



**SOUND to SEA**  
Environmental Education Program

**New MANDATORY  
Medical and  
Registration Forms  
pages 29-30**

# Program Planning Guide

[www.trinityctr.com](http://www.trinityctr.com)

## **About this Planning Guide**

This Sound to Sea Environmental Education Program Planning Guide is designed to answer your questions about your school's upcoming trip to Sound to Sea. Please call us with any unanswered questions you might have and we'll be glad to help. Phone us at (252) 247-5600 or (888) 874-6287.

The Trinity Center and Sound To Sea would like to thank Barrier Island Environmental Education Program, Betsy-Jeff Penn 4-H Educational Center Environmental Education Program and Nature's Classroom, Inc. who have provided invaluable information, some of which has been adapted and incorporated into this Sound to Sea Planning Guide.

The Trinity Center would also like to express thanks to the late Right. Reverend Sidney Sanders, former Executive Director F. Michael Morgan and former Program Director Barbara Jo White who worked tirelessly to create the Sound to Sea Environmental Education Program. We would also like to express appreciation to The Right Reverend Robert Skirving and the Executive Council of the Episcopal Diocese of East Carolina with whose support and assistance the Sound to Sea Environmental Education Program continues to educate thousands of youth annually.

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# Sound to Sea Program Goals

The Sound to Sea Program will help students understand why and how we are tied to the earth. Through the Biology, Cultural or Current Events Program options, students will have the opportunity to learn about the unique adaptations of the plants and animals that live on a barrier island, how people have used these plants and animals throughout history, and how the loss of this amazing biodiversity is harmful to human health. Baba Dioum, an African Naturalist, explains the situation most elegantly, “In the end, we will only conserve what we love. We will only love what we understand. We will only understand what we are taught.” We want the Sound to Sea Program to be the first step in this chain.

## **To increase awareness of the human community**

In addition to recognizing the ecological communities across the island, students and teachers further explore their human community. By interacting with groups at the dining table and in cabins or classes, students begin to value their place within a community and realize how one individual affects others.

## **To introduce students and teachers to a variety of habitats typical of a North Carolina Barrier Island**

Many students have never seen the sound, salt marsh, freshwater pond, maritime forest or beach habitats. Being able to walk from the sound to the sea, in a matter of minutes, and see the complex ecosystems they learn about in school has a tremendous impact on students.

## **To apply classroom learning in a practical way**

Students often find it difficult to understand how and where they can apply school subject areas outside the classroom. In order to determine the salinity of the water of Bogue Sound, students use math skills to read the hydrometer and various charts. From the water cycle to plant characteristics, students make connections between what they have learned in school and what they experience at Sound to Sea.

## **To enhance relationships between adults and students**

Imagine students supporting a teacher up the 10-foot wall at the challenge course. While interacting outside the classroom setting, students and teachers form lasting healthy relationships. Even planning the trip unites a classroom group as they pursue a common goal.

## **To stimulate personal growth--students develop a sense of independence and responsibility**

For many children Sound to Sea is a first experience away from home for an extended period of time. In an atmosphere of support and encouragement, students help each other adapt to their new habitat and individually begin to assume responsibility for their behavior and personal belongings. This contributes to the tremendous growth students experience at Sound to Sea.

# Sound to Sea Program Organization

Sound to Sea is a non-profit educational service for public and private school youth, their teachers and other supervising adults. The program is sponsored by Trinity Center, a camp and conference center owned and operated by the Episcopal Diocese of East Carolina. Trinity Center developed Sound to Sea as an earth stewardship outreach ministry. The classes and hands-on activities appeal to students from a wide range of capabilities and backgrounds.

In addition to the standard three-day program, Sound to Sea offers programs from one to five days in length and can tailor programs to various grade levels.

## Facilities

All Sound to Sea programs are held on site at Trinity Center, located on Rt 58, 7 miles west of Atlantic Beach, on Bogue Banks. Trinity encompasses approximately 60 acres of salt marsh, maritime forest, freshwater pond, sand dunes and 1/3 mile each of sound and beach front.

Students and chaperones stay in winterized dormitories located on Bogue Sound. The four dormitories are each divided into two cabins, and each cabin houses 12 people. Also, each cabin has a tiled bathroom with private showers and toilets. In addition, every dormitory has one private room and bathroom for a head teacher. The dorms accommodate groups of up to 112 people (96 students and 16 adults).

The Centrum pavilion, big enough for large group activities, also houses the Sound to Sea Office and three indoor classrooms. The Sharp Building is an indoor meeting place for large group activities. A sports field lies between the Centrum and the dining rooms, which are located in the central conference center area.

Through the pedestrian tunnel there are two additional indoor classrooms, adjacent to the beach.

## Staff

The resident Sound to Sea staff includes the Lead Instructor and a teaching staff of 8 college graduates. The teaching staff work with groups of 12 or less students in the classes, lead evening activities and host meal times. Trinity Center's Education Director and Program Coordinator maintain overall supervision and creative direction of the Sound to Sea Program. Trinity Center also maintains full-time administrative, food service and maintenance staffs, which provide support to all Sound to Sea programs.

# Sound to Sea Curriculum

Sound to Sea is always excited about the opportunity to teach students more about their natural environment. The hard part about helping students understand science is that teachers often do not have the time for hands on scientific discovery in day to day lesson plans. Allowing the students to explore using their own senses helps them to take these confusing concepts and apply them to their classroom learning.

One of the most wonderful things about outdoor environmental education is that whatever we as educators try to teach, nature can do better. Just being in the habitat which is being discussed makes the subject matter much more immediate to the students. Working in small groups, Sound to Sea Instructors a complicated, yet important, subject like population dynamics and create a running game where the students take on the part of an animal or its predator. By running around the field, imitating their animal, they learn to understand the factors involved in the growth and decline of animal populations. As one student wrote, "I had so much fun; I didn't even notice I was learning."

## Barrier Island Ecology

All students will participate in the Barrier Island Ecology Course at the same time. Small groups of approximately twelve students together with a Sound to Sea instructor explore each of the habitats. This component introduces students to the five habitats (beach/ocean, maritime forest, freshwater pond, salt marsh, and sound/estuary), geological history, basic ecological concepts and general habitat study skills that are reinforced throughout the entire program.

Sound to Sea instructors encourage exploration and present various ecological concepts (such as habitats, cycles, communities, populations, species, food webs, decomposition, etc.) as students discover concrete evidence that relates to that concept. As the groups explore each habitat, students observe the differences and make comparisons. Students participate in a variety of sensory skill-improving activities.

Barrier Island Ecology demonstrates Sound to Sea's habitat-based curricula, allowing students to analyze conditions within each habitat and compare them.

## Biology Habitat Classes

During the Habitat Study portion, students learn and apply various habitat study skills, using a variety of scientific tools, in order to determine what affects each habitat and discover what lives and grows there. Children will learn scientific skills including observation, measurement, data collection, and analysis and assessment of habitat conditions with respect to soil, air, water, wind, temperature, and human impact. They will also observe, identify and classify a representative sampling of species present within the habitat. Students will gain experience using tools like nets (seine, dip, insect, plankton, etc.), micro-projectors, hand lenses, compasses, maps, water quality test kits, and field guides.

**Sound/Salt Marsh:** Students will focus on the concept of the sound and salt marsh as the nursery of the ocean. They will learn about the adaptations of fish, crabs and various plants that live in the salt marsh. They will find out about the importance of water quality to the sound and salt marsh and learn to do a simple water quality test.

**Beach/Ocean:** Students will learn about barrier island formation and movement and that beach erosion is a natural part of that process. They will learn about the adaptations of various animals that live in the subtidal, intertidal and supratidal zones of the beach.

**Freshwater Pond:** Students will learn about the importance and rarity of clean, fresh water. They will get a closer look at the myriad adaptations of water insects and fish. They will learn about pond succession and the amazing qualities of the plants that live around the pond.

**Maritime Forest:** Students will learn about the importance of the maritime forest to the various animals that live there. They will learn about the anatomy and adaptations of a maritime forest tree. They will learn about medicinal plants and perhaps have the chance to sample some wild edibles.

**Dissection:** Students will focus on the anatomy and physiology of one of our Bogue Sound residents by dissecting either a squid or a fish. Or try the Comparative Anatomy Dissection which compares plant and animal anatomy and physiology.

## **Cultural Habitat Classes**

Social Studies and Science are often treated as separate subjects in school, but with our Cultural Program, we'll combine social studies and science. During the habitat classes, students explore the Sound, Salt Marsh, Pond, Beach and Forest, and focus on human interaction with the habitats. We'll explore the three groups of people to inhabit our area (African Americans, Europeans, and Native Americans) and find out how each group experimented with island plants, animals and other materials. Finally, we'll explore how our current culture (that's us!) uses plants, animals and materials native to our island habitat and how we can conserve and protect them. Because of the multi-disciplinary mix of social studies and science, we offer these classes only to groups of students 6th grade and younger.

**Sound/Salt Marsh:** Students will focus on human interaction with the various animals and plants in the sound and salt marsh. They will learn about the various methods that early settlers used to catch their dinner. The students will also learn about local fare by collecting animals and plants.

**Beach:** Students will learn about the biology of whales, the largest animal on earth. They will also be taught about the sailor's art of Scrimshaw as they discover how the monsters of the deep were caught and used by humans.

**Freshwater Pond:** Students will learn the importance of fresh water and why our ancestors settled there. They will attempt to create and use primitive fishing and hunting tools.

**Maritime Forest:** Students will learn techniques used to stalk an animal through the forest, how to distinguish individual animal tracks and how people used these skills to catch their dinner.

**Dissection:** Students will dissect an animal and/or plant to learn about its anatomy and discover the importance each species to early humans and to our continued survival.

## **Current Events Habitat Classes**

The Current Events Program teaches students about the dangers of the loss of biodiversity to human health and gives them a chance to learn about population growth, climate change, air and water quality, waste disposal and energy consumption in fun and engaging ways. We want students to understand that everything they throw away goes somewhere and that every action they take affects something else. We want them to know what they can do to conserve our environment, and in doing so, our way of life. But most importantly, after learning about the threats to our global environment, we want students to feel empowered, not afraid. Because of the complex and scientific nature of this program, we offer these classes only to groups of students 7th grade and older.

**Sound/Salt Marsh:** Students will focus on water quality and wetlands restoration. By conducting water tests, they will get first hand experience with the scientific method. The students will also study the diversity of wetlands by collecting animals and plants.

**Beach:** Students will learn about coastal erosion, current methods of beach preservation and how they affect the beach ecosystem.

**Freshwater Pond:** Students will learn about the importance and rarity of clean, fresh water. They will use animals and plants collected in the pond to create a miniature ecosystem, and discuss sustainable aquaculture.

**Maritime Forest:** Students will study the effects of clear cutting and investigate the importance of biodiversity.

**Dissection:** Students will have the opportunity to dissect a fish (or squid) to learn about the effects of fishing techniques on fish populations and on the fishery industry in North Carolina.

## **Group Cooperation Challenge Course**

The environmental study becomes complete by exploring the human community with Trinity Center's professionally-designed Group Cooperation Challenge Course. With trained staff as facilitators, students discover how to function as a group by employing creative problem-solving techniques. Groups meet unforgettable physical challenges by working together, by depending on each other, and by recognizing each group member's unique contributions. These group-building skills travel back to school to strengthen the classroom community. The Group Cooperation Challenge Course promotes interdependence among group members and promotes the idea that any group can become more effective at problem-solving.

# Evening Activities

School teachers choose evening activities, which cover a wide variety of topics, including:

**Survival on the Coast:** Emphasizes the connection between social studies and science with demonstrations of skills used by coastal Native Americans and later cultures. This outdoor or indoor program is suitable for groups of all sizes.

**First in Flight:** Showcases our live birds of prey with additional stations covering the history of flight in NC, properties of air, mechanics of flight, bird beak and raptor adaptations. This outdoor or indoor program is suitable for groups of all sizes.

**Challenge Night:** Features large group activities designed to enhance group self-esteem and cooperation. This program is best suited for 70 or less students 5th grade or older (please let us know about any previous group-building activities.)

**Underground Railroad:** Today more than ever, it is important for students to understand our history. By allowing them a hands-on simulation, we can better discuss the history of slavery and where we are today. This outdoor program is best suited for 36 or more students and requires a back-up plan in case of rain. **A minimum of 6-10 chaperones** (depending on your group size) will role-play various characters on the Underground Railroad.

**Beach Walk/Turtle Talk:** Students study our endangered sea turtles, the threats facing these amazing creatures and the steps that people can take to help their conservation. This outdoor program is best suited for 60 or less students and requires a back-up plan in case of rain.

**Outer Banks Stories and Sing-a-Long:** We'll intersperse fun songs and stories of our maritime heritage and perhaps we'll finish with a Carolina Ghost Story.

**Pirates:** Discovering myths and facts about pirates and privateers, students use problem solving skills to determine whether or not the shipwreck found in Beaufort Inlet is Blackbeard's flagship, The Queen Anne's Revenge. This outdoor or indoor program is best suited for groups of 48 or less students 7<sup>th</sup> grade or younger.

**Whales and Whalers:** Hands-on experiments showcase the amazing ways whales adapt to life in the ocean. Students will be astonished by the sheer size of these magnificent animals when they meet our life-sized inflatable Right Whale. Learn about NC's historical shore-based whaling culture, and practice the skills needed for this dangerous profession. This outdoor or indoor program is good for any size group, 6th grade or younger.

**Night Hike:** Small group experiments and activities illuminate the wonders of night vision and our nocturnal neighbors. This outdoor program is best suited for 60 or less students and requires a back-up plan in case of rain. This program is only available from mid-November to mid-March (when the time changes and it is dark after dinner.)

**Town Meeting:** A mock town meeting allows each habitat study group to represent an interested party in a local beach development issue. This program is best suited for 60 or less students that are 5th grade or older.

**Icky Creatures:** Possums, Bats, and Snakes, Oh My! This hands-on program allows students to interact with animals often considered icky and learn about their amazing adaptations.

# Guidelines for Teachers

## Getting your Students Ready for their Learning Experience

Included in this packed is a Pre-Trip Activity Guide with vocabulary. This will help you to prepare your students for their Sound to Sea experience. The more vocabulary your students have ahead of time, the more information they can assimilate while they are here. It will also help them understand in advance some of the concepts they will be learning.

## School Certificate of Insurance

Please have your school business administrator contact your insurance carrier. Before you arrive at the Sound to Sea Program, either the administrator or insurance agent must send Trinity Center a copy of your Certificate of Liability Insurance, naming Trinity Center and the Diocese of East Carolina as additionally insured for the program dates. Address certificates to Sound to Sea Program Coordinator Trinity Center – P O Drawer 380 – Salter Path NC 28575.

## Journal Time

Each day after dinner, your students will have 45 minutes after dinner to write in their journals. In the past, teachers have brought many creative journal activities from crossword puzzles reinforcing vocabulary words to essay questions about each habitat to free writing about favorite experiences. Sound to Sea does not provide a journal for schools coming to the program. If you want to be sure the topics covered in your journal are addressed in class, please send us a copy ahead of time.

## Distributing Information to Students and Parents

You may choose to photocopy any, or all, of this booklet or adapt the information and write your own letter to parents, etc. (The Student Medical and Registration forms – **pages 31-32** – must be photocopied).

**For copies of forms in Spanish!** Contact our program director or program coordinator. You can also download them from our website at [www.trinityctr.com](http://www.trinityctr.com) and click on “Downloads and Forms”

## Mandatory Pages to be Photocopied (pages 31-32)

- Student Medical Form
- Student Registration Form

**These forms are required for student participation.** We will ask for them upon your arrival. Please copy the Student Medical and Student Registration Forms for each child back to back, or staple the two together for each child, and put them in alphabetical order. We will keep these forms, so if you need a copy, please make a copy for yourself before arrival.

**Checking Forms for Signatures:** Each student must have a Student Medical Form and a Student Registration Form. These must be properly filled out. The Student Registration Form must be signed. If it is not, the student will not be allowed to participate until you can contact the parents and they agree to sign the waiver included in the form. Please check carefully for signatures in the gray shaded box on this form. It may be difficult for you to reach parents on short notice.

## Recommended Pages to be Photocopied

(We will not need copies of these pages; however, they may be helpful to you)

- Dear Student (letter)
- Participant Behavioral Contract
- Dear Parents (letter)
- Preparing for the Trip (packing list)
- Information for Parents
- Information for Teachers and Chaperones

## Dividing Students into Groups

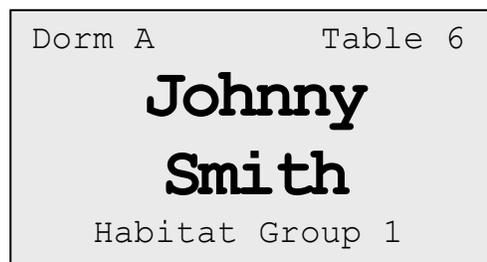
There are a number of factors to consider when dividing students into the three groupings (Cabin, Table, and Habitat Study Groups) including: choice, gender, cliques, rowdiness, and whether there will be the opportunity for the groups to get together as working groups back at school, etc.

Habitat Study Groups spend the most time together -- about 7 hours per full day together (13 hours per three-day session). Cabin Groups will spend about three waking hours per day together, depending upon how quickly they go to sleep! Table groups will spend a little less than 1 hour per meal together.

Occasionally, table groups or habitat study groups of all one gender are more rowdy than mixed gender groups. Also, it helps to have the Habitat Study groups different from the table groups, so that students can be with other people. In addition, teachers have given students some choice in the matter by letting students write down three people with whom they would like to be cabinmates or classmates and guaranteeing that one of those three people would be in their cabin or Habitat Study Group. We don't recommend letting the students divide themselves into groups, as this often contributes to difficult behavior.

## Creating Name Tags

We would like to suggest that if you have the time before your trip, you make nametags for your students. A simple sticker-type nametag is fine. They are very helpful to our staff when they are trying to learn your students' names, particularly on the first day. Many schools also choose to put the students' dorm, table and Habitat Study Group information on the name tags as well (see example.) We have found that this is very helpful to the students in remembering where they belong, and also cuts down on the length of the meetings at the beginning of the program.



## Cabin Groups

Each dorm houses two cabins, with a head teacher's room and bathroom between the two cabins. The head teacher's room could accommodate an additional rollaway bed. Cabins sleep twelve people (there are 3 bunkbeds in each cabin); each of the cabins can also accommodate one more rollaway bed, if necessary, for a maximum of thirteen per side. We will need to know how many people will be staying in each side of each cabin a few weeks ahead of your group's arrival so that we can be ready for your arrival with the right number of beds. Remember that you must have a minimum of two chaperones per dorm.

## Dining Room Table Groups

The tables seat nine people, usually seven or eight students and one or two adults. The number of teachers, chaperones and Sound to Sea staff members actually dictates just how many tables of seven or eight students there will be. When you call the Trinity Center with the number of students and attending adults, the Education Director or Program Coordinator will let you know the number of tables and students per table so that you can make Table Group assignments.

Students will sit with their table groups for all of their meals, so that they can get to know each other better and share what the different groups have been doing. However, adults can choose to sit with different tables for each meal.

## **Habitat Study Groups**

Teachers should divide students into Habitat Study Groups based on the number provided by the Program Director or Program Coordinator. Generally, there will be twelve or fewer students in each Habitat Study Group. If you find your group has gone up or down in the number of students please contact the Program Coordinator or Education Director right away. **If your numbers have changed by more than a couple of students, you need to tell us as soon as possible.** If your numbers drop it, will help you to avoid a penalty. If your numbers go up, we need to know right away to see if there are enough Sound to Sea Instructors to teach your group.

## **Finding Chaperones**

Parents are often willing to serve as chaperones for the school group. You should have a chaperone meeting before you come on your field trip. You can use the “Information for Chaperones” pages to help make the chaperones aware of the school and Sound to Sea discipline policies before they arrive. This will also help them understand their roles and duties while they are here at Trinity Center. If you have a large number of chaperones, please make a schedule so that all the chaperones are equally involved in the program.

## **Medical Care**

Sound to Sea will not provide any major medical service or medication administration while school students are attending Sound to Sea programs. Sound to Sea Instructors will have First Aid/CPR training and will treat minor first aid issues that occur during class. School chaperones will be responsible for administering medication students bring from home (usually after meals) and non-class time minor first aid issues. School chaperones can handle medical emergencies by taking students to area medical facilities and/or calling Emergency Medical Services.

## **Medical Preparation for the trip**

**For Sound to Sea:** In this Program Planning guide you will find two forms, the Student Medical Form and the Student Registration Form. These are required for each student if the student is to participate in the Sound to Sea Program. Please make sure the **Student Medical Form** has phone numbers for work and cell phones for all parents or guardians. Most importantly, make sure the **Student Registration Form** is signed. If any signature is missing, or there are any changes to the original document, the student will not be allowed to participate in classes until you have called and gotten proper permission from the parent.

**For your school:** In this Program Planning Guide, we have included a Medication Administration Form that can be used by your school to help organize medications. You can photocopy it, use it as a template, or use your own form entirely.

Parents can use this form (or your school’s own form) to let you know what medications they will be sending with their students. You can then choose to compile that information using the Regular Medication Schedule Form. You can use this form to organize the student’s medications and ensure that students take their medications at the correct times. Generally, medication times are after breakfast, lunch, dinner, in the evening or as needed.

**Helpful Hints:** It helps if you tell parents that prescribed medications must be accompanied by a pharmacy label containing the Rx number, the name of the medication, the dosage and directions for administration, and the student's name. It is helpful if all non-prescription medications are also in their original containers, clearly labeled with the student's name, name of medication and directions for use.

We suggest that you ask parents for a specific time of day to administer medication. Parents will often write “once a day” but not tell you when. We also suggest that you find out if medication needs to be taken with meals. Our mealtimes are 8am, 12:30pm and 6pm. Parents often think meals are eaten much earlier (in line with school meals), and will ask for their students to take medication at 7am when they actually want it given at breakfast. And we suggest that you ask parents to send a note with each medication. This helps avoid any confusion.

Remember, though students may not take medication at school, they may take medications before and after school. It is good to start organizing medical forms well before your trip just in case.

### **Medication Administration**

If you would like, we can give you a portable lock box to take with you to your dormitories. You may keep students medications in this locked box during their stay. If you want to dispense medications from a central location, you may choose one dorm.

### **Emergencies**

Teachers should bring their cell phone and charger. If there is an emergency, you can call 911 directly from the dorms. The Rescue Squads in Salter Path and Pine Knoll Shores are both less than 3 miles from Trinity Center, and the average response time (over the last 10 years) after the initial call has been approximately four minutes. The local squads are very familiar with the property and conduct some of their driver training here. You can also call the Night Manager who will help assure that the ambulance gets to the proper dorm or room. There is an emergency landline available in case your cell phone does not work.

### **Other Schools**

Since the capacity of the Sound to Sea Environmental Education Program is 96 students per session, there will occasionally be other schools present when your group attends. Each school will have their own programming; however we are one community sharing spaces such as the dining hall, fields, and classrooms. One of the goals of Sound to Sea is creating community with the people around you. We ask your help in fostering good community both within your school and with other groups.

### **Special Dietary Needs and Birthdays**

Every effort will be made to accommodate students and adults with special dietary needs or restrictions (or birthdays!). Please provide details on the Update Form. As we are seeing more and more students with life-threatening allergies, we ask that you get as much detail as possible from the parents about food allergies. **Ask parents to indicate if dietary allergies are mild, severe, or life-threatening and whether their child reacts ONLY to eating particular foods (i.e. peanuts, gluten etc), or if they also have a contact and/or inhalation allergy.** If any special need originates during your stay at Sound to Sea, alert the Program Director or Education Coordinator as soon as possible.

### **Reinforcing the Experience - Post Activities Manual for Teachers**

Sound to Sea also provides teachers with a Post-Sound to Sea Activities manual (in addition to the Pre-Sound to Sea manual that teachers also receive) that includes various activities, and information on available resources and workshops. We highly recommend that you do these easy activities with your students to help them retain what they have learned at Sound to Sea.

# FOR SCHOOL USE ONLY-Medication Administration Form

Student: \_\_\_\_\_ School: \_\_\_\_\_

Prompt medical attention will be given when needed. Parents or guardians will be notified immediately in serious cases.

Students will give medications to their teachers, who will keep them in locked areas in their dormitories. A pharmacy label containing the Rx number, the name of the medication, the dosage and directions for administration, and the student's name must accompany prescribed medications. If the dosage you are requesting is different from that on the bottle, please send a signed note with the medication validating the change. Please be specific about time of day and any other directions for your student's medication such as: should it be given with a meal, how many hours apart, with lots of water, etc. Meals at Trinity Center are at 8am, 12:30 pm and 6 pm. Whenever it is possible, a copy of the doctor's prescription or letter should be sent to clarify any discrepancies. All non-prescription medications must be in their original containers, clearly labeled with the student's name, name of medication and direction for its use.

List any medications accompanying the student

- 1. Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Time(s) Given \_\_\_\_\_
- 2. Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Time(s) Given \_\_\_\_\_
- 3. Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Time(s) Given \_\_\_\_\_

## Epi-Pen Policy

Any child attending Trinity Center's Sound to Sea Environmental Education Program who is anaphylactically allergic to foods or insect stings and who possesses an Epi-pen must bring it with them on the trip. The Sound to Sea Instructors are trained to administer Epi-pens.

If students forget to bring an Epi-pen to the program, we will request that it be sent to our facility as soon as possible. In the event of an emergency, we do have an Epi-pen and an Epi-pen Junior on site.

## Medical Authorization and Release

Should my child sustain or incur any accident or illness while attending Trinity Sound to Sea Environmental Education Program, I hereby authorize \_\_\_\_\_ to perform reasonable Good Samaritan actions, and to execute any and all documents, including any necessary releases, which might be required by any medical facility to perform any emergency care in my behalf.

*Should the student become ill, get a headache etc., do you give permission for the administration of the following non-prescription medication at the discretion of \_\_\_\_\_? Yes \_\_\_ No \_\_\_ If Advil or Tylenol needs to be administered, which do you prefer: Tylenol \_\_\_\_\_ Advil \_\_\_\_\_ Other (specify) \_\_\_\_\_*

Signature _____	Relationship _____	Date _____
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**Please Sign**



# Planning Timeline

<b>6 months - 1 year</b>	School contacts Trinity Center to reserve date. School receives contract and sends it back to Trinity Center with deposit within <b>2 weeks</b> . Sound to Sea sends Program Planning Guide and both Pre and Post-Session Activities.
<b>5 months</b>	Teacher team begins planning program and fund-raising strategy. Schedule and hold meetings with chaperones, parents and students. Distribute information to chaperones and parents.
<b>*120 days</b>	Begin collecting Student Registration and Medical Forms. Return the Update Form to Trinity Center with <b>your Guaranteed Number of Reservations</b> at the 120-day mark. These will become your contracted numbers. Getting these numbers to us 120 days before your trip will help you to avoid any possible <b>penalties</b> .
<b>3 months</b>	Begin pre-session activities. Schedule and hold meeting with chaperones, students and parents.
<b>30 days</b>	Divide students into the various groups (Cabin, Table and Habitat Study Groups). Continue collecting money and forms and participating in pre-session activities.
<b>12-14 days</b>	The Program Coordinator will contact you to confirm final numbers, student and adult gender split, dorm and dining hall seating assignments, evening programs, dissection, arrival and departure times, program goals, method of transportation, <b>food allergies</b> or issues, special needs and student birthdays. If you are not going to be available during this time frame, please contact the Program Coordinator prior to this date to go over this information.
<b>7 days</b>	Review Cabin, Table and Habitat Study Groups with students. Go over vocabulary and concepts relating to the program. Review schedule, procedures, behavior contract and guidelines. Check all forms for signatures. Go through Medical Forms and Registration Forms and make sure they are signed and copied back-to-back or stapled together for each student.
<b>Departure Day</b>	Assign students to vehicles. Pack vehicles and have a safe trip here. Bring 2 copies of habitat, dorm and dining hall groups as well as the student Medical and Registration Forms

## FORMS TO RETURN TO SOUND TO SEA

<b>Two weeks after receipt</b>	Contract signed by lead teacher and principal, or the financially responsible administrator of your school, along with your deposit.
<b>120 days prior to session</b>	Confirm total group number with Trinity Center; this is your Guaranteed Number. Send in the Update Form. Without this information, your group may incur a penalty charge (See Sound to Sea Contract).
<b>Turn in upon arrival</b>	Student Medical and Registration Forms. Two copies of group lists: Dorm (Cabin), Dining, and Habitat Groups. Final Payment.

# Fill out before arrival to the Sound to Sea Program

## Dorm and Cabin Group Assignments

School \_\_\_\_\_

Dates of Session \_\_\_\_\_

Dorm \_\_\_\_\_ (assigned before arrival)

Head Teacher/Chaperone \_\_\_\_\_

\_\_\_\_\_

Cabin \_\_\_\_\_  
(Left-hand side cabin)

Cabin \_\_\_\_\_  
(Right-hand side cabin)

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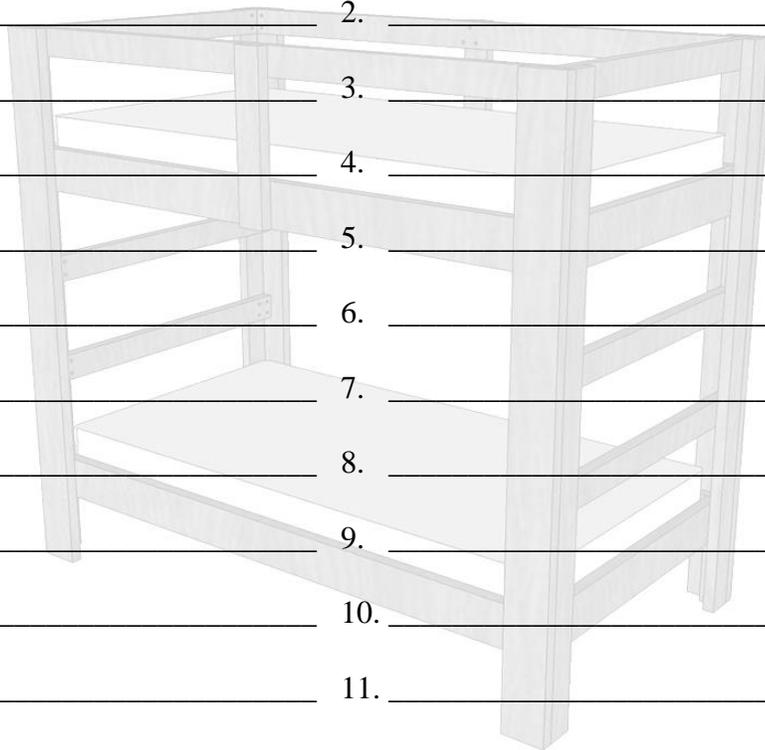
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Adult \_\_\_\_\_ Adult \_\_\_\_\_



**Fill out before arrival to the Sound to Sea Program  
Habitat Study Group Assignments**

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## Fill out before arrival to the Sound to Sea Program Student Dining Room Table Group Assignments

There are exactly 9 chairs at each table. At least one chair must be left open at each table for an adult. Remember to include your Sound to Sea Instructors in your count, as they will eat at the tables with you. If any students' have LIFE-THREATENING food allergies, please indicate them on this page next to the student's name.

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# Photocopy and Give to All Chaperones (4pgs)

## Information for Teachers and Chaperones

The Trinity Sound to Sea program is designed to benefit all participants equally – teachers, chaperones and students. The time you spend here should be pleasant and valuable. The residential community-living, mealtimes and recreation times affect the degree of impact the entire experience has on the group. Teachers and chaperones play an important role by supporting and participating in this growth process. Please read the following paragraphs carefully so that you fully understand your roles and responsibilities in the Sound to Sea community.

### Responsibilities

#### Transition Time

**Students should not be alone at any time while on Trinity Center Property.** When students are at classes, they will always be in eyesight and earshot of a Sound to Sea Instructor. But there is a transition time between each class when the Sound to Sea Instructor has 15 minutes to clean up from the last class and get ready for the next class. It is very important for you to be on time for transition time. Sound to Sea Instructors cannot let students leave class if an adult is not present. There must always be a teacher or adult chaperone in the dorms when students are in there. Please help us enforce this safety policy; it is for the safety of your students and your school. For the protection of both the students and chaperones, Sound to Sea requires everyone to follow the Rule of 3. This means that there should always be 3 people in any one space so that an adult is never alone with a student.

#### Evening Program

It is sometimes difficult to keep groups quiet for large group introductions and conclusions during Evening Program. Please help the Sound to Sea Staff by attending Evening Program and helping to discipline students if they are talking or acting inappropriately.

#### Mealtimes and the Dining Room

Meals require set-up and clean-up duties. Students serving as Waitrons (Table Helpers) will need to be in the Dining Room 15 minutes prior to the start of the meal in order to set their group's table. One chaperone should serve as the Dining Room coordinator, who is responsible for walking with the student Waitrons to the Dining Room and assisting the Sound to Sea staff member who is acting as Head Waitron. There will be spaces for adults at each of the student tables. Adults are free to sit with different tables for each meal.

In order for us all to enjoy a relaxing meal, it would be helpful if teachers and chaperones could help us enforce our **Dining Room Rules** which include the following:

- Only one person can be up from the table at a time (to avoid traffic jams)
- Please talk only with folks at your table (to keep the noise level down)
- Please be polite to the Head Waitron by staying quiet during the announcements before and after the meal. If there is a large talkative group in the dining hall, it is difficult to hear instructions.

## **Class Supervision**

We hope that you will come to all of our classes and share in your child's or student's learning experience. Many schools have found that if the parents and teachers take an active role in the learning process, they can help the students better retain the information they have learned. During the Challenge Course activities, although it is tempting for teachers or chaperones to help students solve the problems by giving them the answers, it is more helpful to encourage them to keep working on a solution. Also, we're betting that while you will learn a lot here at Sound to Sea, you also arrive with more barrier island knowledge, so please encourage students to use their critical thinking skills when Sound to Sea instructors are asking them questions. If, for some reason, you need to miss classes, please tell the Sound to Sea Instructors, so they know they can start class without you.

We have so much to teach the children in such a short amount of time. For some children, this will be their first experience on a barrier island. We want them to experience all we have to offer in this wonderful learning environment. We empower you, as teachers and chaperones, to help with this process. By helping the Sound to Sea Instructor with discipline issues in your habitat group, you are enabling the students to get the most out of their time here. **If a child has to miss a class for any reason, whether because of illness or behavior, it is imperative that you let his or her instructor know.** Another way teachers and chaperones can help is to remind students about conservation issues on the property (not walking on the dunes, keeping plants intact, etc.). We appreciate all your efforts on the conservation front!

## **Being on Time**

It is very important that the students be on time to classes and meals. You are a role model for the students in this area. If your students tend to run late because of shower times, you can help them make a shower schedule and help them get going early. Each Sound to Sea instructor will wait for all the students before starting class. So if one student is late, all will lose class time.

## **Community-Living**

One of your main responsibilities is that of cabin supervision. You will be in charge of as many as thirteen boys or girls in a cabin. In each cabin are six single beds and three bunk bed for students and you. Each cabin has an attached bathroom with two showers, sinks and toilets. There are two cabins per dormitory and each dormitory has a private room and bathroom for a head teacher or chaperone. The cabins in each dormitory are separate -- the only way to get to the next door cabin is to walk outside or go through the teacher's room. The walls are not soundproof so it will be necessary to coordinate your efforts with the other cabin leader where Quiet Time and Lights Out are concerned.

At the first opportunity, you should sit down with your cabin group and discuss various procedures. The more involved the students get in policy-making, the more willing they will be in abiding by them. Some topics of discussion could include:

- Introductions -- Everyone should know everyone else's name in the cabin.
- Personal Belongings -- How should they be arranged in the cabin? What if students want to borrow items from each other?
- Group Behavior -- What is a responsible time to turn the lights out at night? What time should we stop talking? What if someone wants to go to sleep early or stay asleep as long as possible in the morning? Establish a Sleepers' Rights Policy.

- Responsibilities -- How will the group take care of cabin cleaning each day? Since there are only two showers in each cabin, what kind of fair shower schedule can we arrange?

Some cabin policies are Trinity Sound to Sea Policies and should be abided by all:

- Students should not go into other cabins but their own; this is for the sake of privacy.
- No food, candy, or gum in the cabins. They attract animals and produce litter.
- No cellphones, tablets, or other electronic devices. Part of the Sound to Sea experience is to spend time with classmates and teachers instead of electronics.
- Please be conscious of conservation. Turn lights off, keep doors closed (and the heat/AC down), turn the water off when brushing teeth or hands, and keep shower time to a minimum.
- Please do not wash clothes or shells in the sinks or showers. The sand will clog the drains. Please leave items that you found on the beach or in the forest ON the beach and IN the forest.
- It is mandatory that every cabin be supervised by an adult throughout the night.

At various times during the day, it will be necessary for the teachers and chaperones to supervise in the cabins: between classes, before and after each meal, and at recreation time. The safety of the students at these times is your responsibility. Chaperones should also make sure that students get to and from their cabins and other activities safely.

In the morning, we ask that students not wander beyond the cabin area before breakfast.

## **Quiet Times**

Evening programs end shortly after 9:00 pm. At this time, students and chaperones are to go back to their cabins and get ready for bed. There are enforced Quiet Hours for Trinity Center from 10:00 pm until 8:00 am. Quiet Time in the cabin begins by 10:30 pm with lights out by 11:30 pm. Keep in mind that these times are extremes and we strongly suggest that you set earlier times with your students.

## **Recreation Time**

You are responsible for the students during recreation time. Sound to Sea has basketballs and other balls available during recreation time. There is a basketball half court on the beach side. We also highly encourage groups to make the most of this area and take a walk on the beach during recreation time.

We do not recommend that student groups be allowed out in the Sound during recreation time because of the fragile nature of that environment. But, if students are allowed out in the sound area, they must be accompanied by an adult at all times. This is allowed only during daylight hours, and they must enter the sound using the ladder at the end of the dock. Everyone must wear closed-toed/closed-healed shoes. They should never walk into the sound from the boat basin (near Dorm D). And they should never be allowed to walk on any of the Salt Marsh grasses.

School groups are not allowed to use Trinity Center's Challenge Course during recreation time. Students should not be on the Challenge Course unless they are accompanied by a Sound to Sea Instructor.

You also might want to think about recreation time activities in case of rain. Please enforce our Walk-Don't-Run anti-accident policy so that recreation time can be fun and safe.

## **Alcohol and Tobacco Policy**

For all chaperones and teachers, use of alcohol on Trinity Center property is strictly prohibited. If you are a smoker or use smokeless tobacco, there are designated smoking areas near Trinity Center's administrative office and at the front entrance of the dining room. If you need help locating them, please ask! Please do not smoke or use smokeless tobacco in front of the students.

## **Cell Phones and Other Electronics Policy**

If teachers or chaperones need to bring cell phones to class, please change your ringer to vibrate. If you get a call or text during a program, please step well away from the group to respond. Please limit use of electronics during programming. Sound to Sea provides the perfect opportunity for both students and adults to focus on each other and their experience rather than their electronics. Students are not allowed to keep any cell phones or electronics with them while participating in the program. If they bring electronics for use on the bus ride, they should be collected by teachers upon arrival, and returned when they board the bus to return home.

## **Wireless Internet Availability**

Wireless is available around the Centrum, Main Conference Building and Point of Arrival (Registration Office.)

## **Sound to Sea Discipline Policy**

- A 1<sup>st</sup> Strike will be given to students who are not being cooperative, productive group members or who are practicing inappropriate behavior. They will be asked to sit out of an activity. This allows the students time to calm down, regroup, and consider appropriate behavior and actions that are necessary for continued participation with the group. They will then be invited back into the study group.
- A 2<sup>nd</sup> Strike will be longer in duration and after the student has finished class he or she will have to talk to the teacher, a Sound to Sea Administrator, their instructor, and their parents if possible. This policy is severe because three is the maximum number of Strikes.
- A 3<sup>rd</sup> Strike will signal the end of the child's participation with the Sound to Sea Program. If the students' parents or guardians can come to get the student, they will be asked to come pick the child up. If not, the student will **stay with a school teacher or chaperone** discussing appropriate behavior. Typically, by this stage, the student has been taking time away from the group, so one option may be to have the student give back to the group, in the form of community service. This community service can include teacher or chaperone monitored time doing work that benefits the whole community, such as setting the tables or sweeping the dining room floor.
- Fighting or bullying/pranks results in automatic third Strike and removal from Sound to Sea activities.
- Please inform a student's Sound to Sea instructor if a strike is given during non-teaching hours or if a student will not be attending class.

Dear Student,

In only a couple more weeks, you will be attending Sound to Sea -- Trinity Center's Environmental Education Program. By now, you have probably heard a great deal about our program and Trinity Center, but here are some things that you should understand before you come.

During your stay with us, you, your classmates, your teachers and chaperones, and the Sound to Sea staff will be a community -- a group of people living and working together. Your biggest responsibility during your stay will be cooperation with others -- doing things to help your group and not just yourself.

You will be living in a cabin with as many as twelve other people in the same room, including an adult. Your Cabin Group will need to discuss what will be the best way to keep everyone happy. The Cabin Group will need to set up some rules: What time should we turn out the lights at night so that everyone gets enough sleep to be able to fully participate in the next day's activities? When will people take showers? Where will we put dirty clothes or wet, sandy shoes? How will we clean up our cabin in the morning?

At meal times, you will be sitting with another group -- your Table Group -- with seven other people, including one adult. You will eat all your meals with your table group, but teachers, chaperones and Sound to Sea instructors will sit at different tables for each meal to get to know you and your classmates better. What can you and your Table Group do to make the adult at your table feel welcome and a part of the community? At each meal, one student will serve as a Waitron (Table Helper) for each meal. You and your table group will decide who will be the Waitron for each meal.

During the mornings and afternoons, you will be part of another group -- your Habitat Study Group -- with twelve other students a chaperone and a Sound to Sea instructor. You and your Habitat Study Group will have the opportunity to find out more about each one of our five habitats here -- the sound, salt marsh, freshwater pond, maritime forest, and beach/sea. Now you know how we got our name -- Sound to Sea! Each Habitat Study Group will also participate in our Group Challenge Course, where you will find out more about yourself and your group.

The other very important members of our Sound to Sea community are the plants and animals that you'll see from the sound to the sea! Remember, they live and grow here all year round and we are going to be joining their habitats, so let's treat them with respect.

Remember, this is not just a beach vacation; you will be learning every moment that you are here at the beach. But each class will give you hands-on experience in the beach sand, marsh mud and pond water. Our Sound to Sea staff is really looking forward to having you and your classmates visit our program. We can't wait to meet you.

**PHOTOCOPY AND GIVE TO STUDENTS**

# PHOTOCOPY AND GIVE TO STUDENTS

## Participant Behavioral Contract

Student's Name \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_  
Teacher \_\_\_\_\_ Dates of Sound to Sea Trip \_\_\_\_\_

All of the participants in the Sound to Sea program are responsible for their conduct and must be willing to abide by the rules and behavioral guidelines established for the program. We ask that students, teachers, and parents review and discuss these guidelines. Each must be willing to support these guidelines in order for the student to be eligible for the program. The specific guidelines for conduct include:

- Students will remain with their group and a teacher, chaperone or Sound to Sea staff member at all times. This includes the transition and recreation time.
- Students will make every effort to be ready and where they are supposed to be, on time.
- Students may only return to their cabins when accompanied by an adult.
- Because of the detrimental impact on wildlife, chewing gum is not allowed at Sound to Sea. No food is allowed inside the cabins since it attracts insects and rodents.
- Students will keep their gear in their space in the cabin. Getting into other peoples gear is not allowed.
- Use and/or possession of drugs, alcohol, tobacco, firearms, knives, firecrackers, matches, lighters and other items deemed dangerous is strictly forbidden.
- No cell phone, tablets, or other electronics are allowed during Sound to Sea programming.
- Students will take responsibility for their own safety, carefully listening to rules and instructions. Unsafe behavior resulting from failure to follow instructions from teachers, chaperones and Sound to Sea staff may result in dismissal from the program.

I understand that Sound to Sea, Trinity Center's Environmental Education Program, is a class experience and that I (my child/my student) will be required to participate fully in all activities. I also understand that I (my child/my student) will engage in outdoor activities that require following safety rules set down by the Sound to Sea Instructor. I agree to abide by and support the guidelines set forth.

Student's Signature _____
Parent's Signature _____
Teacher's Signature _____

**Please Sign**



Dear Parents,

The attached sheets provide information about the school-year Sound to Sea Environmental Education Program at Trinity Center.

**Dates:** \_\_\_\_\_

**Cost:** \_\_\_\_\_

**Checks should be made payable to:** \_\_\_\_\_

**Please have Student Medical Form, Registration Form and money in to school by:** \_\_\_\_\_

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We would like to call your attention to the following important items:

- If there are activities that you would prefer that your child not participate in, please send us a note. We will see that he/she is excused from the activity and is supervised in some other activity.
- If your child is taking medication, please notify his/her teacher and provide them with the medicine in its original container with instructions to dispense. Your school personnel, not the Sound to Sea Program, will be dispensing medications while your student is here at the program.
- If your child has special dietary allergies, needs vegetarian meals or has religious restrictions, please provide written instructions with the Student Medical Form. **Please indicate if dietary allergies are mild, severe, or life-threatening and whether your child reacts ONLY to eating particular foods (i.e. peanuts, gluten etc), or if they also have a contact and/or inhalation allergy.**
- Students will not be allowed to leave the designated center area without permission and supervision. No child can be removed from Trinity Center (before the school group departs) by any individual other than the parent or guardian who signed the Student Registration Form, unless written permission is provided by that parent or guardian.
- Any student not complying with the regulations and expectations of those in charge of supervision will not be permitted to continue participating in the program. Parents or guardians are responsible for picking up their children in the case of discipline problems or medical problems requiring the child to be returned home.
- We ask that iPods, tablets, cell phones, and other electronic devices be left at home. If electronic devices are brought by students, they will be collected by the school's teachers, and packed away for the duration of the program. Trinity Center's Sound to Sea Program is not responsible for this equipment.

**PHOTOCOPY AND SEND TO PARENTS**

# PHOTOCOPY AND SEND TO PARENTS

## **Information for Parents**

Trinity Sound to Sea Environmental Education Program offers a residential school program in an outdoor, coastal environment. Your child will be visiting the center with classmates and teachers and participating in a variety of outdoor classes dealing with topics such as ocean and salt marsh life, forest and pond ecology, bird and mammal study, sensory awareness, etc. In addition, Sound to Sea offers a social learning experience in which your child will be living and working in a close community atmosphere.

The center is ideally situated to provide these services. Located on Bogue Banks, seven miles west of Atlantic Beach, the cabins sit right on the sound. Our secluded beach stretches for over one-third of a mile. Our 60 acres of salt marsh, coastal forest and freshwater pond are additional habitats for many forms of wildlife to be found during various times of the year such as water birds, turtles, crabs, shrimp, foxes, raccoons and possums.

Although the center is located in a camp setting (using the site of Trinity Camp and Conference Center), it is important to note that this is not primarily a camping program. The emphasis at Sound to Sea is on education, not recreation. Your child's class is participating in the program as a valuable extension of its classroom work. All major subject areas will be dealt with, including science, social studies, math and language arts. A full-time college-educated trained teaching staff will be instructing the students in a discovery and activity-oriented curriculum. Because of the nature and scheduling of the program, swimming will not be offered as an activity.

During your child's stay, supervision will be provided 24 hours a day. The cabins (with central heat and air) provide housing for a maximum of twelve students and one adult -- either a teacher or other chaperone.

It is required that you complete and return to school the Student Medical Form and Student Registration so that your child may attend the program. A doctor's physical examination is not mandatory, but strongly recommended.

Please understand that your child's participation in the Sound to Sea Environmental Education Program and its associated games, activities and events will expose your child to certain risks. Most events are held in outdoor areas where your child will be walking in wooded terrain on uneven surfaces. They may be exposed to poison ivy, insect bites and hot/humid or cold/windy weather. The Sound to Sea Program has taken the utmost precautions to provide a safe program (including indoor classrooms in case of thunderstorms), proper equipment and qualified instructors for your child.

A carefully planned, well-balanced menu, including evening snacks, will be provided by an experienced food service staff. Any special dietary needs (diabetes, religious restrictions, food allergies, etc.) can be accommodated with advanced notice. However, we will not provide for fussy eaters.

It is important that your child come to Sound to Sea with the proper clothes and equipment. To help you pack, a packing list will be provided. You are urged to follow the suggestions on the list closely for the benefit and comfort of your child. Remember that too much gear will be a burden, but too little gear can create hardships.

Keep in mind that old clothes are by far preferred over new clothes since most activities will be held outside. Some kind of rain gear is absolutely essential for every child. Please do not ignore the list of "do not bring" items. Children will have no opportunity while at Sound to Sea to spend money. They can only lose it.

We ask that parents not visit the center while their child is participating. This is an opportunity for him or her to learn to function away from the home environment; plus we are not equipped to provide for visitors. Children are not permitted to use the telephone under normal circumstances as phone calls cause disruptions to the program. Please refrain from calling your child except in the event of an emergency. The number is (252) 247-5600.

Your child will surely appreciate a letter from home during his or her stay at Sound to Sea. Remember to allow a full week for delivery. Address it to:

Student's Name  
School's Name (Do not forget this, or we will not know who to give it to)  
Trinity Sound to Sea Environmental Education Program  
PO Drawer 380  
Salter Path, NC 28575

Trinity Sound to Sea Environmental Education Program reserves the right to send any child home for illness, destruction of property, aggressive behavior or any other acts judged detrimental to functioning of the program.

Please feel free to contact Sound to Sea or the school to obtain any more information about the program.

# PHOTOCOPY AND SEND TO PARENTS

## Preparing for the Trip

- ✓ Students should be at the school on \_\_\_\_\_ by \_\_\_\_\_ with one medium size suitcase or duffel bag. Please label all suitcase/duffel bags.
- ✓ Please pack only the things on the list or that have been assigned. Other items must be cleared through the teacher.
- ✓ Label all your child's belongings that are packed for the trip. A laundry marker can be used on clothes.
- ✓ Students will not need money while participating in Trinity's Sound to Sea program.
- ✓ Please pack a plastic bag for packing wet clothing on the return trip.
- ✓ **Please check appropriateness of what your child has packed.** Remember that layers of clothing are warmer and can be removed if needed. Pack for all kinds of weather...warm, cold, or wet. Be sure your child has selected clothes that are designed to get dirty.
- ✓ Students are responsible for making sure they have packed all their belongings for their return trip home. Although we have a designated "Lost and Found" area, Sound to Sea and Trinity Center cannot be held responsible for articles left behind.
- ✓ **Bring insect repellent, sunblock during warmer months** (August-November and March-June)
- ✓ **Bring long johns, gloves/mittens, a warm hat and coat during colder months. Also, bring long socks that your pant legs can be tucked into for Sound Class** (November-March)
- ✓ **Students should bring a reusable water bottle to the program to prevent dehydration.**

The following items are recommended for the 3-day program:

### Clothing

- 4 pairs of pants or shorts
- 4 shirts
- 2 sweat shirts or sweaters
- 1 jacket (seasonally appropriate)
- 4 sets of underwear
- 2 pairs of shoes (flat, closed-toed, closed-heeled walking shoes or sneakers)
- 1 pair old shoes that can get wet  
(These must be closed-toed, closed-heeled shoes)
- 4 pairs of socks
- A raincoat
- Plastic bag for damp clothes
- 1 pair of pajamas

### Linens

- Twin bed sheets and blanket or a sleeping bag
- Towels and washcloth
- Pillow case
- Pillow

### Wash Kit

- Toothbrush
- Toothpaste
- Brush and comb
- Deodorant
- Soap
- Shampoo
- (other needed personal items)

**You May Bring:** Camera and film, pen, pencil and notebook, good book for reading

**Please Do NOT Bring:** Cell phone, tablet, music player, expensive electronics, expensive jewelry, knives, food, gum, curling irons or hair straightener.

# REQUIRED FOR SOUND TO SEA PARTICIPATION

Name \_\_\_\_\_  
School \_\_\_\_\_

## Student Medical Form

Name \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Date of Birth \_\_\_\_-\_\_\_\_-\_\_\_\_ Sex \_\_\_\_\_ Weight \_\_\_\_\_ Height \_\_\_\_ ft \_\_\_\_ in

Parents or Guardians _____	
Home Phone (____)____-____	Work Phone (____)____-____
Home Phone (____)____-____	Work Phone (____)____-____
Cell Phone (____)____-____	Cell Phone (____)____-____
Family Physician/Doctor _____	Phone (____)____-____
In case of emergency, notify the following if a parent cannot be reached:	
Name _____	Relationship _____ Phone (____)____-____
Name _____	Relationship _____ Phone (____)____-____

These must  
be filled in.

### Home and Health Questionnaire

1. Please give the date of the student's last diphtheria-tetanus or tetanus booster \_\_\_\_\_.
2. Please list any current activity restrictions or special health concerns such as recent sprains, fractured bones, recent hospitalizations, learning disabilities, physical disabilities, special diet (vegetarian/religious restrictions) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Does the student have a history of: (check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Asthma                | <input type="checkbox"/> Emotional/psychological condition | <input type="checkbox"/> Musculoskeletal disorder |
| <input type="checkbox"/> Bedwetting            | <input type="checkbox"/> Fainting                          | <input type="checkbox"/> Seizures                 |
| <input type="checkbox"/> Bleeding disorder     | <input type="checkbox"/> Hearing impairment                | <input type="checkbox"/> Sleep disturbances       |
| <input type="checkbox"/> Constipation          | <input type="checkbox"/> Heart defect/disease              | <input type="checkbox"/> Homesickness             |
| <input type="checkbox"/> Diabetes              | <input type="checkbox"/> Menstrual cramps                  | <input type="checkbox"/> Other health conditions: |
| <input type="checkbox"/> Ear/Throat infections |  |   |

Explain the health conditions checked above: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. Please tell us if your student has any allergies: (Food, Medication, Insect Bite/Sting, Seasonal, Other)

My child is allergic to \_\_\_\_\_  
It is an allergy of (circle all that apply) **ingestion, contact, inhalation, other** \_\_\_\_\_  
The **severity of the reaction is** (hives, stomach ache, anaphylactic reaction, etc) \_\_\_\_\_  
\_\_\_\_\_

Recommended **treatment** for reaction \_\_\_\_\_

My child is **ALSO** allergic to \_\_\_\_\_  
It is an allergy of (circle all that apply) **ingestion, contact, inhalation, other** \_\_\_\_\_  
The **severity of the reaction is** (hives, stomach ache, anaphylactic reaction, etc) \_\_\_\_\_  
\_\_\_\_\_

Recommended **treatment** for reaction \_\_\_\_\_

Please list any additional allergies on an additional sheet or paper and attach to this form.

# REQUIRED FOR SOUND TO SEA PARTICIPATION

## Student Registration Form

Student: \_\_\_\_\_ School: \_\_\_\_\_

I give permission for \_\_\_\_\_ to participate in the Trinity Sound to Sea Environmental Education Program held at Trinity Center located in Pine Knoll Shores, North Carolina. I understand that the students will be housed at the center from \_\_\_\_\_ to \_\_\_\_\_ and participate in educational activities as an extension of the classroom studies.

Should my child sustain or incur any accident or illness while attending Trinity Sound to Sea Environmental Education Program, I hereby authorize the Director, or his agent, to perform reasonable Good Samaritan actions or execute any documents, including any necessary releases, which might be required by any medical facility to perform any emergency care in my behalf. In the event that a child has an illness or accident during the program which requires a visit to the doctor or hospital, the existing family or school policies will represent the primary insurance coverage.

I understand that my child will engage in outdoor activities that could involve risk of injury and that by allowing my child to participate; I assume all responsibility for injuries resulting from my child's unsafe and/or inattentive behavior or failure to follow instructions from group leaders of the activity.

I understand that the director or school leaders may dismiss my child from the Sound to Sea Program if, in their opinions, his or her conduct is not in the best interest of the entire group. I also understand that I am responsible for transporting my child in the case of a discipline or medical problem where the school leaders deem it necessary for the student to return home.

I further agree that in consideration of my child attending Trinity Sound to Sea Environmental Education program, I will hold the said Trinity Center harmless from any action by me or my child on account of any injury or damage sustained or suffered by my child while attending Sound to Sea. I hereby waive any right of legal action against Sound to Sea, Trinity Center or the Episcopal Diocese of East Carolina.

**DO NOT** give permission for images and audio of my child, captured during Sound to Sea activities through video, photo and digital camera. I understand that by not checking this box I give permission for such pictures to be taken and to be used solely for the purposes of Trinity Center and Sound to Sea promotional materials and publications. In addition I waive any rights of compensation or ownership thereto.

Signature _____	Relationship _____	Date _____
-----------------	--------------------	------------

**Insurance Information:** This section to be completed by a parent or guardian.

Is your student covered by a health or accident insurance policy? **Yes**\_\_\_ **No**\_\_\_

If "yes," list policy type (school or other) \_\_\_\_\_

Address of Insured (Student) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name and Address of Employer/Employee that provides coverage:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name and Address of Insurance Company (Address to submit claims)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

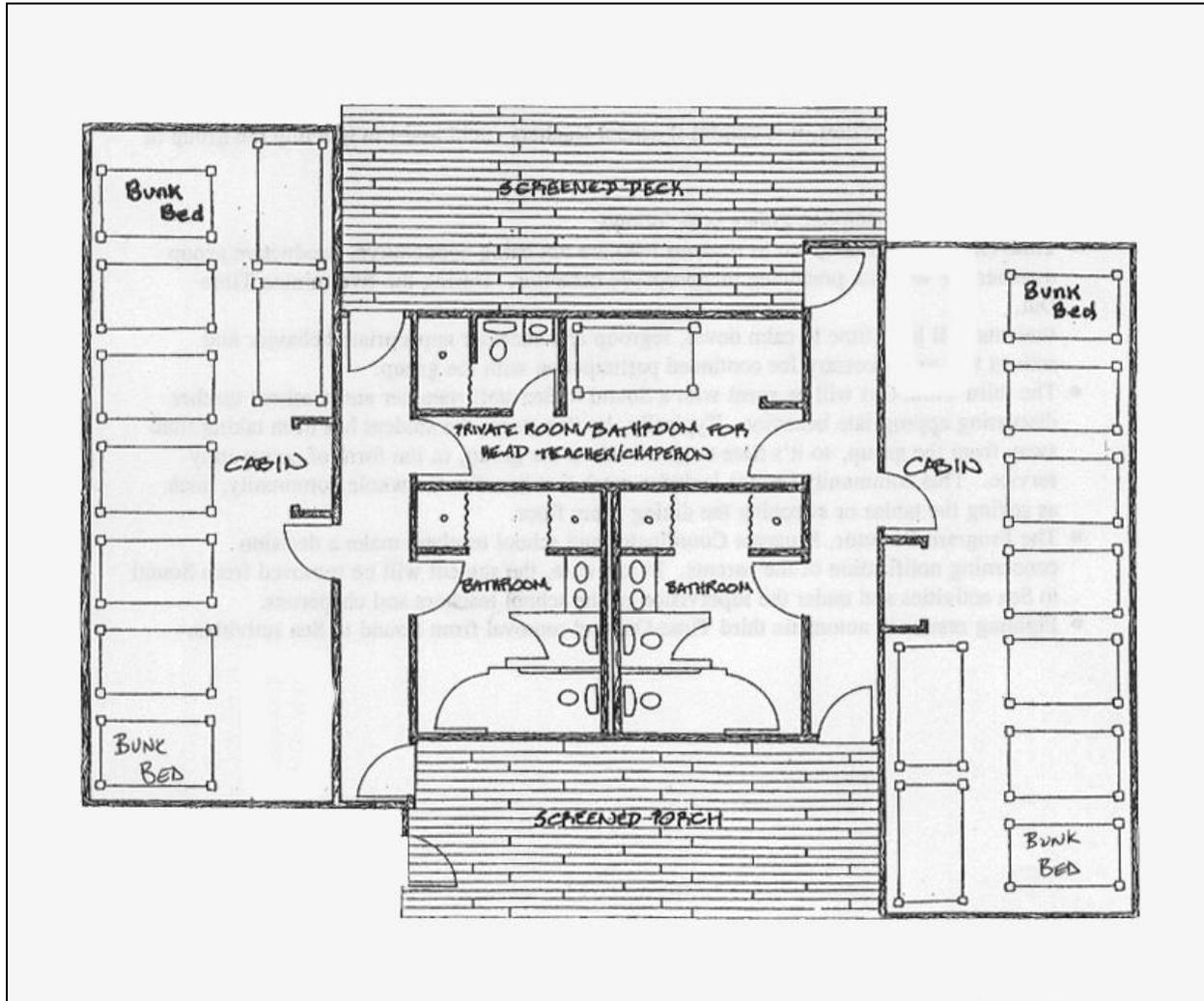
Phone Number of Company (\_\_\_\_) \_\_\_\_-\_\_\_\_ Policy # \_\_\_\_\_

Insurance Agent \_\_\_\_\_ Address \_\_\_\_\_

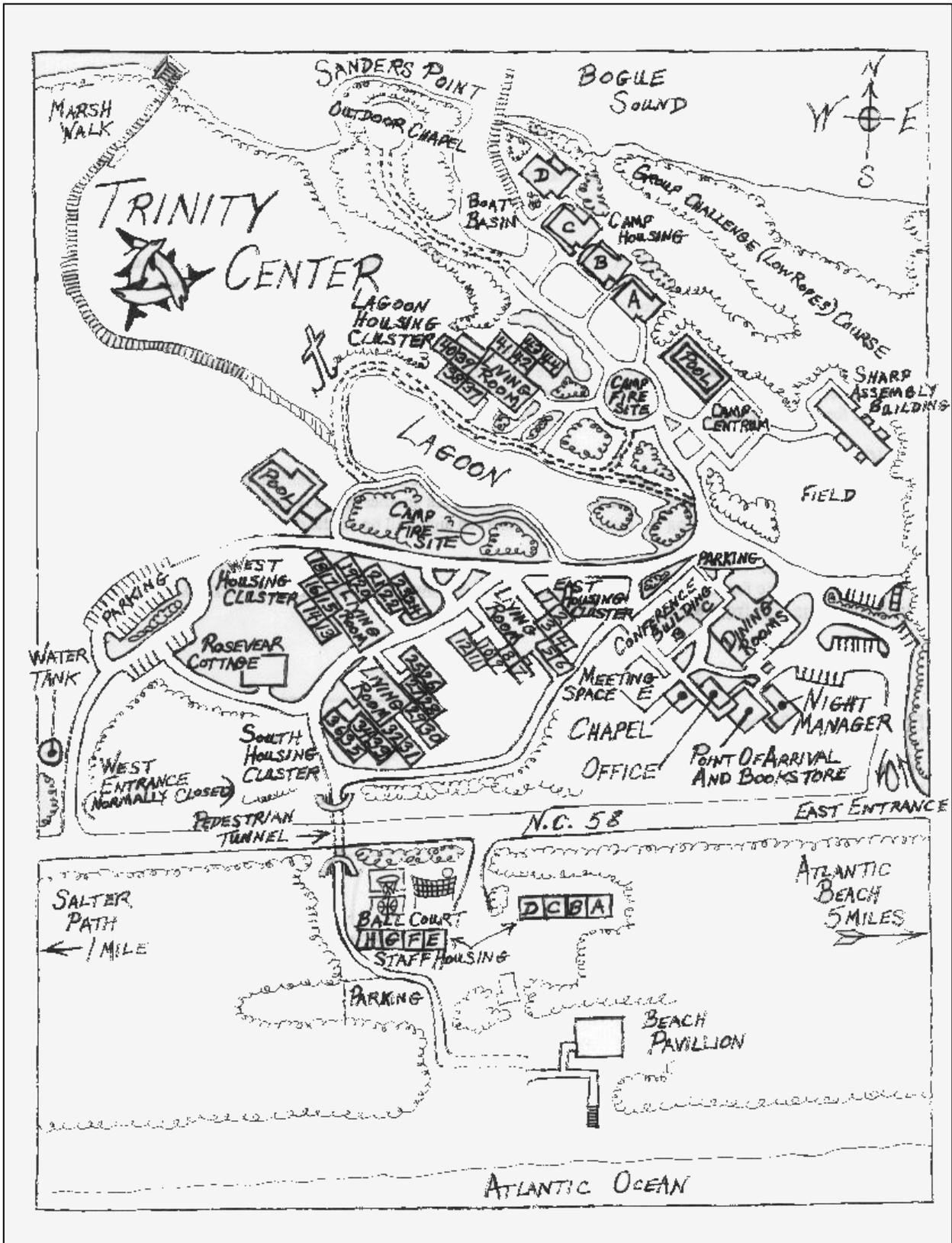
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Signature  
Required**

# Dormitory Floor Plan



Each dormitory is divided into two cabins, both of which house twelve people. Cabins feature bathrooms, each with two toilets, showers and sinks. In addition, there's a private room and bathroom for a head teacher in each dormitory. Trinity Center has handicapped accessible rooms available. Please call if you are in need these accommodations.

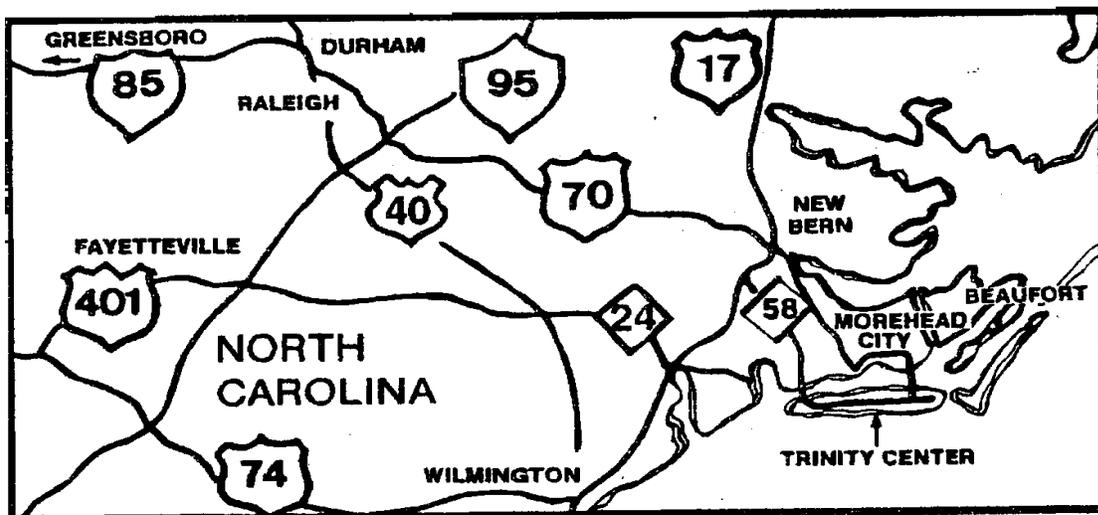


# Directions to Trinity Center's Sound to Sea Environmental Education Program



**From Highway 70:** Follow US 70 into Morehead City. Follow signs to Atlantic Beach and turn right onto the Atlantic Beach Bridge. Cross the bridge onto Bogue Banks. Turn Right at the Traffic Light onto Highway 58 (West Fort Macon Road. Continue Approximately 7.5 miles. You will pass the Double Tree (5 miles away), the Aquarium traffic light (2 miles away) and the Inn at Pine Knoll Shores(0.9 miles away) Trinity Center is on the right, between mile markers 9 and 10. (If you pass the blue water tower, you have gone too far.)

**From Highway 24:** Follow NC 24 through Swansboro. At the intersection of Highway 24 and Highway 58, turn right. Cross the bridge to Emerald Isle. Continue approximately 14 miles. When you go through the town of Salter Path, you will be 2 miles from Trinity Center. Trinity Center is on the left, between mile markers 10 and 9 (just past the blue water tower.)



Day 1

SOUND TO SEA Welcomes:  
**YOUR SCHOOL**

?? Grade

\*\*\* Indicates Chaperone Coverage

12:00 Arrival  
Unload Busses

12:15 Waitrons\*\*\*  
12:30 Lunch\*\*\*

Cabin Move-in  
Orientation Meetings  
Transition\*\*\*  
BARRIER ISLAND ECOLOGY

3:45 Transition\*\*\*  
4:00 CLASSES  
Group 1-Maritime Forest, 2-Beach, 3-Sound/Salt  
Marsh, 4-Pond

5:30 Transition\*\*\*

5:45 Waitrons\*\*\*  
6:00 Dinner\*\*\*

6:45 Journal Writing\*\*\*

7:30 EVENING PROGRAM #1

8:45 Snack\*\*  
9:00 Good Night\*\*\*

Day 2

7:15 Wake Up! \*\*\*  
7:45 Waitrons\*\*\*

8:00 Breakfast\*\*\*  
9:00 CLASSES  
Group 1-Sound/Salt Marsh, 2-Pond,  
Dissection, 4-Challenge Course

10:15 Transition\*\*\*  
10:30 CLASSES  
Group 1-Beach, 2-Sound/Salt Marsh, 3-Pond,  
4-Maritime Forest

12:00 Transition\*\*\*  
12:15 Waitrons\*\*\*  
12:30 Lunch\*\*\*  
1:30 CLASSES  
Group 1-Challenge Course, 2-Dissection,  
3-Beach, 4-Sound/Salt Marsh

3:00 Transition\*\*\*  
3:15 CLASSES  
Group 1-Pond, 2-Maritime Forest, 3-Challenge  
Course, 4-Beach

4:45 RECREATION TIME\*\*\*

5:45 Waitrons\*\*\*  
6:00 Dinner\*\*\*

6:45 Journal Writing\*\*\*

7:30 EVENING PROGRAM #2

8:45 Snack\*\*\*  
9:00 Good Night\*\*

Day 3

7:15 Wake Up!\*\*\*  
7:45 Waitrons\*\*\*

Please carry luggage to the Centrum on your way to...  
8:00 Breakfast\*\*\*

3-  
9:00 CLASSES  
Group 1-Dissection, 2-Challenge Course,  
3-Maritime Forest, 4-Dissection

10:00 Evaluations\*\*\*

10:15 Closure\*\*\*

10:30 Departure\*\*\*

Thank you from all of us at Sound to Sea!