use and serve foods educational books and materials, along with tsuch as ice cream, granola bars, sport drinks, soda, juice, pretzels, etc. "The NorthBay shirts, sweatshirts, and other NorthBay items. Frading Company" is open during students' for sale include film, toiletries, various

THOUGHTS ON POCKET MONEY...

number and the amount you wish to put on the \$15 for snacks should be plenty for any student \$50. NorthBay recommends students bring no convenience and security, non-refundable gift carries items which range in price from \$1.00cards are available for campers to use at the more than \$50 to camp, \$30 is average, and please call our main office with a credit card during the week. The NB Trading Company snack bar and store. To utilize this option, small bills are always helpful. For your

MEDICAL SERVICES

storage, and appropriate bathrooms. NorthBay's staff includes two RN's as well as several EMT's medical care is also available at Union Hospital administration. Twenty-four hour emergency treatment area, isolation rooms, medication trained in CPR, first aid and medication NorthBay's Wellness Center contains a in Elkton, MD.

MEDICATION REQUIREMENTS FOR SCHOOLS AND PARENTS

- your child requires prescription medication The Health Information form is required for every child attending NorthBay. If during their stay, then the additional Medication form is required.
- Medications must be coordinated and approved by your school representative.

- All individual medications must be in their original containers, labeled for the student by the pharmacy.
- Medications and the appropriate forms are to be delivered to NorthBay by a school representative not the camper.

PARENT NOTE: SAFETY & STAFF

inspected. Our instructors are also qualified in their field, federally background checked & drug tested. We make the safety of your child class locations, adventure courses, and safety At NorthBay safety is paramount. All of our are regularly certified and our highest priority. equipment

premises. We ask that if you need to pick up/drop off your child for an extenuating circumstance, it is between the hours of 8:30 in/out at the office, show appropriate ID, and wear a NorthBay wristband while on the announce themselves at the front gate, sign children at camp for security reasons and because it can cause disruption and home-All visitors must Parents are discouraged from visiting their sickness for students. am and 6:00 pm.

PHONE CALLS

students will not be able to call home everyday times throughout the day for students. Parents messages will be delivered during meal times. Please understand that NorthBay can house can leave a message with administration to up to 350 students per week and therefore A NorthBay phone is available at certain request that their child call home. Those of their stay. NorthBay has a policy of zero tolerance for notified and children will be sent home, along cigarettes, or weapons. Parents will be the use/possession of drugs, alcohol, with appropriate measures.

bringing personal items and clothing appropriate Students and adults are responsible for pleasant and trouble free as possible. A We want your stay at NorthBay to be as for the season and the setting. suggested list follows...

Clothing

2 pairs of tennis or hiking shoes (one old) Several changes of outer clothing Changes of inner clothing Shoes to wear in the water Sweaters/Sweatshirt Swimsuit (seasonal) 5-6 pairs of socks Pajamas

Toothbrush & Toothpaste Towel(s) & Washcloth Soap and Shampoo Writing materials Insect Repellent Personal Gear Medications Sunscreen

Optional Personal Gear

Camera & film Store/ money Water bottle Sunglasses Flashlight Backpack

Rain Gear and boots

Add for Winter Season:

Winter Hat (ear muffs are not enough) 2 pr. mittens or gloves Long underwear Warm jacket

Drugs, alcohol, cigarettes or weapons Cell Phones **highly discouraged** Ipod/MP3/CD Players PSP/Gameboys Skateboards



PERMISSION FORM FOR STUDENT FIELD TRIP

Dear Parents:

School:

The following trip has been arranged to complement the instructional program of your student. This trip has been approved according to the Board of Education Policy and guidelines established by the Superintendent of Schools. All school system policies and school rules are in effect for the duration of the trip. If you have any questions, please feel free to contact the Teacher-In-Charge.

Please complete the bottom portion of this form, **detach** and return with cash or check to the Teacher-In-Charge. If you can chaperone, please check the box at the bottom and provide your contact information.

Wilde Lake Middle School

Destination:	NorthBay	Adventur	e Camp		This trip	will be:
Objective of the trip:	Outdoor and Er	Ednesday, Nov. Time: 1:00 PM Eyre Bus Service, Inc. 5.00 Wilde Lake Middle School Forms due by 9/27 and Money due by 10/11 Provided by NorthBay nool appropriate for weather & outdoor activitie			Student Day	Extended Day
Class/Group:	Wilde Lake Middle S	chool – al	6 th grade students			
Departure date:	Monday, Nov. 4 th	Time:	9:30 AM			
Return Date:	Wednesday, Nov. 6 th	Time:	1:00 PM		Overnight x	Non School Day
Bus Company:	Eyre B	us Service	, Inc.			
Public Transport:					If the trip returns after the re	gular student day, the
Cost per student:	\$185.00		7		•	nt at the school within 15
Checks payable to:	Wilde Lal	e Middle	School		minutes of return.	
Due Date:	Forms due by 9/27	and Mon	ey due by 10/11			
Meal Arrangements:	Provid	ed by Nor	thBay		Alternate plans in case of pos	tponement or cancellation:
Appropriate Attire:	School appropriate fo	r weather	& outdoor activities		Attend school as usual.	
Total # of Students:						
Anticipated Ratio of Chap	erones to Students:	1	:6			
Please contact the Teache Teacher-In-Charge: Mrs. I	er-In-Charge as soon as p Karen Gagern JBLIC SCHOOL SYSTEM R	eserves	you have any special n	eeds	cregarding this trip. Contact number: 410-313-69 RIP AT ANY TIME IN ORDER TO	957 ENSURE THE SAFETY OF
I GRANT PER	MISSION FOR			 TC	0 60 то	
ON(Date)	I RECOGNIZ	E THAT HO	it Name) DWARD COUNTY PUBL	LIC SO	(Destination) CHOOL SYSTEM CANNOT BE HE	ELD
RESPONSIBLE FOR CONDIT			E DUTIES AND RESPON	ISIBL	ITIES OF THE POSITION.	
CHAPERONE PHONE	NUMBER			Overnight Non School Day x If the trip returns after the regular student day, the parent will pick up the student at the school within 15 minutes of return. Alternate plans in case of postponement or cancellation: Attend school as usual. g or cash requirements, as well as any additional rules or procedures. Secial needs regarding this trip.		

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HEALTH INFORMATION FORM

To be completed by Parent or Guardian

NorthBay wants the camp experience to be a safe and healthy one. However, in the event of an accident or illness, it is important that we have the following information including medical history, insurance information, permission to give selected over the counter medications, and custodial parent signatures.

A CONTRACT OF THE CONTRACT OF	Please print all	information and ensur	e that it can be r	ead by of	hers	STATE OF STA	
		CAMPER INFO	RMATION			Coode	
Last Name:		First Name:		M.I.	Date of Birth:	Grade:	
Gender (circle one)	Home Street Address	»:		Home P	hone:	1	
Male / Female							
D. A.C. and an Name I	City, State, Zip:		Will you be coming	Home	Phone:		
Parent/Guardian Name Filmled.			as a chaperone?	Cell Pl			
27)			□ Yes				
Email address:				□ No Work Phone:			
Parent/Guardian Name I	Printed:		Will you be coming as a chaperone?	Home			
Relationship to Camp	er:		□ Yes	Cell Phone:			
Email address:			□ No	Work Phone:			
List an Emergency Co	ontact Printed: (friend or	relative who can/will c	are for your child	Home	Phone:		
if you cannot be conta	acted)			Cell Phone:			
Relationship to Camper:				Work Phone:			
Camper's Primary Ca	ire Physician:		Office Telephor	nber:			
		lo & overlain)			k if applicable & expl	lain)	
☐ Asthma	tory (check if applicab	ie & explain)		•			
□ Diabetes (a NorthI	Bay diabetic order for		□ Allergy to Me	edications			
□ Bleeding/Clotting disorder			□ Foods				
□ Seizures Type:			□ Insects				
□ ADHD □ ADD □ Psychological issues			□ Severe Poison Ivy reaction □ Other: Please lists				
□ Anxiety □	Depression Anger N	Management	□ Other: Please	e lists			
☐ Mood disorder ☐ Autism ☐ Asperger's Syndrome			Diet / Nutrition				
□ Autism □ Asper	ry/infectious disease	2.000.00	- V			and the second second	
□ Recent illness/injury/infectious disease			□ Eats a regular diet				
□ Bedwetting			☐ Eats a vegetarian diet☐ Has special food needs (describe below)				
□ Recent Hospitaliza	tions or Major Surgery		☐ Has special f	food needs	(describe below)		
□ Other not listed							
□ Date of Last Teta	nus Shot:	C / was do to be					
□ Takes medication 6	every day (A medication	m form/s needs to be while at camp)					
Doog the comparate	edications to be taken ed his/her physical activ	ity restricted \square No \square Y	es – explain				
LUNGS THE COMPLET DES	a morner physical activi	1001101000 0110 01	**************************************				
Does the camper nec							

PARENTIGUARDIAN CONSENTILIABILITY RELEASE FORM	
At NorthBay, health, safety and supervision are paramount. The approach to safety and risk is accompanied with competence, judgment and purposeful sound programming. The children's safety and everyone's concern. As a policy of NorthBay we require that a Health Information Form be signed as a rattend camp.	requirement to
I represent that I am the parent or legal guardian of	p and participate ormation Form is required by the system.
In the event I cannot be reached in an emergency when my child is under camp supervision, I hereby give permission to the phaselected by the camp director to hospitalize, secure proper treatment for, and/or order injections, anesthesia, or surgery for m something were to happen to my child a doctor selected by the camp may treat him/her for any injury/illness.	hysician ny child. If
I understand that my child will participate in outdoor and environmental education activities including but not limited to: ropes of zip line, climbing wall, kayaking, canoeing, wading, fishing, and hiking.	ourse,
AUTHORIZATION FOR OVER-THE-COUNTER MEDICATIONS - In the event your child experiences minor During camp, we would like the opportunity to make your child as comfortable as possible. Therefore, below is a list counter medications that can be administered by NorthBay personnel with your authorization. These medications are the NorthBay Medical Director using the recommended doses from the manufacturers. This service is provided to all child's minor discomforts and avoid being sent home early from camp. The below approved medications are intended occasional use only. If your child requires any medication on a regular basis, you must have a medication authorize completed by your health care provider and supply the medications. I consent to the administration of the below ind the-counter medications to my child while at NorthBay (check all that apply). If they are NOT checked they WILL given to the Camper. Acetaminophen (generic for Tylenol) Acetaminophen (generic for Advil and Motrin) Calamine Lotion (for itching) Hydrocortisone Cream (for itching) I do not want over-the-counter medications given to my child PARENT SIGNATURE REQUIRED HERE	approved by leviate your I for ation form icated over-
Signature of parent/guardian:	Date:
Persons authorized to pick up child other than parent or guardian:	
also understand and agree to abide with the restrictions placed on my camp activities as listed above.	
Signature of minor/adult camper/staffer:	Date:
(If camper is emancipated, proof must be provided prior to camp)	
PARENT SIGNATURE HERE	
I represent that I am the parent or legal guardian of("Camper") who desires to attend camp and partic sponsored by NorthBay, LLC. I give permission to NorthBay the right to use, reproduce, and/or distribute photographs, films, vector of the Camper, without payment or approval rights, for use in materials created solely for promoting NorthBay	video-tapes, and
Signature of parent/guardian:	Date:

Medication Guidelines

MEDICATIONS ARE NOT ALLOWED TO BE KEPT IN THE CABINS: THEY MUST BE SECURED IN THE WELLNESS CENTER AT ALL TIMES WHILE AT CAMP

In order for NorthBay medical staff to administer medications you must provide ALL of the items below:

- 1. Medication Authorization Form listing all of the medications brought to camp
- 2. Parent/guardian signature at the bottom of the Medication Authorization Form
- 3. Physician signature at the bottom of the Medication Authorization Form
- 4. A pharmacy label showing the name of the student, medication, strength and dosage instructions on EVERY prescription medication including inhalers, nasal sprays, cream, disc's, etc.
- Over the counter medications must be in their original containers medication in baggies or pill-a-day containers will not be accepted.
- While the student is at NorthBay, all of their prescription and over the counter/non-prescription medication will be secured in the Wellness Center and can be administered by the Wellness Center staff. Before any medication can be administered a NorthBay Medication Authorization Form must be completed and signed by the prescribing physician and by the student's parent/guardian for EACH MEDICATION that is to be given. If the student already has a medication form on file with the school a copy of that form may be sent in lieu of the NorthBay Medication Form as long as it is signed by both the prescribing physician and the parent/guardian. If you are submitting a copy of the school medication form please insure that all the administration times for an entire 24 hours are listed on that form. These forms are due to NorthBay at least 2 weeks prior to the student's arrival.
- All medications that are to be given while at camp MUST be in their original container (box, pill bottle, etc.) They cannot
 be in a pill organizer, baggie or envelope. Prescription medications (including rescue inhalers) MUST have the pharmacy
 label attached to the container and it MUST match the signed NorthBay medication form in order for the student to
 receive the medication. Medications cannot be expired or more than 1 year past the original prescription date. Sample
 medications from a doctor's office cannot be administered while at camp.
- In the effort to ensure the safety of all students, medications cannot be packed in the student's luggage. All medications (including any self-carry medications) must be given to a designated school staff member prior to leaving the school then delivered to the NorthBay Wellness Center immediately upon arriving at camp. The medications will be secured in the Wellness Center for the duration of the camp and returned to school personnel at the end of the week. The medications will be returned to the parent/guardian after returning back to the school at the end of camp. The student cannot keep any medication (other than self-carry medications) in his/her cabin or give medication to his or herself. All medications that the student wishes to self-carry will be redistributed to the students after they arrive at camp and after approval is obtained by the NorthBay RN.
- Self-Carry Medications: The following are the only medications that can be carried by the student while at camp with permission of the NorthBay RN: rescue inhalers (Albuterol, ProAir, Ventolin, Zopenex), Epi-Pens and insulin used while in insulin pumps. These medications must be in the control of the student, educator or counselor/chaperone at all times while at camp and be self-administered with an adult's supervision. If you would like the student to self-carry any of the above medications please send two of each medication so one can be kept in the Wellness Center for quick access during any emergency.
- Over-the-counter medications: The following over-the-counter (OTC) medications can be given as needed by the Wellness Center staff while the student is at camp: Acetaminophen (Tylenol), Ibuprofen (Motrin, Advil), Calamine Lotion, Diphenhydramine (Benadryl), Triple Antibiotic Ointment (for minor cuts/scrapes), & Loratadine (Claritin). Before the student can receive any of these medications the parent/guardian must check the boxes beside the medications that the student is allowed to receive then sign the Parent/Guardian Consent that is on the back of the North Bay Health Form. These are the only OTC medications that the student can receive with just the parent/guardian's consent. If your student requires any medication on a regular basis that is not listed above (i.e. cold medication, cough medication) you must complete a NorthBay Medication Form (signed by a physician) and supply the medication/s while the student is at camp.
- Please call the staff at the Wellness Center if you have any questions (443) 674-9035

NORTHBAY ADVENTURE CAMP MEDICATION AUTHORIZATION FORM

This form MUST BE COMPLETED <u>FULLY</u> in order for NorthBay Adventure Camp to administer the required medication/s List all medications to be taken while at camp on the form below with all the required information about each one. A new Medication Authorization Form must be completed each time there is a change in dosage or time of administration of a medication. If the student is bringing more than 4 medications use another copy of this form for the remaining medications.

- Prescription medication MUST be in a container labeled by the pharmacy or physician with the student's name, dosage and expiration date. At least one dose of prescription medication must be given at home prior to the student's arrival at camp.
 - Per Maryland regulation, sample medications cannot be administered to the camper.
- Non-prescription medication Per Maryland regulation, all non-prescription medications that are not listed on the NorthBay Consent/Liability Release Form must be listed below followed by a physician's signature. This includes vitamins, homeopathic and herbal medications and cough/cold medications. All non-prescription medication MUST be in the original manufacturer's container

	ge instructions an				Dates at camp:	
School/Group Name:						
Student Name:					Date of Birth:	
		trength	Dosage (per dose)	Route:	Reason medication is being administered	:
Medication Name:					0.1	
Time/frequency of adm	inistration:	Breakfast	□ Lunch □ I	Dinner □	Bedtime Other	
If PRN: every	hrs For what s	ymptoms:				
Relevant side effects:	none expected	d □ Speci	fy			
Medication Name:		trength	Dosage (per dose)	Route:	Reason medication is being administered	ı:
Medication Name.				D'	Padtime DOther	
Time/frequency of adm	inistration:	Breakfast	Lunch 🗆	Dinner 1	Bedtime DOther	
If PRN: every	hrs For what s	symptoms:				
Relevant side effects:	□ none expecte	d □ Speci	ity			4.
Medication Name:	S	Strength	Dosage (per dose)	1		
		Duralsfor	t plunch p	Dinner	□ Bedtime □ Other	
Time/frequency of adm	ninistration:	Breakias	. Danen			
If PRN: every	hrs For What	symptoms	ifv			
Relevant side effects:	none expecte	id 🗆 Spec			Reason medication is being administered	d:
Medication Name:		Strength	Dosage (per dose)	1		
0.1	· · · · · · · · · · · · · · · ·	Drookfas	t □ Lunch □	Dinner	□ Bedtime □ Other	
Time/frequency of adr	ninistration:	evmntome	s.			
If PRN: every	nrs roi what	ed \square Spec	eify			
Relevant side effects:	□ none expect	ou ope		TENT TO	DIZ A TION	
		PRES	CRIBER A	n.I.HO	KILATION	
PARCOLINE	TO CICAL A IDITI	O IF.			Date:	
Prescriber must sign PRESCRIBE	ER SIGNATUI	AE:			Telephone: Fax:	
Prescribers Pr	inted Name/Ti	tle:			Telephone:Fax:	
			A THE REAL PROPERTY AS	DAT A WITH		
I request that designat	ted camp perso	nnel admi	nister the medic	ation abo	the asprescribed by the above presented to	f
I have legal authority	to consent to n	nedical tre	eatment for the s	tuaent na	med above, including the administration of micate with the health care provider as allowed	owed b
medication while at c	amp. I authoriz	de une cam	p medical stars	2.2		
state and federal law.	DDY A DI CII		DIF.		Date:	
state and federal law. PARENT/GUARDIAN SIGNATURE: Home Phone: Cell Phone:				Work Phone:		
II-ma Dhane	٠.		Cell Phone:	·		
Parent Home Phone	e:		Cell Phone: _			
Parent must sign here					Date:	