

TEACHER TRIP PLANNING PACKET



Chincoteague Bay Field Station

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(757) 824-5636

CBFS MISSION

Chincoteague Bay Field Station provides outstanding multi-disciplinary, educational and research opportunities that celebrate the rich natural, cultural, economic, and technological resources of the mid-Atlantic Coastal region through field-based and hands-on learning, often in affiliation with multiple public and private partners.

To accomplish this mission, the Field Station will provide a unique set of educational and research experiences; expand research collaborations among member universities, NASA Wallops Flight Facility, US Fish and Wildlife Service, National Park Service, and other public and private partners; expand and enhance programs for pre-college, university, and adult learners. These interrelated ends will be facilitated by means of: committed faculty, motivated and diverse students, stimulating programs and exceptional facilities.

CORE VALUES

Learning through Experience
Environmental Stewardship
Creativity and Innovation
Diversity
Student and Faculty Research

This packet will provide information and forms necessary in planning your Field Station experience. Our goal is to make your planning process as easy and smooth as possible.

If you have any questions, please do not hesitate to contact us! All of us at the Field Station look forward to seeing you on the Shore!

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PROGRAM OVERVIEW

Every year, thousands of students and their teachers experience the ecology of a dynamic coastal system through the school programs offered by Chincoteague Bay Field Station. The Field Station is ideally located on Virginia's Eastern Shore, between the powerful Atlantic Ocean and ecologically important Chesapeake Bay. The barrier islands of the Eastern Shore create a series of close-by habitats that are biologically diverse and geologically dynamic. These natural classrooms introduce students to a variety of concepts in the biological, chemical, and physical sciences.

- Programs teach coastal ecology, marine biology, and marine ecology to 6th-12th grade students. 3rd-5th grades may also attend, but will have some limitations to classes.
- School programs run from half day trips up to 4-nights.
- Fees are per person and include everything needed for the program (all meals, lodging, one boat trip, educators, lab space, etc). The only additional fee will be transportation. Transportation is required during your stay to be able to take students to field sites. You may provide your own or rent from the Field Station for an additional fee.

SCHEDULING OPTIONS

All schedules are samples. Boat trips are scheduled based on availability and may not be the day or time shown.

½ Day

	Day 1
MORNING	Check-in
	Class choice
AFTERNOON	LUNCH
	Check-out
EVENING	

- Check-in will occur between 8:30-9:30 AM
- ½ day schedule includes lunch and your choice of 1 half-day field classes or labs.
- Boat trips can be scheduled for an additional fee

1 Day

	Day 1
MORNING	Check-in
	Class choice
AFTERNOON	LUNCH
	Class choice/ Check-out
EVENING	

- Check-in will occur between 8:30-9:30 AM
- The 1 day schedule includes lunch and your choice of 1 half-day field classes or labs.
- Boat trips can be scheduled for an additional fee

1 Night

	Day 1	Day 2
MORNING		BREAKFAST
	Check-in/Boat Training	Class choice
AFTERNOON	LUNCH	LUNCH/BOX
	Class choice or Boat	Check-out
EVENING	DINNER	
	Class choice	

- Check-in will occur between 9:30-11:30 AM
- The one night program includes 4 meals, lodging for 1 night, and your choice of 3 half-day field classes or labs, including a boat trip.

2 nights *ARRIVING MORNING*

	Day 1	Day 2	Day 3
MORNING		BREAKFAST	BREAKFAST
	Check-in; Boat training	Class choice	Class choice; Check-out
AFTERNOON	LUNCH	LUNCH	LUNCH/BOX
	Class choice or Boat	Class choice or Boat	
EVENING	DINNER	DINNER	
	Class choice	Teacher led class/Free Night	

- Check-in will occur between 9:30-11:30 AM
- The two night program includes 7 meals, lodging, and your choice of 5 half-day field classes or labs, including a boat trip.

2 nights *ARRIVING AFTERNOON*

	Day 1	Day 2	Day 3
MORNING		BREAKFAST	BREAKFAST
		Class choice	Class choice & Check-out
AFTERNOON		LUNCH	LUNCH/BOX
	Check-in & Boat training	Class choice or Boat	
EVENING	DINNER	DINNER	
	Class choice	Teacher led class/Free Night	

- Check-in will occur between 1:00 PM - 3:00 PM
- The two night program includes 6 meals, lodging, and your choice of 4 half-day field classes or labs, including a boat trip.

3 nights

	Day 1	Day 2	Day 3	Day 4
MORNING		BREAKFAST	BREAKFAST	BREAKFAST
		Class choice	Class choice	Class choice & Check-out
AFTERNOON		LUNCH	LUNCH	LUNCH/BOX
		Check-in	Class choice or Boat	Class choice or Boat
EVENING	DINNER	DINNER	DINNER	
	Boat training	Class choice	Free Night/Teacher led class	

- Check-in will occur between 2:00 PM – 4:30 PM
- The three night program includes 9 meals, lodging, and your choice of 6 half-day field classes or labs, includes a boat trip.

4 nights (Monday – Friday)

	Monday	Tuesday	Wednesday	Thursday	Friday
MORNING		BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
		Class choice	Class choice	Class choice	Class choice; check-out
AFTERNOON		LUNCH	LUNCH	LUNCH	LUNCH/BOX
		Check-in	Class choice or boat	Free Time/Teacher led	Class choice or boat
EVENING	DINNER	DINNER	DINNER	DINNER	
	Boat Training	Class choice	Class choice	Free Night/Teacher led	

- Check-in will occur between 2:00 PM – 4:30 PM
- The four night program includes 12 meals, lodging, and your choice of 8 half-day field classes or labs, including a boat trip.
- Additional boat trips can be added for an additional fee.

FACILITY INFORMATION

Lodging: CBFS houses all school groups in modern dorms in Red Knot Residence Hall. Red Knot consists of 16 suite style dorms. Each dorm contains one bedroom with two twin beds for chaperones and three bedrooms with four twin beds for students (totals 12 beds for students). Each dorm has 2 communal bathrooms. Red Knot Residence also contains a lounge area for visiting schools use during free time. CBFS also offers traditional dorms. All of our dorms are fully furnished, but do not include linens. Please make sure everyone packs a pillow and either a sleeping bag or sheets and blankets for their bed. They will also need towels, wash clothes, hand towels, and all toiletries.

Meals: Breakfast, lunch and dinner are served in the CBFS cafeteria. All meals are served buffet style. Lunch and dinner include a self-serve salad bar. If a box lunch is selected for departure day, students will receive lunch consisting of peanut butter and jelly sandwiches, chips, cookies, and fruit. Schools with nut allergies will be given meat and cheese sandwiches as an alternative.

Dietary Needs: CBFS works hard to accommodate dietary needs, restrictions and allergies. When booking your program make sure to mention any dietary needs, restrictions and allergies. Food Service will prepare alternative entrees only for participants who inform CBFS staff of their restriction prior to the start of their program. Food Service will do its best to accommodate allergies. Alternative options will be made for a participant if the meal contains the allergen. CBFS campus including the Dining Hall is not a peanut-free campus and cannot guarantee peanut free options. Peanut butter is a default option available in the Dining Hall. In cases of severe peanut allergies, the peanut butter will be removed from the buffet. Visitors will also be made aware that there are products containing nuts that are available in the gift shop. Participants with dietary restrictions or allergies may bring their own food during their program. Food can be stored in the Dining Hall refrigerator and participants will have access to a microwave, if needed.

Transportation: While you are at CBFS, you will need transportation to and from our field sites for you and your students. Most classes that we offer involve a field portion. Schools have the option to provide their own transportation or rent CBFS vehicles. Many charter bus rental companies will just drop off and pick up, they will not stay during your trip. If that is the case, you must rent our vehicles to get to the field sites. We have both 14-passenger vans and school buses so your group size will determine what vehicle you will need to rent. Please let us know if you need to rent one of our vehicles so we can plan accordingly and include the price on your invoice. If you decide to use a charter bus company, many will require you to provide lodging for the driver. We do have a bus driver rate that includes lodging in Red Knot Residence Hall and all meals in our cafeteria. Drivers will need to pack similar items as the rest of your group (linens, towels, toiletries, etc).

Fees: School program fees are per person and cover room and board, administration charges, all instruction, research cruise (if applicable), and use of all field station facilities during the program. Each program schedule has a set number of nights, meals, classes, and boat trips (see schedules above). Teachers can add additional meals and classes for an extra charge. The only other additional charge would be if your school needs to rent CBFS vehicles while they are here.

Safety: Safety is a major priority at CBFS, so we have a risk management policy and procedure to minimize any issues. All staff are CPR/First Aid certified. We train our staff and educators to follow best practices and be aware of all potential risk factors. We are located right next door to NASA Wallops Island who has their own emergency response team for any emergencies on our campus.

Environmentally Friendly: Here at CBFS we promote and teach environmental stewardship. We encourage your students to bring reusable water bottles, minimize their food waste, and try not to use bug spray. Bug spray is very harmful to marine ecosystem and organisms your students will be studying. Encourage them to bring light long layers or environmentally friendly spray to decrease their impact on these ecosystems. We also encourage reef-safe sunscreens.

BOOKING POLICY AND PROCEDURES

1. A group can make a verbal reservation by phone or on site. The group will then receive an online booking form to complete. After the booking form is complete, the group will receive a non-refundable 10% deposit invoice. The deposit must be received at the CBFS office within 30 days of completing the booking form.
2. Groups will be invoiced and responsible for 50% of their balance 8 weeks prior to their scheduled arrival date.
3. Groups will receive an email containing all logistically information about their trip from CBFS Education Staff prior to their scheduled arrival date.
4. Final numbers are due 3 weeks prior to a group's scheduled arrival date. Any drop in numbers after that date will be non-refundable. Refunds for group or individual cancellation will be reviewed and decided on a case-by-case basis.
5. If a group cancels more than 3 weeks prior to their scheduled arrival date, they will lose their non-refundable deposit.
6. Groups who cancel less than 3 weeks prior to the scheduled arrival date will lose their non-refundable deposit and be billed for 50% of the group's final number of participants.
7. The remainder of the balance is due 2 weeks prior to the visit.

CONTACT INFORMATION

Chincoteague Bay Field Station
34001 Mill Dam Road
Wallops Island, VA 23337

Office Phone: (757) 824-5636 (M-F, 8:00 AM – 4:30 PM)
Education Director Extension: 110
Program Coordinator Extension: 106

After Hours Emergency: In emergency situations or after hours, schools and families can reach teachers and program staff at the following numbers:

Emergency On-call: (757) 894-7708

CLASS OPTIONS-CBFS STAFF LED

(3rd-12th)

Oceanography Lab and Research Cruise *5th grade & older recommended*

Students will...

- Understand basic boat safety.
- Explore and understand proper use of different scientific equipment
- Make predictions about tidal creek environments (chemical, physical and/or biological).
- Use a variety of collection and water quality testing techniques to make conclusions about physical, chemical, and biological characteristics of a tidal creek.
- Collect organisms from the tidal creeks using an otter trawl net and examine the diversity found in this area.

Intertidal Studies

Students will...

- Model how the sun, the earth, and the moon interact to create tides on earth.
- Investigate using quadrats to define major differences between the subzones of intertidal.
- Discuss potential stresses that impact organisms living in the intertidal.
- Use different methods to collect intertidal organisms and then identify possible adaptations (both structural and behavioral).

Micro & Macro Organism Lab

Students will...

- Explore plankton using microscopes and will understand how scientists define and classify plankton
- Recognize plankton as a diverse group.
- Be able to ID major groupings using a plankton ID guide.
 - Phytoplankton
 - Zooplankton
- Understand that plankton are an important part of the aquatic food webs.
- Organize the organisms they have collected into phyla based on characteristics they observe.
- Understand how/why scientists classify organisms.
- Recognize patterns among different groups of organisms.
- Observe organisms, drawing them in their field journals and pointing out potential adaptations and how adaptations aid the organism in surviving.
- Use field guides to identify organisms.

Wetland Ecology

Students will...

- Use observations to come up with a definition of a wetland.
- Journal to help them understand and define different marsh habitat zones.
- Experience different factors contributing to ecological importance of a saltmarsh.
- Describe the pathways of energy and matter in a marsh ecosystem.

Barrier Island & Dune Ecology

Students will...

- Be able to make the connection between ecological succession and dune dynamics.
- Explore a barrier island ecosystem to investigate common marine and beach organisms.

- Discuss and model the formation of barrier islands.
- Understand how sea level rise is and continues to impact barrier islands.
- Discuss select methods that scientists use for studying barrier island habitats.

Maritime Forest

Students will...

- Make observations and define levels of a forest habitat.
- Actively learn about the parts of a tree.
- Observe different trees and come up with ways to identify tree species.
- Discuss stresses inherent to maritime forest habitats and how plants have adapted.

Soil Science

Students will...

- Learn about the essential function soil plays in ecosystem health.
- Identify sediment types and soil horizon layers.
- Collect and test soil samples.
- Observe organisms living in the soil and discuss the roll they play in soil health.

Marine Invertebrates

Students will...

- Classify and explore the different phyla for invertebrates.
- Collect specimens using different sampling techniques.
- Identify local species of marine invertebrates.

Kayaking *5th grade & older*

Students will...

- Explore the chosen habitat via kayak.
- Learn proper paddling techniques.
- Use senses to strengthen observation skills.

Fish Biology

Students will...

- Understand the anatomy and adaptations of different fish
- Identity local fish and analyze sample populations
- Perform different sampling methods to collect fish

Coastal Botany

Students will...

- Investigate the characteristics, anatomy, morphology, and ecology of plants
- Discuss the ecological importance of salt marsh plant species.
- Interpret the need for conservation of salt marsh vegetation and discuss how herbariums help with conservation and science

Ornithology

Students will...

- Learn about the unique characteristics of birds.
- Explore different local bird habitats.
- Identify a variety of bird species.

Organism Dissection

Students will...

- Gain first hand dissection experience.
- Explore marine organism anatomy.
- Identify external and internal structures.
- Strengthen observation skills.
- Practice recording and sketching scientifically.

Aquarium Chemistry & Animal Husbandry

Students will...

- Learn how CBFS takes care of our animals.
- Understand the chemistry and biology behind aquarium maintenance.
- Perform a full water quality workup on an aquarium.
- Analyze water quality data to assess problems with an aquarium.
- Debate the ethics of keeping animals in captivity.

Life History of Arthropods

Students will...

- Understand the process of natural selection
- Investigate how different arthropods are adapted to their environment
- Learn how to distinguish the arthropod groups

Nocturnal Adaptations Hike

Students will...

- Strengthen sensory awareness through nocturnal experiences.
- Learn how the human eye functions.
- Discuss physical and behavioral adaptations of animals in a nocturnal environment.

Teambuilding

Students will...

- Facilitate group bonding
- Perform activities that focus on trust, communication, cooperation
- Practice listening and problem solving with teammates.

FREE NIGHT ACTIVITIES

Teachers/chaperones are responsible for leading free night activities. Teachers/Chaperones will want to give some prior consideration to free time activities. The Chincoteague Bay Field Station can provide only a minimum of recreational facilities due to heavy usage. Basic facilities available include a jump ropes, soccer balls, footballs, kick balls, etc. Students may also want to bring Frisbees, cards, games, etc. T-shirts, sodas, snacks, books, and souvenirs may be purchased in the Chincoteague Bay Field Station Bookstore, which is open M-F, 9:15 AM – 3:00 PM.

Most programs will have one evening (Free Night) for which you will want to plan some social or teacher-led activities. The following are some suggested ideas:

Free Night Options – some will require transportation whether you have buses or are using our buses. If you choose to use one of our buses, there will be an additional fee.

- 1. Beach party** - Assateague beach. Beach closing times vary with season. This can include a beach grill-out with food and grills provide by the Field Station. For the bonfire, you must use burn barrels provided by the Field Station or will need a fire permit. Check here for times (<http://www.fws.gov/refuge/Chincoteague/visit/directions.html>). You must provide your own locally sourced wood or purchase from CBFS.
- 2. Local attractions** – Movie Theater, bowling alley, miniature golf, ice cream, sub and pizza shops, tourist gift shops, etc.

Pizza Shops:

- Ocean Deli- (757) 824-4111
- Famous Pizza- (757) 336-3301
- Ledo Pizza- (757) 336 – 6597

Ice Cream:

- Island Creamery- (757) 336-6236 *Please call ahead and let them know how many are coming and when.*
- Mister Whippy- (757) 336-5122

Putt-Putt:

- Surfside Golf- (757) 336-4653
- Funland Amusements- (757) 336-5420

- 3. Campfire on Campus** - Reserve the Field Stations fire ring and enjoy a bonfire with your students.
- 4. Bird watching/Forest walk** - Assateague Island/ Chincoteague National Wildlife Refuge has multiple trails to enjoy with your students. Hours of the Refuge vary based on the season.
- 5. Teacher led class options** – Choose from any of the options below. We will provide the supplies for these classes.

CLASS OPTIONS-TEACHER LED

(3rd-12th)

Campfire (on campus or on the beach)

Students will...

- Create a sense of community with each other.
- Bond over campfire stories and songs.
- Have fun!

Coastal Ecology Quiz Bowl

Students will...

- Have a chance to review classes and content.
- Practice good sportsmanship.
- Have fun!

Environmental Debate

Students will...

- Understand how humans can affect/are affected by the environment.
- Work cooperatively to come up with a solution for their assigned interest group.
- Strengthen listening and collaboration skills.

Teambuilding

Students will...

- Actively participate to facilitate group bonding.
- Discuss best practices for problem solving.
- Practice and build upon skills including cooperation, listening, and effective communication.

Fish Printing

Students will...

- Learn about fish biology and anatomy.
- Explore the culture and history of Gyotaku.
- Create fish prints.

Nature Journaling

Students will...

- Examine different nature journals
- Participate in nature journaling activities.
- Strengthen observation skills.
- Express creativity.

SCHOOL PROGRAM RULES AND REGULATIONS

The Chincoteague Bay Field Station is an academic community dedicated to the advancement of learning. Due to the intense nature of the educational process, the Field Station is committed to a philosophy of mutual tolerance and respect. All students admitted to the field station programs should fully understand the responsibility thus placed upon them.

Students, faculty, and staff both on and off the Field Station premises are subject to the same Federal, State, and Municipal laws as other citizens. The proper authorities may prosecute a student who violates a Federal, State, or Municipal law. A student who violates Consortium regulations is subject to disciplinary action and will be billed for damages.

The rules and regulations, which follow, have been adopted in order to assure the safety and privacy of all participants in the various programs affected by the Chincoteague Bay Field Station.

1. Please respect others as well as their rights and properties.
2. Please follow all safety rules and make a special effort to be safety conscious.
3. Report any illness, accident, etc., immediately to your chaperone and educator so that appropriate action may be taken.
4. NO alcoholic beverages, smoking or drugs are permitted on station, boats, or vehicles at any time. Violation will result in dismissal from the program without refund.
5. Do not leave station without permission from your chaperone.
6. Please do not remove anything from the lab.
7. No inter-visitation allowed between male and female dorms.
8. Avoid excessive noise. ALL students must be in their dorms by 10:00PM. Quiet hours are from 10:00PM to 7:00 AM.
9. Students are responsible for damages to the dorm or facilities and will be billed for these damages and subject to disciplinary action.
10. A clean-up period will be conducted before you leave. Students are responsible for cleaning all areas used during their stay. Instructors will hold a cleaning and damage inspection after breakfast on the last day of the program.
11. Keep perishable items (food, shells, and organisms) out of the dorms. There are bins in the lobby for you to put food in. All biological samples should be kept in the labs.
12. Do not wash mud and sand down any drains. Please use the hose to get the majority of the mud off and then the designated outside showers for rinsing off. Use clothes lines to hang wet, dirty clothing.
13. Do not wear swimsuits or muddy clothes into the cafeteria. Shoes must be worn on station and on field trips at all times.
14. Please make a special effort to use the sidewalks and stay off the grass in heavy use areas.

15. Students are allowed in the following buildings only: assigned dorm units and lab, cafeteria during regular meal hours, and the ship's store.
16. No food or drink may be removed from the cafeteria. Do not enter early or stay beyond meal times.
17. Meal Times – Breakfast: 8:00-8:30AM, Lunch: 12:30-1:00PM, Dinner: 5:15-5:45PM
18. The field station will not be held responsible for any lost or stolen items.
19. The daily program schedule for your group will be posted on the board in your assigned lab. Please be prompt for meetings, labs, and fieldtrips.
20. This is your field experience. Please participate and contribute questions and ideas to make the program enjoyable for you and your classmates and take care of yourself: drink water, wear sunscreen and correct clothing etc.

EXPECTATIONS OF CHAPERONES

Your responsibilities will involve the enforcement of the Field Station rules as well as aiding in the organization of the fieldtrips. Students will receive a complete list of Rules & Regulations from your instructor at their first meeting. You are expected to abide by and enforce ALL of the Field Station rules. Thank you in advance for your concern and cooperation.

1. Be with your students at all times. No students should be left unattended anywhere on station.
2. Maintain discipline of students. Assist group management of students during class times.
3. Maintain dormitory control.
4. ENFORCE QUIET HOURS 10:00pm – 7:00am.
5. Ensure promptness of students for meetings, fieldtrips, labs, etc.
6. Ensure preparedness of students for classes and field trips.
7. Assign clean-up duties of dormitories, laboratories and vehicles (if applicable) during clean-up period before departure.
8. You are encouraged to participate in field activities and to add suggestions, which will make the experience more meaningful for YOUR students.

WHAT TO BRING

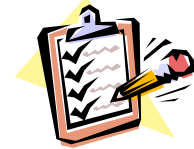
Please be sure that all participants are adequately prepared for their trip. We have seen students unhappy in the field because they were not wearing appropriate clothing. **Please do not bring expensive items, snacks, or drinks other than water.**

Essential Items

- 2 towels (1 for bathing and 1 for field trips)
- Sunscreen (reef safe)
- Pillow
- Sleeping bag or sheets + blanket for twin bed
- Bath towel, wash cloth, hand towel
- Personal toiletries (soap, shampoo, toothbrush)
- Refillable water bottle
- Rain gear
- Pencil/pens
- Sunglasses/Hat
- Insect repellent
- Trash bags for laundry and wet clothes
- Several pairs of shoes (see below for specifics on what kinds of shoes)
- Several outfits of clothing (see below for specific clothing for classes)

Optional Items

- Binoculars
- Robe
- Camera
- Flashlight
- Alarm Clock
- Shower shoes
- Cards, books for free time
- Money for souvenirs



Boat Trip:

- Sneakers or boots. A sturdy, closed toe shoe that laces. NO Keens, toe shoes or water shoes.
- Wear layers. It is better to have too much clothing and not need it than to be cold with no jacket.

Intertidal:

- A bathing suit that will be worn under your clothing and is appropriate for changing after.
- Clothing over the bathing suit that will get wet.
- Secure shoes that can get wet. Examples include Keens, Chacos, Tevas, water shoes or sneakers. NO WADERS.
- A change of dry clothing and shoes. This will be put over your wet bathing suit. A t-shirt and shorts are fine.
- A plastic bag for wet clothes and shoes.

Dunes/Beach:

- Wear shoes that can get wet and sandy. Your shoes from intertidal would work.
- Wear layers. The beach can be breezy.

Wetland Ecology/Marsh:

- A bathing suit that will be worn under your clothing.
- A shirt that can get very muddy.
- LONG pants that can get very muddy. NO exceptions.
- Sneakers or any closed-toe shoes that tie that can get very muddy. NO exceptions. NO WADERS.
- A change of dry clothing and shoes. This will be put over your bathing suit.
- Plastic bag for wet / muddy clothes and shoes.

Maritime Forest:

- Comfortable walking shoes
- Layers

WHAT TO BRING FOR OTHER CLASSES

Kayaking:

- A bathing suit that will be worn under your clothing
- Guys can wear just swim trunks with a t-shirt. Girls will want to wear shorts and a t-shirt over the bathing suit. These clothes will get wet.
- Secure shoes that can get wet. Examples include Keens, Chacos, Tevas, water shoes or sneakers.
- A change of dry clothing. This will be put over your wet bathing suit. A t-shirt and shorts are fine.
- A change of shoes.
- A plastic bag for wet clothes and shoes.

Marine Invertebrates:

- Shoes that can get wet and sandy. (Can be the same as intertidal or kayaking)

Soil Science:

- Shoes that can get muddy or dirty and are comfortable for walking.

Fish Biology:

- A bathing suit that is appropriate for changing that will be worn under your clothing
- Clothing over bathing suit that can get wet.
- Secure shoes that can get wet. Examples include Keens, Chacos, Tevas, water shoes or sneakers.
- A change of dry clothing. This will be put over your wet bathing suit. A t-shirt and shorts are fine.
- A change of shoes.
- A plastic bag for wet clothes and shoes.

Ornithology:

- Comfortable walking shoes
- Layers
- Binoculars (optional)

Coastal Botany:

- Shoes that can get sandy.
- Layers

Life History of Arthropods:

- Shoes that can get wet and sandy. (Can be the same as intertidal or kayaking)

PLANNING CHECKLIST FOR TEACHERS

Upon booking dates with CBFS Education Staff

- Submit your School Program Booking form online.
- Submit your 10% non-refundable reservation deposit upon receipt of invoice.
- Arrange a parent meeting at your school.
- Begin to recruit chaperones that can fulfill chaperone duties (at least one for every 12 students).
- Arrange transportation.
- Collect a deposit from students to secure their spot on the trip (suggested).

2 Months Prior to your Arrival

- Photocopy and send out pertinent participant information including packing list.
- Look for an email from our Registrar with your invoice.
- Continue collecting payments from students and chaperones.

1 Month Prior to your Arrival

- Select chaperones and send them a CBFS Health Form and Expectations of Chaperones.
- Collect forms and final fees from students and chaperones. Teachers also need to fill out a CBFS Health Form.
- Check that CBFS Health Forms are completed, signed, and have accurate medical and dietary information. (Students with incomplete & unsigned forms cannot stay at Chincoteague Bay Field Station).
- Confirm final participant numbers with CBFS Education Staff. Look for email from our Registrar with your final invoice.
- Respond to any questions contained in the email.

3 Weeks Prior to your Arrival

- Final Payment is due.
- Submit completed Teaching Group Form to the CBFS Education Staff.

2 Weeks Prior to your Arrival

- Confirm bus transportation arrangements, give schedule and directions to bus driver.
- Make two copies of the following to bring to the CBFS: CBFS School Program Health Form, Teaching Group form.
- Meet with the chaperones: • Share teaching group and housing assignments with chaperones • Discuss and review Expectations of Chaperones with chaperones
- With Students: • Discuss expected academic goals and behavior expectations. Discuss consequences for students who do not follow behavioral expectations • Go over clothing and equipment list, answer questions, and contact CBFS School Program Coordinator if you have any questions.
- Arrange final payment for trip if you have not already done so.
- Make sure each student and chaperone has: • Daypack: with water bottle, raingear and extra layers for cold weather. • Separate bag with everything else on the equipment checklist.
- Bring copies of CBFS School Program Health Forms, Teaching Group Form, and Housing Form (for CBFS & your use).



School Program Health Form

Required for all Adults and Minors

Please copy and return completed form to school staff as soon as possible

School / Group Name _____ Date of trip _____

Participant name _____ Age _____ Male _____ Female _____

Birth date _____ Race _____ (for reporting purposes only) Parent/Guardian _____

Home address _____ City _____ State _____ Zip code _____

Home phone _____ Work phone _____ Fax _____

Cell phone, or other _____ E-mail address _____

—The Chincoteague Bay Field Station does not discriminate against applicants by race, creed, sex, or national origin.—

Medical information: In case of an emergency, please notify:

1st priority: Name _____ phone () _____ relationship to student: _____

Alternate: Name _____ phone () _____ relationship to student: _____

Health history (Check all that apply, giving approximate dates or details in blank space provided)

_____ Frequent ear infections _____ Heart defect/heart disease _____ Hay fever _____ Penicillin _____ Allergies _____ Convulsions

_____ Diabetes _____ Other drugs _____ Bleeding/clotting disorders

_____ Food (please give type and describe severity) _____

_____ Insect stings (please describe severity) _____

_____ Recent injuries (please list) _____

Do we have permission to administer: Acetaminophen? _____ Ibuprophen? _____ Benadryl? _____

List all medications brought to MSC: _____

Is the student taking any medications? Please list dosage, etc.: _____

Do you wear contacts? _____ YES _____ NO Do you wear glasses? _____ Yes _____ NO

Swimming ability: _____ Non swimmer _____ Beginner _____ Intermediate _____ Advanced

Surgery or serious injuries (dates): _____

Chronic or recurring illness: _____

Other diseases or details of above: _____

Name of family physician _____ Name of dentist/orthodontist _____

Do you carry family/hospital insurance? _____ Yes _____ No _____

Policy name and group number: Carrier _____ Group or Policy number _____

Restricted activities _____

Important Please notify us if the student is exposed to any communicable disease during the three weeks prior to their program.

If your child needs to be picked up by anyone other than school, are there any pick up restrictions? _____

Add us to your mailing list so we can receive a program brochure and other announcements and information about MSC.

No, I do not want to be added to your mailing list at this time.

Parent/Participant Authorization: To the best of my knowledge, this health history is accurate, and the person herein described has permission to engage in all prescribed program activities except as noted by me and/or the examining physician. I hereby give permission to the physician selected by the school, teacher or Field Station staff to order X-Rays, routine tests, and treatment for the health of my child, and in the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the school, teacher or Field Station staff to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for my child as named above. I am familiar with the activities in which a participant of the Field Station will engage and I (or my child) am physically capable of participating in such activities. I understand that all physical activity has an inherent risk and that my child is participating at his/her own risk. I understand that the program activities in which the above named individual is participating involves risks, including, but not limited to activities around water, environmental factors, and equipment use. I understand these risks and agree to release the Chincoteague Bay Field Station from any liability for loss of property, personal injury or death. I agree that the Field Station staff will retain this form only for a reasonable time, as not to disclose the medical details of my child or my medical policy information. I grant permission for image and likeness (e.g. photo, name, quotes) of my child to be used in publications by the Field Station. This form is also used for diversity reporting.

Signature _____ Date _____

TEACHING GROUP FORM

Teaching Groups can contain a maximum of 21 students and 2 chaperones. If your group is over 21 students, please divide your class into equal teaching groups, with at least 2 chaperones in each group. It is important to group students in socially compatible groups. If you are bringing multiple grade levels, please group by grade level. Email this form to the School Program Coordinator at least 2 weeks before your group is scheduled to be at the CBFS. **IMPORTANT!!!** Your specific number of teaching groups will be sent to you by the School Program Coordinator. Feel free to copy the pages as needed. Also, please include first and last names for students and chaperones.

Teaching Group # __	
1.	13.
2.	14.
3.	15.
4.	16.
5.	17.
6.	18.
7.	19.
8.	20.
9.	
10.	Chaperone:
11.	Chaperone:
12.	Chaperone:

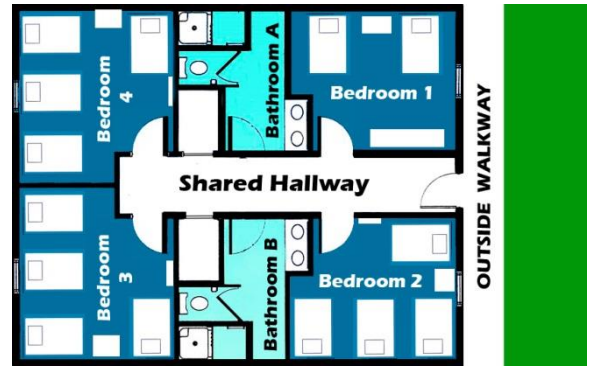
Teaching Group # __	
1.	13.
2.	14.
3.	15.
4.	16.
5.	17.
6.	18.
7.	19.
8.	20.
9.	
10.	Chaperone:
11.	Chaperone:
12.	Chaperone:

Teaching Group # __	
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3.	15.
4.	16.
5.	17.
6.	18.
7.	19.
8.	20.
9.	
10.	Chaperone:
11.	Chaperone:
12.	Chaperone:

Teaching Group # __	
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6.	18.
7.	19.
8.	20.
9.	
10.	Chaperone:
11.	Chaperone:
12.	Chaperone:

HOUSING ASSIGNMENT FORM-RED KNOT

Red Knot Residence Hall is our largest dorm on campus. Red Knot is a multi-use dorm that is divided into 16 Suites and sleeps a total of 216. 15 of the suites in Red Knot sleep 14 participants. One of the suites is a half suite and sleeps 6. The diagram shows the configuration of the suites. Bedrooms have single twin beds, no bunk beds. Each room has 2-4 beds, one night stand, and clothing storage. There are 14 beds in each suite with a maximum capacity of 128. Rooms have central heat and air.



Considerations for housing assignments:

CBFS does not have gender-based housing requirements but will provide enough suites to separate males and females if desired. Housing assignments are solely up to the school, teachers, and parents. CBFS does not assign housing. We require that you assign one adult chaperone per room. Suites hold 12 students and 2 chaperones each. A limited amount of overflow space is available on a first come first serve basis. Supplementary rooms for your group will cost an additional fee. Please contact us as soon as possible if you think you will need additional rooms.

Red Knot Residence Hall / Suite __				
	Room	Last	First	M/F
1	A			
2	A			
3	B			
4	B			
5	B			
6	B			
7	C			
8	C			
9	C			
10	C			
11	D			
12	D			
13	D			
14	D			

Red Knot Residence Hall / Suite __				
	Room	Last	First	M/F
1	A			
2	A			
3	B			
4	B			
5	B			
6	B			
7	C			
8	C			
9	C			
10	C			
11	D			
12	D			
13	D			
14	D			

Red Knot Residence Hall / Suite __				
	Room	Last	First	M/F
1	A			
2	A			
3	B			
4	B			
5	B			
6	B			
7	C			
8	C			
9	C			
10	C			
11	D			
12	D			
13	D			
14	D			

Red Knot Residence Hall / Suite __				
	Room	Last	First	M/F
1	A			
2	A			
3	B			
4	B			
5	B			
6	B			
7	C			
8	C			
9	C			
10	C			
11	D			
12	D			
13	D			
14	D			

Red Knot Residence Hall / Suite __				
	Room	Last	First	M/F
1	A			
2	A			
3	B			
4	B			
5	B			
6	B			
7	C			
8	C			
9	C			
10	C			
11	D			
12	D			
13	D			
14	D			

Red Knot Residence Hall / Suite __				
	Room	Last	First	M/F
1	A			
2	A			
3	B			
4	B			
5	B			
6	B			
7	C			
8	C			
9	C			
10	C			
11	D			
12	D			
13	D			
14	D			