CIMI at Toyon Bay

TEACHER’S PLANNING PACKET

CIMI at Toyon Bay · P. O. Box 796 · Avalon, CA 90704
Phone 310.510.1622 · Fax 310.510.0685
DEAR EDUCATOR,

The information in the Teacher's Planning Packet is to help you prepare for your trip to CIMI at Toyon Bay. This packet covers trip preparations, arrival and departure procedures, and program planning information. CIMI’s programs are planned to be interactive, educational, and fun. We hope the labs and activities your group participates in will be an asset to your own school’s science program.

To facilitate your trip planning, please read through this packet carefully and pass on appropriate information to your teachers, chaperones, parents, and students. Please fill out all of the specified forms in a timely manner and send them to the island office via email, conventional mail, or fax. Approximately two to three weeks prior to your trip, the Toyon Bay Assistant Program Director will call you to go over your trip details. All of the information you provide will let us know how we can best meet your needs.

The on-island (program) office is available to make your trip preparations run as smoothly as possible. Feel free to call us at 310.510.1622 should you have any questions, concerns or ideas. Finally, we would like to thank you. We appreciate the extra planning and preparation that is necessary for this type of field trip. We applaud you for giving your students this experience and will do everything possible to help fulfill your highest expectations.

Furthermore, we would like to sincerely thank you for your support and patience as we re-open. We are incredibly excited to welcome students back into our facility again. Things might look a little different this year, but we are determined to make the best of an ever-changing situation.

For further details regarding our COVID-19 policies, please visit our website. (www.cimioutdoored.org).

Sincerely,
Jeff Chace
Program Director
CIMI at Toyon Bay
310.510.1622
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SECTION 1: GROUP LEADER INFORMATION

1.1 TIMELINE OF EVENTS/TO DO CHECKLIST

When You Receive This Packet
□ Read it!
□ Send relevant information to parents and teachers/chaperones.
□ Complete and return the following documents:
  □ Statement of Understanding
  □ Classroom Prep Info
  □ 3-day or 5-day Program Planner

These documents should be returned, at minimum, three weeks prior to your trip. They can be emailed, mailed, or faxed.

  CIMI Toyon Bay [Program Office] email: tbschedule@cimi.org
  P.O. Box 796
  Avalon, CA 90704      fax: 310.510.0685

2-3 Weeks Prior to Arrival
□ Collect and review Student Health Forms.
□ Finalize dorm assignments.
□ Divide students into activity groups of no more than 16 students per group.
□ Review the Telephone Contact Sheet. You will be contacted by the Toyon Bay program office to discuss the details of your trip (final count of students and chaperones, special dietary requirements, medical information, and program preferences).
□ Arrange transportation to the Long Beach ferry terminal (1046 Queens Hwy, Long Beach, CA 90802). Call the CIMI business office if you need assistance with arrangements (909.625.6194).

1 Week Prior to Arrival
□ Prepare all chaperones and assign their duties.
  □ Copy and hand out pages from the “Chaperone and Student Information” section of this packet, along with copies of the CIMI Chaperone Waiver for each chaperone to sign and give back to you to bring to camp.
□ Organize Student Health Forms by activity group (see section 2.4)
□ Inform students that they must bring a sack lunch, unless your school plans to order lunch upon arrival ($2.75/per person).
□ Be sure all luggage will be color tagged and labeled with student names.

Departure Day
□ Confirm that inhalers and epipens are accounted for.
□ Make sure students have brought their sack lunches.
□ Arrive at ferry terminal one hour before departure.
1.2 GENERAL INFORMATION FOR THE GROUP LEADER

**Student Health Forms**
Please ensure that every Student Health Form is filled-out and signed. Check the completed student health forms for any medical conditions that may present a problem on your trip. Notify our Assistant Program Director during the telephone contact call (2-3 weeks prior to arrival) of any food allergies or medical conditions that may be of concern.

We will collect the student health forms upon arrival. The forms will be available to you in our first aid room. We are required to keep the CIMI medical forms on file when you leave. Please make copies if you are using the same forms for your transportation purposes.

**Inhalers & EpiPens**
Students with prescribed inhalers, other breathing devices, or EpiPens must bring their device(s) to camp. Students will not be allowed to participate in program unless their device is in camp and functional. Check for these items before you depart.

**Chaperones**
Chaperones should be chosen very carefully to help you with supervision and participation duties. Students are directly motivated by the chaperones. Be sure that your chaperones know what is expected of them in regards to participation, supervision and communal living. You will want to assign chaperones to monitor free-time activities.

- We require at least one male and one female chaperone to provide safe and adequate supervision in the dorms.
- Chaperones are required to complete the CIMI Chaperone Waiver Form.
- We may ask you to limit your chaperones to a ratio of one chaperone to every 16 students (this would only happen to avoid housing problems).
- We require one chaperone to snorkel with every activity group. Please ensure your chaperone’s are comfortable and capable in the water.

**Program Schedule**
The Toyon Bay Assistant Program Director will phone about 2-3 weeks prior to arrival to review your final student and chaperone count, discuss your daily schedule, the number of research groups, dorm assignments, and other pertinent details for your trip.

**General Reminders**
Drugs or alcohol are not allowed in camp. Students are not allowed to smoke. Chaperones that smoke may only do so in designated areas. We suggest not bringing any electronics or valuables.
2.1 ACTIVITY GROUPS

You will need to divide your class(es) into activity groups with 16 students per group maximum. Some suggestions on how to divide your group successfully:

- Mix boys and girls (unisex groups don’t seem to work as well).
- Group ESL students together, with a bilingual adult if possible.
- Try to divide groups by athletic ability (snorkeling, hiking, kayaking (ie. experienced vs. novice).
- If you are bringing any “challenging students,” assign teachers who know those students to chaperone their group to help keep discipline in check.
- Keep numbers per activity group consistent (ie. 16 in one group and 8 in another can create inconsistencies).
- Do not let students switch into other groups—keep a list of assigned groups.

The experiences we offer students often have a profoundly positive impact on their lives. This is just as true for the hard to reach, difficult students as it is for the average, responsible students. Teachers often bring difficult students with the hope that this experience will help generate some positive feedback.

If you choose to bring students who may present a challenge with respect to their behavior or discipline, we suggest that you place them in the same group as the group leader (head chaperone), or that of a teacher, so that some disciplinary leverage is present. If you have questions concerning this please feel free to contact us.

2.2 PROGRAM CHOICES

Each school’s program is centered around the needs of the individuals of that school. There are a wide variety of activities available at CIMI: more activities than can be accomplished during a three- or five-day session. Each teacher must decide on the program sessions that will best meet the needs of their students. Do not try to pull all of the program components into this experience.

Each day is comprised of two three-hour program sessions and an evening session. The number of program sessions you may choose for your schedule depends on your length of stay:

- **Three-day programs:** 4 day sessions; 2 evening sessions
- **Five-day programs:** 8 day sessions; 4 evening sessions

[Descriptions of our program offerings can be found in section 4 of this packet.]
2.3 DORM ASSIGNMENTS

The Toyon Bay Program office will contact you with your dorm assignments via email. Upon receiving your assignments, be sure that you have enough space for your students and chaperones. If you lack adequate space, please contact the Program Office by phone (310.510.1622) or email (tbschedule@cimi.org).

Please be aware that dorms are assigned based on the number of spaces a school has contracted. We may be unable to accommodate last minute additions or an excess of chaperones.

In the next pages you will find a dorm map and a breakdown of each dorm space.

**Dorm Map Key:**

Please use the following diagram as a reference when reading our dorm map and making your assignments.

- (thin line) = Wall
- (slant line) = Door
- (letter R) = Restroom
- (bold line) = Dorm Partition

[some dorms are split into a front and back. In this case, the design is similar to that of a duplex—they share a wall, but are separate spaces only accessible from the outside. Different genders of a schools group may be split between the two halves. Or, in some cases, different schools may be assigned different halves.]
TOYON BAY DORM MAP

UPPER QUAD

LOWER QUAD
### Upper Quad

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<th>Room #</th>
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<td><strong>Bald Eagle</strong> 37</td>
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<td><strong>Owl</strong> 48</td>
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<td><strong>Barracuda</strong> 41</td>
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<td><strong>Flying Fish</strong> 33</td>
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(*303 & 304 share a bathroom)
In an effort to continue to make CIMI at Toyon Bay the safest environment for your students, we are asking schools to organize their medical forms. This helps us efficiently locate a form if needed. We would appreciate it if you could please take a few moments to complete the following steps prior to your arrival.

1. Place your students into activity groups. See section 2.1 for suggestions on how to create groups. There should be at least one chaperone per group. Remember, try to divide the groups so that they all have about the same number of students.
2. Create a list of the students in each group and separate the student health forms by group.
3. Once the medical forms are organized, please attach a sheet of paper to the front of each group’s medical forms with the following information (use the image below as an example):
   
   Name of School, Group #, Student Names, Adult Leader(s) Names for that group, List any outstanding medical needs.

![Example of a labeled sheet]

4. The student health forms, now separated by group and identified with the above information, should all be brought with you to CIMI and given to the Program Coordinator of your school during the orientation meeting when you first arrive at camp. Please remember that we are required by law to keep these medical forms on file. You should keep your school district forms separate from these.

So that we are best able to deal with potential medical problems, CIMI instructors will review the medical forms for each research group. This system will allow our staff, and yours, to best be aware of any potential medical conditions. Please use discretion if you are presented with a student or chaperone arriving on your trip’s departure day sick. We understand that your students (and their parents) are looking forward to this trip, but Toyon Bay is NOT an ideal place to recover (or suffer through) an illness. Do NOT bring sick participants. We ask that you consider the affected person’s comfort and the health and well being of the remaining students and CIMI Staff. Thank you for taking the time to go through the forms; let us know if you have any questions.
TRAVEL, ARRIVAL, AND DEPARTURE PROCEDURE

If this is your first trip to CIMI, please read carefully.

CIMI will make your boat reservations aboard the Catalina Classic Cruises, located at the Catalina Express Queen Mary terminal in Long Beach (see map). **Group leaders MUST inform the Toyon Bay program office 310.510.1622 at least 2 weeks prior to arrival with their final count of students and chaperones attending.** This allows us to arrange your reservations. If you have any questions regarding the boat, please call our business office at 909.625.6194.

Have the students mark all of their luggage with your assigned school color. Thick pieces of yarn work well. Your school color will be assigned to you via email and is noted on your contract.

Plan to arrive at the boat terminal at least one hour prior to departure time. Overnight parking is available at the terminal for an additional charge. **Upon arrival at the ferry terminal, the group leader needs to check in with the Catalina Classic Cruises representative and give the total number in your group along with your boat manifest. Groups will not use tickets for transportation.**

The boat crew will give instructions for pre-loading your group’s luggage. LISTEN CAREFULLY! The students must assist loading their luggage. Please be aware that once the ferry has your luggage on board, you will be unable to access it until you are at camp.

Upon departure from Long Beach, your group will go to Toyon Bay, however, the boat may stop at other camps before reaching Toyon. Make sure your students know which stop is theirs. When your school’s name is called to disembark, be sure that all of your students are accounted for. This facilitates arrival, orientation, moving into the dorms, and a timely start to the afternoon program.

For a smooth voyage aboard the boat, please advise your students of the following:

- No running or roughhousing
- Stay seated whenever possible
- Pick up trash
- Don’t feed the wildlife (ie. seagulls)
- Seasickness medication should be taken one hour before departure

**IMPORTANT:** If you think you are going to be late for any reason, call our business office at 909.625.6194 with your anticipated time of arrival in Long Beach. We will do our best to have the cruise line hold the boat. However, this cannot be guaranteed. **Any group who misses their scheduled boat will be subject to a $2.50 per person no-show charge and will also be disqualified from the CIMI group fare.**
Directions to Check-in for Catalina Island Marine Institute

Catalina Classic Cruises
Located next to the Queen Mary at the Catalina Express Terminal

CIMI Check-in
1046 Queens Hwy, Long Beach CA 90802

Take the 710 fwy South into Long Beach. Stay in the right lane, follow all signs to Queen Mary which will lead you to the Catalina Express terminal inside the Queen Mary gate.

If you get lost please call our office at: 1-800-645-1423 or 909-625-6194

CIMI at
- Toyon Bay
- Fox Landing
- Cherry Cove
- YMCA Camp Fox
3.1 CHAPERONE EXPECTATIONS

CIMI programs are educational in focus. Although we strive to make them fun and interactive, this is not done at the expense of the learning environment. A CIMI instructor’s energy is directed towards leading program activities. They do not fulfill the role of ‘counselor’ by supervising students during their free time, at meals, or in the dorms. Participating adults supervise students during these times. Chaperones should come prepared to participate in all program activities, including snorkeling, hiking, and kayaking. This is an expectation of our program. Chaperones will also be in charge of the control, discipline, and overall safety of the students both during program and free time.

We respect and encourage the adults who choose to participate with their school, group, and/or child. Our program would not function at the level it does without their active involvement. We believe there are many rewards, both personal and group-related, which will result from their efforts.

CIMI is not logistically in a position to accommodate ‘free agents,’ individuals who would like to do their own thing while at Toyon Bay. Examples include SCUBA diving or going off by oneself to explore other aspects of the program or island. Adults are here to support the school’s trip. However, individuals have arrived, on occasion, prepared to entertain themselves. We hope to avoid any disappointment by providing an overview of adult responsibilities and the procedures that will influence your visit to Toyon Bay.

Role of Chaperones:

Program:
- Be an active part of program, including snorkeling. We require a minimum of one adult per snorkel group, no exceptions. Please be sure that participating adults are comfortable in the water.
- Help supervise student behavior during program. Our instructors’ energy should go into teaching, not disciplining.
- Keep students on-time to programs and meals. This will maximize time in program and ensure warm food for all. Sit at tables with students and supervise meals. This will help reduce noise and facilitate a pleasant dining experience.

Free Time: Recreational “free time” gives the students a break from taking in information and allows them to let out energy stored up during the previous learning session. Chaperones should be present and actively supervising their students during free time.

First-Aid: If a student has a minor injury or illness, a chaperone escorts the student to CIMI’s first aid room. This room is stocked with medication and supplies. We do not have a nurse on staff. The chaperone must consult the Student Health Form before administering first aid. After treatment or medication is given, the chaperone must log the assistance given in the CIMI medical log book.

Facility:
- Adults will stay in the same dorms as the students.
- Horseplay in and around the dorms should be discouraged. Schools are held responsible for any property or building damage during their stay.
- Because food and drink attracts insects and animals, no food or drinks are allowed in the dorms.
- Quiet hours are 9:00pm-7:00am. It is the responsibility of the chaperone to help the students respect the quiet hours. Our program is energy intensive. Everybody will want and need their sleep.
CHAPERONES SUPPORT THE PROGRAM IN THE FOLLOWING WAYS:

- Always wear shoes.
- No hiking, tide pooling, or water activities without CIMI supervision.
- Comply with all instructions of the CIMI staff.
- Be courteous to the CIMI staff and encourage students to do the same.
- Keep students out of restricted areas.
- Keep noise to an acceptable level.
- Do not litter, and encourage students to pick up any litter.
- Curb general horseplay. A simple x-ray or stitch is at least a four-hour round-trip.
- Keep dorms and restrooms clean. Do not put anything but toilet paper in the toilets. Please instruct the females in your group NOT to dispose of sanitary napkins or tampons in the toilets. Receptacles for that purpose have been provided.
- Motivate all students to be on-time for all program sessions and meals (see schedule below)
- Students may not smoke. Adults are permitted to smoke only in designated areas.
- No alcoholic beverages and no illegal drugs.
- Enforce quiet hours from 9:00pm to 7:00am.
- To help you (and students) wake up, it is suggested that chaperones bring a watch or phone with an alarm.
- No rock throwing.
- No shell or animal collecting. We wish to preserve our marine environment.
- Students may not use the telephone. If there is an emergency, the group leader will be able to call the appropriate people.
- Conserve water. One shower a day.
- Do not give students the wifi password.

Below is a general breakdown of a day at CIMI. Your program coordinator will write up a detailed schedule for your school in your designated dorm area each day. As a chaperone, please consult the detailed schedule and encourage your students to be on time and prepared for activities. Students must have their EpiPens and inhalers on their person for all activities.

**DAILY SCHEDULE**

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<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am</td>
<td>Rise and Shine</td>
<td>12:45/1:00 pm</td>
<td>Free Time</td>
</tr>
<tr>
<td>7:15/8:00 am</td>
<td>Breakfast</td>
<td>1:45 pm</td>
<td>Afternoon Program</td>
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<tr>
<td>7:45/8:30 am</td>
<td>Free Time</td>
<td>5:15/6:00 pm</td>
<td>Dinner</td>
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<tr>
<td>9:00 am</td>
<td>Morning Program</td>
<td>7:00 pm</td>
<td>Evening Program</td>
</tr>
<tr>
<td>12:15/1:00 pm</td>
<td>Lunch</td>
<td>9:00/9:30 pm</td>
<td>Quiet Hours/Lights Out</td>
</tr>
</tbody>
</table>

*mealtime depends on 1st or 2nd seating.*
Emergency Procedures
In the event of a fire or other facility emergency, chaperones are responsible for moving students to an appropriately safe location. This procedure will be covered during the orientation meeting upon arrival.

- **Fire**: If any person spots a fire they should sound the alarm immediately. Fire pull stations are located throughout the facility. If possible, report the fire to the program office. Upon hearing the alarm, all guests at Toyon Bay are to report to their meeting spot. Teachers are to account for all of their students. **DO NOT ATTEMPT TO FIGHT THE FIRE.**

Students should not tamper with fire fighting equipment. Students who discharge fire extinguishers without just cause will have to pay a $100 refill fee.

- **Lost Child**: CIMI staff have been instructed as to the proper procedure for a lost child. Paramedics and the Sheriff are available for emergency situations.

Medical Procedures
If an accident of any type occurs, report it immediately to a CIMI staff member. If first aid is required, a qualified individual will administer it. All CIMI program staff are certified in First Aid, CPR, Oxygen Administration, and Waterfront Lifeguarding. Baywatch (paramedics) will be contacted for major accidents. Problems requiring a doctor’s attention, other than those handed by paramedics, will have to go to Avalon or the mainland for attention.

- **Student Medication**: The school group leader will be responsible for all medication required by their students. Our instructors cannot administer medication to any students.

- **Students with Communicable Diseases**: During the course of a visit, any student or other guest at Toyon Bay that shows symptoms of chicken pox, measles, or any other communicable disease will, following consultation with the paramedics or a doctor, be restricted from program participation and sent home at the earliest opportunity. Please do not bring any sick students or chaperones to Toyon Bay. Fevers, flu, and colds are just an example. This policy is in consideration of the affected person’s comfort and the health and well being of the remaining students and CIMI staff.

- **COVID-19**: Please refer to our website for the most up-to-date information regarding our COVID-19 procedures ([cimioutdoored.org/school-program-communication/](http://cimioutdoored.org/school-program-communication/))
At Toyon Bay we pride ourselves on the quality of food we put out for our guests. We endeavor to fulfill dietary needs while providing a menu guests enjoy. Our meals are set up “buffet style” with a hot meal and a salad bar. Students will enter the dining hall and sit down at their designated tables and wait to be dismissed by CIMI staff. Anyone with special and/or specific dietary needs will have an opportunity to chat with a chef before every meal. In some cases, alternative foods will be available for students with dietary restrictions. After each meal, an assigned clean-up crew from each school will stay behind to clean all tables and sweep the floor.

**General Guidelines**

- All students and adults are to meet their Program Coordinator prior to meals for announcements.
- Students should enter the dining hall in an orderly fashion.
- To reduce food waste, encourage students to take only as much as they can eat.
- All students will be responsible for bussing their own dishes and putting their chair away.
- Clean-up crews will wipe down tables and sweep the floors.

**SAMPLE MENU**

**Breakfast:**
Hot bar: pancakes, sausage, scrambled eggs, hash browns  
Cold/Fruit bar: cereal selection, yogurt, fresh fruit, bagels or english muffins, jam  
Drinks: water, fruit juice, milk

**Lunch:**
Hot bar: pizza, hamburgers, corn dogs, cold-cut sandwiches  
Salad bar: mixed greens, chopped veggies, cheese, croutons, canned fruit, salad dressings, potato salad, pasta or soup  
Drinks: water, fruit juice

**Dinner:**
Hot bar: lasagna (meat & veggie), turkey, chicken, Mexican style meal  
Salad bar: same as lunch with a vegetarian side dish  
Dessert: brownies, cookies, cake, ice cream

**Note:** This is a sample menu only. Food items are subject to change and vegetarians are accommodated at each meal. Prior to departure, the Assistant Program Director will contact the group leader for any special food needs or allergies. Food is of high quality and there is plenty of it. Please refrain from bringing extra food or snacks as these will attract insects and rodents.
There are many items that students will want to bring to CIMI. Some are necessary and some may just be extra baggage that they may never use. We advise guests to bring no more than they can comfortably carry. Guests will carry their luggage not only on and off the boat, but also several hundred yards to their sleeping accommodations. They will repeat that process on their day of departure. Unnecessary items should be left at home. **CIMI does not assume responsibility for lost or stolen items. Please leave valuables at home.**

<table>
<thead>
<tr>
<th>Essential Items:</th>
<th>Optional items:</th>
<th>Do not bring:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water bottle</td>
<td>Sunhat</td>
<td>Knives</td>
</tr>
<tr>
<td>Old shirts and shorts</td>
<td>Sunglasses</td>
<td>Spearguns</td>
</tr>
<tr>
<td>Jeans or old pants</td>
<td>Flip flops</td>
<td>Firecrackers</td>
</tr>
<tr>
<td>Raincoat or poncho</td>
<td>Camera</td>
<td>Curling iron/hair dryer</td>
</tr>
<tr>
<td>Underwear/socks</td>
<td>Pillow</td>
<td>Valuables</td>
</tr>
<tr>
<td>Sweatshirt or jacket</td>
<td>Day pack</td>
<td>Alcohol or drugs</td>
</tr>
<tr>
<td>Beach &amp; Bath Towel</td>
<td>Money for souvenirs</td>
<td>Cell phones, iPads</td>
</tr>
<tr>
<td>Swimsuit</td>
<td>Extra swimsuit</td>
<td>Other electronics</td>
</tr>
<tr>
<td>Toiletries</td>
<td>Personal mask &amp; snorkel</td>
<td>Waterguns/balloons</td>
</tr>
<tr>
<td>Warm sleeping bag</td>
<td>Contact lenses</td>
<td>Fishing gear</td>
</tr>
<tr>
<td>Close-toed shoes</td>
<td>Beanie (for colder months)</td>
<td>Gum</td>
</tr>
<tr>
<td>Sunscreen</td>
<td></td>
<td>[Anything not allowed at</td>
</tr>
<tr>
<td>Alarm clock (for chaperones)</td>
<td></td>
<td>school is not allowed at CIMI]</td>
</tr>
<tr>
<td>Face Mask</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please pack personal gear in a suitable and well marked bag with your name, address, and school name, and designated school color (ie. with yarn). Luggage with wheels is best. Students will need to carry their luggage on/off the boat and a short distance to their dorm area.

Please note: **we do not provide bedding.** You must pack your own. Sleeping bags work well. If you prefer sheets, our beds are twin sized.

**Inclement weather:** The weather on Catalina Island is usually very good. However, it is possible to have rain, wind, fog, or a combination of these conditions at any time. Programs will occur as planned or will be altered to meet the conditions. All students and chaperones should bring rain gear. If there are bad winds, it is possible that your boat transportation will be postponed until winds have died down.
SECTION 4: PROGRAM CHOICE DESCRIPTIONS

4.1 DAY PROGRAMS

SNORKELING
Each student will have the opportunity to demonstrate basic snorkeling skills, as taught by the CIMI instructors, and to utilize these skills in exploring and discovering the marine environment. Students do not have to be great swimmers as the wetsuit acts as a floatation device. Non-swimmers or poor swimmers may thoroughly enjoy the experience if they have confidence in themselves.

All participants in our snorkeling program will use snorkeling equipment consisting of a full-length three-piece wetsuit, hood, booties, mask, snorkel and fins. The proper use of this equipment ensures greater safety and a more pleasant experience. Likewise, proper care and maintenance of equipment is essential. Both of these topics will be covered thoroughly by CIMI instructors during the first snorkel introduction and students will be reminded during subsequent snorkels.

If any of your students have personal equipment that they wish to bring make sure that it is well marked. Students with impaired vision may wear contact lenses; they have not presented problems when worn under a properly fitted mask. Glasses cannot be worn under a mask. CIMI does provide prescription masks ranging from -1.5 to -6.0.

Orientation Snorkel (prerequisite to all other snorkels)
The orientation snorkel ensures that students are comfortable with in snorkel gear, introduces students to proper snorkel technique, and emphasizes ocean safety.

- Pre-Snorkel: Discussion of care and use of snorkeling equipment, safety, and the importance of the buddy system will be emphasized.
- Snorkeling Skills: The basic skills covered are adjustment of equipment, clearing mask & snorkel, and breathing through a snorkel. This will be followed up by swimming with fins and snorkeling along the surface. Time to explore Toyon Bay
- Post Snorkel: There will be a wrap-up discussion of the snorkel and review of what was seen.

Basic Snorkel
The basic snorkel is an exciting and rewarding experience. The students are more comfortable in their gear and are able to recognize and observe many of the organisms that they have been learning about in the wild. Students will build upon their orientation snorkel experience and explore more of the Bay. The basic snorkel also includes time for beach games, free swimming, and/or float jumping.

Marine Ecology Snorkel
The marine eco snorkel aims to explore more of Toyon Bay’s underwater ecosystem. Students will be guided through the various marine habitats of Toyon Bay (sandy bottoms, rocky shorelines, and kelp) and observe the animals in these respective environments. This snorkel is typically the longest in duration. It will have pre- and post-dive discussions that are applicable to the laboratories.
MARINE LABS
Toyon Bay offers a variety of hands-on marine science labs. Students will have an opportunity to learn about various aspects of the marine environment. Two lab rotations are offered: Fish/Shark/Algae and Plankton/Invertebrate/Choice. Due to the limited availability of space, it is possible that you may not get your first choice in labs.

Fish - Shark - Algae Rotation

Fish Lab: Several aquariums are part of the fish lab experience. Students will be exposed to the fishes found commonly around Catalina Island. They will also be introduced to the classification, anatomy, behavior and other adaptive features of many fishes. This lab compliments the snorkeling experience, wherein the students become more familiar with fishes they will be seeing.

Shark Lab: The characteristic biology of sharks is explored before entering the central feature of this lab, a large tank filled with live sharks and rays for the students to touch. This is an exciting time for all students and helps mitigate the myth that sharks are dangerous.

Algae Lab: As a major habitat and food source for marine animals of Catalina, algae (seaweed) merits special consideration. Students will be introduced to the many uses of algae, characteristics of different divisions of algae and the principal adaptive differences between algae and terrestrial plants. They will also prepare a pressed sample of common species of algae for use back at school.

Plankton - Invertebrate - (Choice) Rotation

Plankton Lab: In this laboratory, the students are introduced to the world of plankton. Using digital microscopes the students will divide into research teams and identify the species in their live plankton sample, collected daily at Toyon Bay. Each research team will have their own digital microscope and monitor. The CIMI instructor has a SMART Board that can show any student's sample to the entire class. Students will discuss the food web and the important influence that plankton has on the world's oceans.

Invertebrate Lab: Familiarization with the variety of marine invertebrates is fun and easy when students can get a close up look, through our touch tank and aquariums, of species common to Catalina. This laboratory includes a touch tank with live animals from the phyla of Porifera, Cnidaria, Echinodermata, Annelida, Mollusca, and Arthropoda. In addition to the touch tank, there is a lobster tank, octopus tank, and phylum tanks. Student participation facilitates the study of classification, species identification, adaptation and natural history by closely examining animals.
4.1 DAY PROGRAMS [cont.]

- **Your Choice:** please pick one of the following to pair with this lab rotation.
  1. Oceanography - Students will learn the basic principles of oceanography and perform hands-on oceanographic research from our float.
  2. Marine Mammals - Students are introduced to marine mammals, their adaptations and survival strategies in our marine mammal lab.
  3. Mini Hike - This hike will be an abridged version of the terrestrial lab and hike. It will expose the students to local geology, flora and fauna, as well as introduce students to the natural history of Santa Catalina and its Native Islanders.

**ADVENTURE ACTIVITIES**

Toyon Bay offers two terrestrial adventures to challenge the body and the mind! Our facility has a low ropes course for team building exercises (Initiatives) that can be added as an additional activity to complement your adventure.

**Terrestrial Lab & Hike**

There are several trails within our canyons that are perfect for all ages and skills. Students will see, touch, smell and possibly taste a variety of plants on the island. Typical hikes cover the subjects of edible and useful plants, methods of colonization by plants and animals, the difference between endemic, native, and invasive species, and why islands are unique. Students may also learn of the Native Islanders history here on Santa Catalina and the Channel Islands.

**Climbing Wall**

Students will be able to challenge themselves on our 12-lane climbing wall. This program includes instruction in basic climbing techniques and safety. All necessary equipment is provided, and no previous climbing experience is needed. Students work at their own pace. Suitable for all ability levels.

**Initiatives (optional)**

Initiatives focus on teamwork, communication decision-making and problem solving. Students will set and maintain high standards and create a supportive environment for themselves and each other by meeting and overcoming physical and mental challenges. Some activities involve more perceived risk while being safely monitored by an instructor. Every member of the group participates, and initiatives can be customized for the particular group. These activities are designed to be both fun and challenging.
4.1 DAY PROGRAMS [cont.]

FIVE DAY PROGRAM OPTIONS
(Please note, these are only available for our 5-day groups. We are unable to offer kayaking to our 3-day groups.)

Ocean Kayak (Full Day or Half Day)
Ocean Kayaking is an exciting and empowering experience for all students. Students will first become familiar with the basic parts of an ocean kayak. Once orientated to the kayak, students will begin learning their paddling skills on land. After the land practice session, students will don a personal floatation device (lifejacket), booties, and a paddling jacket (when cold). Under the close supervision of a CIMI instructor, students will board their kayaks and head out onto the protected waters around Toyon Bay. While on the water, students will review their skills and become more comfortable with their kayak. Students will then embark on a group coastal tour along Catalina’s shoreline.

Full day kayaks include lunch and (supervised) free time on a nearby beach. CIMI instructors may guide snorkels, take students tidepooling, lifeguard free swim, or lead beach games for students during this time.

Day Hike (Full Day)
Five day groups have a chance for a longer hike. During the daylong excursion, the group will hike to a lake where they will be able to explore. They will eat a picnic lunch before returning to Toyon Bay.
4.2 EVENING PROGRAMS

These programs are especially important to the total CIMI experience and there are several options. Schools with long travel times on the day of arrival should think carefully about evening program selection. Students can either be overly 'wound up' or very tired in response to the long trip.

Astronomy Night Hike: This program involves hiking up several trails and exploring the night sky. Students will be able to view planets and constellations as pointed out by the instructor in the sky or through the use of an interactive computer program called Stellarium. Instructors can also use a storytelling approach. They share mythological stories of the stars, planets, sun or moon to highlight personal and cultural relationships with the night sky in addition to the earth's physical relationship to the universe.

Marine Mammals: This program allows the students to see a variety of articulated marine mammal skeletons, including a Gray Whale, sea lions, seals, sea otters, and dolphins. They will be able to touch a variety of bones and skulls, feel pelts, and interact with self-quizzing displays. 60 students maximum.

Squid Dissection: This activity explores the general biology of the squid. Students start the activity by developing an information base of what is known about squid. They add to this knowledge by engaging in a simple and interactive dissection of a squid.

Creatures of the Night: This program focuses on the adaptations of organisms whose survival and defense strategies are adapted for a nocturnal existence and the deep sea environment. Interactive games and activities, including a dark maze, can be used to emphasize adaptations.

Night Snorkel: Night snorkeling is an exciting activity. Students will use underwater lights to observe the nocturnal life in our bay. Due to the cost of batteries for lights and glow sticks for snorkels, there is an additional cost of $5.00 per person. Another activity should be planned for those students who choose not to participate.

Climbing Wall: Students challenge themselves and encourage other members in the group on the climbing wall. For the evening program, we light up the area and play music. Staff instruct students in basic climbing techniques and safety. Equipment is provided, and no previous climbing experience is necessary.

Santa Clara Island Game: This particular program involves students designing their own island and having to consider issues such as development, conservation, and resources, on island ecology.

Catalina Island Above and Below: Students watch a video about the land and sea habitats and inhabitants of Catalina Island. After the video, students are presented with conservation problems and debate solutions.

Campfire: At the campfire, each school may do whatever activity they desire. CIMI staff will light the campfire and provide marshmallows, but individual school program is up to the teachers and chaperones. Groups can choose this as their entire evening program or add this on after their scheduled evening program.

Sleep option: After a long day, certain children may be too tired to attend evening program. For those campers who wish to do so, sleep is always an option keeping in mind that an adult must be in the dorm with the campers.
SECTION 5: IMPORTANT FORMS

The following forms are attached in this order:

I. **Student Health Form**
   To be completed and signed by parent or guardian and organized by the group leader prior to arrival at CIMI.

II. **Chaperone Waiver**
    To be completed by all attending adults prior to arrival at CIMI. These can be placed with the student medical forms and turned in upon arrival.

III. **Statement of Understanding**
    To be completed and returned to the Toyon Bay Program Office at least two weeks prior to arrival. The earlier, the better.

IV. **Classroom Prep Information**
    To be completed and returned to the Toyon Bay Program Office at least two weeks prior to arrival. The earlier, the better.

V. **3-day or 5-day Program Planner**
    To be completed and returned to the Toyon Bay Program Office at least two weeks prior to arrival. The earlier, the better.

VI. **Boat Manifest**
    To be given to the Catalina Classic Cruises company upon arrival at the ferry terminal.

VII. **CIMI Pre Order Form**
    Optional. Students will have an opportunity each evening to visit the CIMI store. If a school wishes to organize their students’ purchases before arrival, sweatshirts and t-shirts are available to pre-order. Please provide one check per school for store pre-orders. Checks should be made out to “Guided Discoveries.” Please note, we only carry adult sizes.

Our forms can also be found online on our website. To access these forms online please visit [www.cimioutdoored.org](http://www.cimioutdoored.org) and click the “Menu” button (three horizontal lines), then click “Teacher Resources.” Scroll until you find the section marked “Toyon Bay.” All relevant paperwork can be found there. Alternatively, click on the links below:

- Student Health Form
- Chaperone Waiver
- Statement of Understanding
- Classroom Prep Information
- 3-day Program Planner
- 5-day Program Planner
- Boat Manifest
**STUDENT HEALTH FORM**

**Cherry Cove  Fox Landing  Toyon Bay**

| **Student Name:** Last: |  | **First:** |  | **Gender:** | M | F |
|------------------------|------------------|-------------|------------------|-------------|---|
| **Address:**            | **City:** | **State:** | **Zip:**  |
| **Parent/Guardian:**    | **Cell Phone:** | **Work Phone:** |
| **Email:**              | **Address:** | **City:** | **State:** | **Zip:** |
| **Height:**             | **Weight:** | **Student Age:** | **Student Date of Birth:** |

**Emergency Contact:**

| **Address:** | **City:** | **State:** | **Phone:** | **Relationship to Student:** |

**Health Insurance Co:**

<table>
<thead>
<tr>
<th><strong>Policy No:</strong></th>
<th><strong>Phone:</strong></th>
<th><strong>Family Physician:</strong></th>
<th><strong>Phone:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of Last Tetanus:</strong></td>
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</tbody>
</table>

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

**EMERGENCY MEDICAL CONSENT:** The Student’s medical conditions and information stated on this application is complete and correct. I give permission to the CIMI camp staff and School chaperones to, (1) administer the Student’s routine medications listed in this Application, as well as needed medications and over the counter medications for minor illness or discomfort; (2) in case of a medical emergency to provide appropriate first aid for minor injuries; and (3) seek further treatment from local physicians or hospitals if the medical condition warrants. In the event I cannot be reached in an emergency, I also give permission to the physician selected by CIMI or the School chaperone to examine, diagnose, and treat or secure proper treatment for the Student and hospitalize, and to order injection and/or anesthesia and/or surgery for the Student, as the physician shall determine proper and necessary under the circumstances. A photocopy of this Authorization shall be as valid and may be accepted as the original. This completed Application may be photocopied by CIMI and released to the physicians or hospitals if requested. This Consent is given pursuant to the provisions of California Family Code §6910.

**CONSENT AND RELEASE OF LIABILITY:** I, in my legal capacity as parent/guardian of the minor named below (“Minor”), acknowledge and agree that any use of CIMI facilities, services, equipment and premises (“Facilities”) and participation in CIMI programs and activities (“Programs”) comes with inherent risks including, but in no way limited to: (1) moderate and severe personal injury, (2) property damage, (3) disability, (4) death, and (5) disease including exposure to, contracting, or spreading COVID-19. I voluntarily, for myself and Minor, accept and assume full responsibility for these risks as well as any and all other risks of the use of facilities and participation in Programs. I agree that I have full knowledge of the nature and extent of all such risks and am not relying on any such risks being described in this document.

In consideration of Minor’s use of Facilities and participation in Programs I, in my legal capacity as parent/guardian of Minor, agree on behalf of myself and Minor that CIMI, its officers, directors, agents, employees, volunteers, insurers and representatives (“Releasees”) will not be liable for any personal injury, property damage, disability, death, sickness or disease incurred by Minor, however occurring including, but not limited to, the negligence of Releasees. I understand that Minor and I will be solely responsible for any loss or damage, including personal injury, property damage, disability, death, sickness or disease sustained from the use of Facilities and participation in Programs.

I further agree, in my legal capacity as the parent/guardian of Minor, on behalf of Minor, myself, and any and all legal successors and proxies, to release and HEREBY DO RELEASE, WAIVE AND COVENANT NOT TO SUE Releasees from any causes of action, claims, suits, liabilities or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which Minor, myself, and any and all legal successors and proxies may have, now or in the future, against Releasees on account of personal injury, property damage, disability, death, sickness, disease or accident of any kind, arising out of or in any way related to the use of Facilities or participation in Programs, whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to, the negligence of Releasees.

In further consideration of the use of Facilities and participation in Programs, I, in my legal capacity as parent/guardian of Minor, agree on behalf of myself and Minor to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, suits, liabilities or costs of any nature whatsoever, including claims of negligence, arising out of or in any way related to the use of Facilities and participation in Programs.

I give permission for CIMI to use any photographs, video, or interview taken at camp to be used to illustrate, report, promote or advertise CIMI or Guided Discoveries programs or camps.

**SIGNATURE:**

<table>
<thead>
<tr>
<th>Parent/Legal Guardian</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please Print Name:</strong></td>
<td><strong>Date:</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Rules for acceptance and participation in Guided Discoveries, Inc. programs are the same for everyone without regard to race, color, national origin, sex, or handicap.*

**DIETARY NEEDS:**

- Vegetarian  
- Vegan  
- Lactose-Intolerant  
- Gluten-Free  
- Other

**FOOD ALLERGIES:** Please Describe:

<table>
<thead>
<tr>
<th><strong>CHECK OFF:</strong> All applicable health issues:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Allergies*</td>
</tr>
<tr>
<td>□ Asthma</td>
</tr>
<tr>
<td>□ Car/Sea Sick</td>
</tr>
<tr>
<td>□ Diabetes</td>
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<tr>
<td>□ Hay Fever</td>
</tr>
<tr>
<td>□ Heart Trouble</td>
</tr>
<tr>
<td>□ Sinus Issues</td>
</tr>
<tr>
<td>□ Sleep Walking</td>
</tr>
</tbody>
</table>

*Is your child currently prescribed an EpiPen for allergies? YES  NO. If YES, the EpiPen must accompany your child to camp in order to participate in activities.*

**Does your child require an inhaler(s) on a daily basis and/or for exercise-induced activities? YES  NO. If YES, the inhaler(s) must accompany your child to camp in order to participate in activities.**

**Please specify with YES or NO for each medication that can be administered to your child.**

- Pepto Bismol (upset stomach)
- Milk of Magnesia (for constipation)
- Ibuprofen (minor aches pains; fever)
- Throat Lozenge/Cough Drop
- Benadryl (allergy)
- Caladryl (for skin rash)
- Acetaminophen (headaches/elevated temperatures)
- Bonine/Medazine/Dramamine (motion sickness)

<table>
<thead>
<tr>
<th><strong>Is the student required to take regular medication?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES</td>
</tr>
</tbody>
</table>

*All medications are administered by the chaperones from the student's school. Please provide instructions (dose) for administration of medication.*

**WHAT IMPORTANT MEDICAL NEEDS SHOULD CIMI BE AWARE OF? PLEASE EXPLAIN IN DETAIL.**

(Attach additional sheet if necessary.)
Guided Discoveries – CIMI Toyon Bay • Fox Landing • Cherry Cove

CHAPERONE RELEASE AND WAIVER OF LIABILITY: (Please copy)

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

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

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

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

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

Role of Chaperones:

- Be an active part of the program, including participating in activities such as hiking, sport climbing, ropes courses, snorkeling and kayaking. Some hikes may be strenuous. Please note: due to time/equipment constraints, there may be times that chaperone participation is limited. We cannot guarantee that each chaperone will get the opportunity to fully-complete every activity.

- Supervise students during meals. Sit at tables with students, help to control noise and facilitate a pleasant dining experience.

- Supervise students in dorms. Sleep in campers’ dorm, enforce dorm hours, limit general horseplay, conduct bed checks and supervise housekeeping.

- Supervise recreational activities, such as volleyball, football and Frisbee during free time. Limit general horseplay in order to prevent injuries.

- During classes, assist instructors in the control, discipline and overall safety of the students.

- Supervise sick or injured children. For minor injury or illness, a chaperone escorts the student to the first aid room, which is stocked with medication and supplies. Chaperones must consult the student’s medical form before administering first aid.
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CHAPERONE WAIVER for ALL ADULT ATTENDEES

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

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

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

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

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

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

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

I have been informed of the nature and activities of the Program in which I will participate which include camping, hiking, swimming, diving, boating and transportation to and from the Program. I understand there are numerous risks associated with my presence, participation and use of equipment, which comes with inherent risks including, but in no way limited to: (1) moderate and severe personal injury, (2) property damage, (3) disability, (4) death, and (5) sickness or disease, including but not limited to exposure to, contracting, or spreading COVID-19 or any virus. I understand these risks are inherent to participation in the Program and are a part of engaging in the type of outdoor sports and activities which are a major component of the Program’s activities. I agree that I have full knowledge of the nature and extent of all such risks and am not relying on all such risks being described in this document. I have investigated the Program and know the types of activities in which I will engage, and I am not aware of any physical, emotional, or mental problem or limitation that would prevent or impair my participation or increase the risks involved.

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

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

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

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

Pertinent Medical Information

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<th>Participant’s Name (Print)</th>
<th>Participant’s Signature</th>
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<tr>
<td>School Name</td>
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<td>Dates of Attendance</td>
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**Dietary Restrictions:**

- Vegetarian ___  Vegan ___  Lactose-Intolerant ___  Gluten Free ___  Other ___

**Food Allergies/Others:** Please Describe:

**Emergency Contact:**

- Address: ____________________________________________
- City: __________________ State: __________________
- Phone: __________________ Relationship: __________

I Have Read and Understand this Agreement and its Legal Consequences and Agree to Be Bound by its Terms.
1.3C **Statement of Understanding:** Please return once completed ✅

Catalina Island Marine Institute is pleased to serve you during your stay on Catalina. The Program Coordinator assigned to your group will meet you on the pier upon your arrival at CIMI.

Prior to dorm check in, CIMI will ensure that the rustic dorm and restroom facilities are neat and operational. Restroom and shower facilities will be sanitized and restocked daily.

CIMI instructional staff conducts all programs, with each full day consisting of two three-hour program sessions, as well as an evening program approximately one to two hours in length. The components of the program will be prearranged by phone between the Program Office, here at CIMI, and the group leader. During program time your group, depending on availability, is entitled to use all-relevant equipment and materials.

Your group will be provided three nutritionally balanced meals each program day. Partial day meals will be discussed with the group leader by CIMI staff prior to visit and indicated in the Tentative Confirmation. Please read this document carefully.

To increase the effectiveness of the program, CIMI requests your assistance in the following areas as outlined in the Teacher’s Syllabus:

1. Chaperones will remain and participate with the assigned research groups during all programs including **snorkeling** and **kayaking**.
2. Chaperones are expected to supervise student recreational periods between programs.
3. Group leaders are responsible for assigning program participants into research groups consisting of 16 students unless an arrangement has been made previously through the CIMI program office.
4. Students or adults possessing symptoms of communicable diseases such as chicken pox, measles, and others; will following the consultation with a physician, be removed from program participation and returned to the custody of the school/parent at the earliest opportunity. This is a protective measure for the patient, guests and CIMI staff.
5. Computers, cell phones, and iPods are not permitted at CIMI. If the school allows use of such devices during their trip to the island, CIMI requests that they all be collected and stored during their stay at Fox.
6. Alcoholic beverages are not permitted at CIMI. Consumption of alcohol by chaperones may impair proper supervision of the students.
7. Chaperones have the responsibility of enforcing 9:30p.m. “Quiet Hours” and overseeing cabin/villa conduct.
8. Students are not permitted to smoke while at CIMI and chaperones should only smoke in designated areas.
9. There will be an additional fee of $30 on all returned checks, both for store purchases and tuition.

I have read the above statement and agree to the conditions.

_________________________  ____________  ____________________________
Signature                     Date                  School/Organization
CLASSROOM PREP INFORMATION
(✉ PLEASE RETURN ONCE COMPLETED)

CIMI staff meets each week to review pertinent information concerning our arriving groups. In order to help us better serve you during your stay, please fill out the following:

1. **Describe your group in a classroom situation:**
   a. What does this class respond to best and what discipline rules are they used to?
   b. Are there any special behaviors we should know about (LDs, ADD, GATE, etc.)
   c. Describe your school's teaching philosophy, especially regarding the teaching of the sciences.
   d. What concepts taught at school will tie into CIMI's curriculum?
   e. Has your class studied any CIMI subject matter prior to the trip?
   f. How would you like us to use the CIMI logbooks (i.e. have students fill out for a grade, souvenir, etc.)?

2. **How are your chaperones being prepared for this trip? Do they know that they must participate in activities?**

3. **Has any of this group had overnight field trips before? Where?**

4. **What is the main focus of your trip (i.e. science related, group bonding exp. etc.)?**

5. **How was your group financed?**

OVER
3 Day Program Planner
(Please complete and return with Statement of Understanding/Classroom Prep)

CATALINA ISLAND MARINE INSTITUTE AT TOYON BAY

To best address your program needs, we utilize a system for early program planning. Because our phone
calls often interrupt your classes and catch you off guard, we conduct the initial program planning by email.

Please complete the information below and return it to the CIMI Program Office. The earlier we have your
planner information, the easier it will be to schedule your selected programs. Once received, your
program will be coordinated with the other groups attending CIMI during your scheduled time. The CIMI
Program Office will contact you to confirm the final details of your program.

GROUP INFORMATION

School Group ____________________________ From ____________________________

Program Dates ____________________________ Grade Level ____________________________

Adult Leader ____________________________ Will You be attending? ____________________________

Phone # Work: ____________________________ Returning from a previous year? ______

Home/Cell: ____________________________ # of years? ______

Email: ____________________________ Best times to call__________________________

Contracted # of spaces: ______ # of girls: ______ # of chaperones attending: ______

# of students attending: ______ # of boys: ______

PROGRAM INFORMATION

Three-day field trips include FOUR daytime sessions and TWO evening programs. Please check off your
program selections below. For a complete description of each program, please consult Program descriptions
in this syllabus or contact our office. (Please note maximum numbers on some evening activities.)

DAYTIME

WATER ACTIVITIES

___ Orientation Snorkel - First snorkel - Emphasis on acclimating students to wetsuit, snorkel gear and marine environment.

___ Basic Snorkel - Second Snorkel - (First snorkel is a prerequisite for the basic snorkel) Emphasis on marine fish, invertebrate ID and ecosystems.

LABORATORIES

___ Fish - Shark- Algae - A 3-hour introduction to the subjects of fishes, sharks and the algae of Southern California through ID, classification, and aquariums. (3-group rotation)

___ Plankton - Invertebrate - (Your Choice)- Students have an opportunity in this 3-hour program to study plankton utilizing our video microscopes and delve into the world of marine invertebrates. Please choose your third activity below:

1. Oceanography - Students will perform hands on oceanographic research from our float.

2. Marine Mammals - Students are introduced to marine mammals, their adaptations and survival strategies in our marine mammal hall.

3. Mini Hike - This mini hike exposes students to local geology, flora and fauna.

___ Terrestrial Lab & Hike - An aggressive 2-mile hike used to explore the island’s ecosystems, its flora and fauna, and local indigenous uses for both. Incorporated into the hike are many games and activities used as learning tools. (Island of the Blue Dolphins is a great story for the class to read before hand.)

___ Climbing Wall & Initiatives - Students can challenge themselves on our twelve-lane climbing wall. Instruction emphasizes basic climbing techniques and safety. No previous climbing experience needed.
EVENING

(Please select TWO of the following activities)

NIGHT PROGRAMS

___ Astronomy Night Hike - A look at constellations and planets from the bluffs/hills at Toyon Bay, often accompanied by legends and stories from around the world.

___ Squid Dissection - Students learn the external and internal anatomy of the squid via an organized group dissection (in teams of 2).

___ Marine Mammals - Students are introduced to marine mammals, their adaptations and survival strategies in our marine mammal hall.

___ Creatures of the Night - Students learn about organisms that are adapted to perpetual dark or nocturnal conditions using activities and a dark maze.

___ Santa Clara Island Game - Small groups of students work together to design an island, keeping in mind the issues of island ecology.

___ Night Snorkel - ($5.00 per student) Students must have successfully and confidently completed at least one daytime snorkel before participating in a night snorkel. Students use underwater lights to explore the nocturnal life of Toyon Bay with CIMI Instructors.

___ Climbing Wall - We light up the wall and play music as your group climbs. Instruction and equipment is provided, no previous climbing experience is needed.

___ Catalina Island Above and Below - After viewing a video, students are grouped together to debate topics on island ecology and conservation.

SCHOOL-LED / SUPERVISED ACTIVITIES

___ Campfire - This is a school led activity following one of your evening programs; we supply the fire and marshmallows, you supply the fun!

___ Student-Team Building Activities - (e.g. icebreakers, group “bonding initiatives, trouble-shooting) These can be worked into various daytime and evening programs if you request.

___ Sleep! - If there are students who are exhausted and want to go to bed early, this is always an option. Students, however, must stay in their rooms and have at least one chaperone with them at all times.
To best address your program needs, we utilize a system for early program planning. Because our phone calls often interrupt your classes and catch you off guard, we conduct the initial program planning by mail.

Please complete the information below and return it to the CIMI Program Office using the self-addressed envelope provided. The earlier we have your planner information, the easier it will be to schedule your selected programs. Once received, your program will be coordinated with the other groups attending CIMI during your scheduled time. The CIMI Program Office will contact you to confirm the final details of your program.

GROUP INFORMATION

School Group____________________________________ From________________________________________
Program Dates__________________________ Grade Level______________________________________
Adult Leader __________________________ Will You be attending?
Phone Number Work:________________________ Returning from a previous yr.?______ Yrs:
Home/Cell:__________________________ Best times to call________________________
Email:______________________________

Contracted # of Spaces____ # of students_______ # of Chaperones________
attending attending

PROGRAM INFORMATION

Five-day field trips include EIGHT daytime sessions and FOUR evening programs. Please check off your program selections below. For a complete description of each program, please consult Program descriptions in this syllabus or contact our office. (Please note maximum numbers on some evening activities.)

DAYTIME

WATER ACTIVITIES

X Orientation Snorkel – 1st Snorkel: Emphasis on acclimating students to snorkel gear and marine environment.
X Basic Snorkel – 2nd Snorkel – Emphasis on marine fish, invertebrate ID and ecosystems.
X Marine Eco-Snorkel – A chance to demonstrate snorkeling skills and enhance observation of marine organisms.
XX Toyon Adventure Day – Circle one of the following three options:
   1. Kayaking and climbing wall. Select one lunch option a) Picnic b) Dining Hall c) BBQ
   2. Day Kayak with picnic lunch
   3. Day Nature Walk with picnic lunch

LABORATORIES

X Fish – Shark- Algae – A 3-hour introduction to the subjects of fishes, sharks and the algae of Southern California through ID, classification, and aquariums. (3-group rotation)
X Plankton – Invertebrate – (Your Choice)- Students have an opportunity in this 3-hour program to study plankton utilizing our video microscopes and delve into the world of marine invertebrates. Please choose your third activity below:
   1. Oceanography – Students will perform hands-on oceanographic research from our float.
   2. Marine Mammals - Students are introduced to marine mammals, their adaptations and survival strategies in our marine mammal hall.
   3. Mini Hike – This mini hike exposes students to local geology, flora and fauna.
X Terrestrial Lab & Hike – An aggressive 2-mile hike used to explore the island’s ecosystems, its flora and fauna, and local indigenous uses for both. Incorporated into the hike are many games and activities used as learning tools. (Island of the Blue Dolphins is a great story for the class to read before hand.)
EVENING

(Please select FOUR of the following activities)

NIGHT PROGRAMS

___ **Astronomy Night Hike** – A look at constellations and planets from the bluffs/hills of Toyon Bay, often accompanied by legends and stories from around the world.

___ **Squid Dissection** – Students learn the external and internal anatomy of the squid via an organized group dissection (in teams of 2).

___ **Marine Mammals** – Students are introduced to marine mammals, their adaptations and survival strategies in our marine mammal hall.

___ **Creatures of the Night** – Students learn about organisms that are adapted to perpetual dark or nocturnal conditions using activities and a dark maze.

___ **Santa Clara Island Game** – Small groups of students work together to design an island, keeping in mind the issues of island ecology.

___ **Night Snorkel** – ($5.00 per student) Students must have successfully and confidently completed at least one daytime snorkel before participating in a night snorkel. Students use underwater lights to explore the nocturnal life of Toyon Bay with CIMI Instructors.

___ **Climbing Wall** – We light up the wall and play music as your group climbs. Instruction and equipment is provided, no previous climbing experience is needed.

___ **Catalina Island Above and Below** – After viewing a video, students are grouped together to debate topics on island ecology and conservation.

SCHOOL-LED / SUPERVISED ACTIVITIES

___ **Campfire** – This is a school led activity after one of your evening programs; we supply the fire and marshmallows, you supply the fun!

___ **Student-Team Building Activities** – (e.g. icebreakers, group bonding initiatives, trouble-shooting…) These activities can be worked into various daytime and evening programs if you request.

___ **Sleep!** – If there are students who are exhausted and want to go to bed early, this is always an option. Students, however, must stay in their rooms and have at least one chaperone with them at all times.
Boat Manifest

Catalina Island Marine Institute

Please write the names of all participants traveling aboard the boat and put "A" for Adult or "S" for student.

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CIMI Store Pre Order
(please submit ONE per school)

PLEASE SEND IN YOUR ORDER 2 WEEKS OR MORE BEFORE YOUR ARRIVAL! WE WILL DO OUR BEST TO HAVE IT READY FOR YOU. PLEASE SUBMIT PAYMENT IN THE FORM OF ONE CHECK PAYABLE TO GUIDED DISCOVERIES. WE CANNOT RELEASE MERCHANDISE WITHOUT PAYMENT IN FULL.

SCHOOL NAME: 

SCHOOLS DATE OF ARRIVAL: 

Hooded Sweatshirts $40

Adult Sizes: Quantity:
Small 
Medium 
Large 
X-Large 
XX-Large 
Total: 

T Shirts $15

Adult Sizes: Quantity:
Small 
Medium 
Large 
X-Large 
XX-Large 
Total: 

Total Cost: 

*NOTICE: A fee of $30 will be assessed on all returned checks.