

# CIMI at Toyon Bay

## Teacher's Planning Packet



CIMI Toyon Bay  
PO Box 796 • Avalon, CA 90704  
Phone (310) 510-1622  
[cimi.org](http://cimi.org)

Dear Educator,

The information in the Teacher's Planning Packet is to help you prepare for your trip to CIMI 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 information and forms in a timely manner. 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 in this period of reopening since the pandemic. We are incredibly excited to welcome your students back into our facility again.

Sincerely,

A handwritten signature in black ink, appearing to read "Britt Swanwick". The signature is fluid and cursive, with the first name "Britt" and last name "Swanwick" clearly distinguishable.

Britt Swanwick

Program Director, CIMI Toyon Bay

(310) 510-1622

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## SECTION 1: LEAD CHAPERONE 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 the Online Program Planner (this is where you select your activities!)  
<https://survey.alchemer.com/s3/7087165/Toyon-Program-Planner-2023>

#### 2-3 Weeks Prior to Arrival

- Collect and review Student Health Forms (check for parent/guardian signatures).
- 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 headcounts, special dietary requirements, medical information, and activity preferences).
- Arrange transportation to the Catalina Classic Cruises boat terminal (1046 Queens Hwy, Long Beach, CA 90802). Call our business office (Guided Discoveries) if you need assistance with arrangements (909) 625-6194.

#### 1 Week Prior to Arrival

- Prepare all adult chaperones and assign their duties.
  - We recommend having each chaperone complete a Statement of Understanding so that they are fully aware of what will be asked of them at camp.
  - Copy and hand out pages from the “Chaperone and Student Information” section of this packet.
  - Have each chaperone fill out a Chaperone Waiver to be brought with you to camp.
- **Organize Student Health Forms alphabetically.** This is critical to us quickly locating a student’s health form in the event of an emergency.
- 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 tagged with your assigned color and labeled with student names.

#### Departure Day

- Confirm that all inhalers and EpiPens are accounted for.
- Make sure students have brought their sack lunches.
- Arrive at the boat terminal one hour before departure.

Questions? We can help!

Reach out to the Toyon Bay Program Office at [tbschedule@cimi.org](mailto:tbschedule@cimi.org) or (310) 510-1622.

## 1.2 GENERAL INFORMATION FOR THE LEAD CHAPERONE

### Student Health Forms

Please ensure that each Student Health Form is **filled-out and signed**. Check the completed forms for any medical conditions that may present a problem on your trip. Notify the Program Office 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 Student Health 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 life-saving devices such as inhalers and EpiPens must bring their device(s) to camp.

**Students will not be permitted to remain in camp unless their device is present in camp and functional.**

Check for these items before you depart.

### Chaperones

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

- Chaperones may be teachers, parents, or other school employees.
- We require each school to bring 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 (see Section 5).
- We may ask you to limit your chaperones to a ratio of one chaperone to every 16 students (this is sometimes necessary due to housing restrictions).
- We **require** one chaperone to participate with **each** activity group in all scheduled activities, **including snorkeling and kayaking**. Please ensure your chaperones 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 discuss your activity choices, number of activity groups, dorm assignments, and other pertinent details for your trip.

### CIMI Store

Students will have an opportunity during their trip to visit the CIMI store. Purchases can be made with cash – we are not able to accept credit card payments. If a school wishes to organize their students' purchases before arrival, sweatshirts and t-shirts are available to pre-order (see Section 5). 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.

### Trip Payment

At the end of your trip, you will be provided with an invoice to take back to your school for payment. They can then mail a check to the address provided on the invoice. Please do not bring checks for trip payment to camp.

### General Reminders

Drugs and alcohol are not allowed in camp. Students are not allowed to smoke. Chaperones that smoke may only do so in designated areas. We suggest leaving electronics and valuables at home.

## SECTION 2: PLANNING YOUR TRIP

### 2.1 ACTIVITY GROUPS

You will need to divide your students into activity groups with a maximum of 16 students per group. We are required to maintain an instructor-to-student ratio of 1:16. Divide your total number of students by 16 to determine how many activity groups to divide your students into.

- ≤ 16 students = 1 activity group
- ≤ 32 students = 2 activity groups
- ≤ 48 students = 3 activity groups, etc...

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 (experienced vs. novice) for easier snorkeling, hiking, kayaking
- Keep numbers per activity group consistent (16 students in one group and 8 in another can create inconsistencies)
- Do not let students switch into other groups – keep a list of the group assignments

The experiences we offer students often have a profoundly positive impact on their lives. This is true for all students, including those who may be more difficult to manage or hard to reach. Teachers often bring challenging 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 lead chaperone, or that of another 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 trip. Each lead chaperone must decide on the program activities that will best meet the needs of their students.

Each full day is comprised of two 3-hour daytime activities and an evening activity. The number of program activities you may choose for your schedule depends on your length of stay.

- 3-day trip: 4 daytime activities; 2 evening activities
- 5-day trip: 8 daytime activities; 4 evening activities

\*\*Descriptions of our program activities can be found in Section 4 of this packet\*\*

## 2.3 DORM ASSIGNMENTS

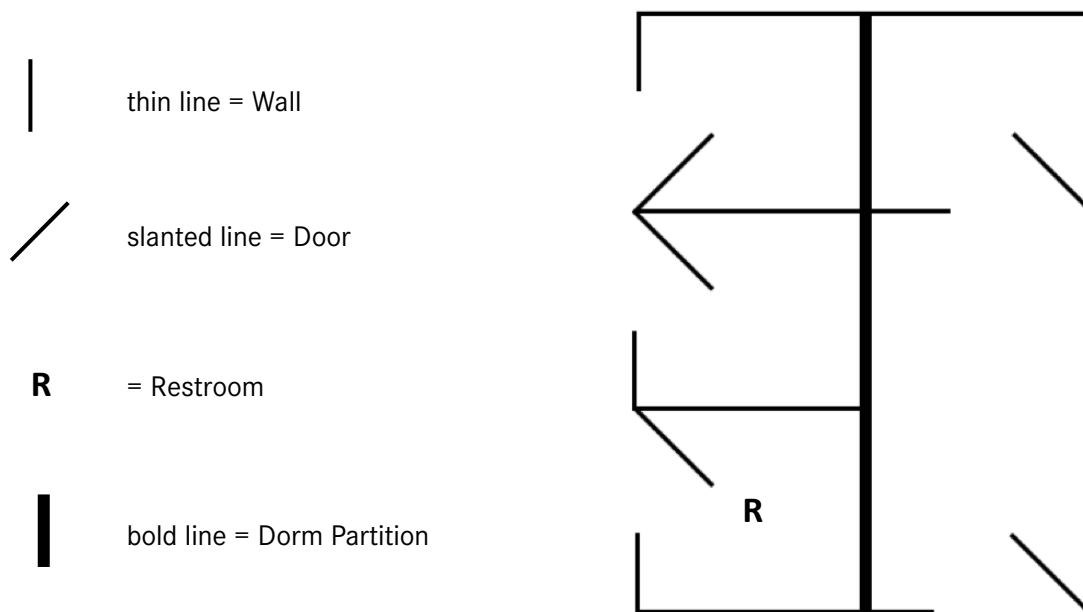
The Toyon Bay Program Office will contact you with your dorm assignments via email. Upon receiving your assignments, be sure that you have enough space for your students and chaperones. If you lack adequate space, please contact the Program Office by phone at (310) 510-1622 or by email at [tbschedule@cimi.org](mailto:tbschedule@cimi.org).

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.

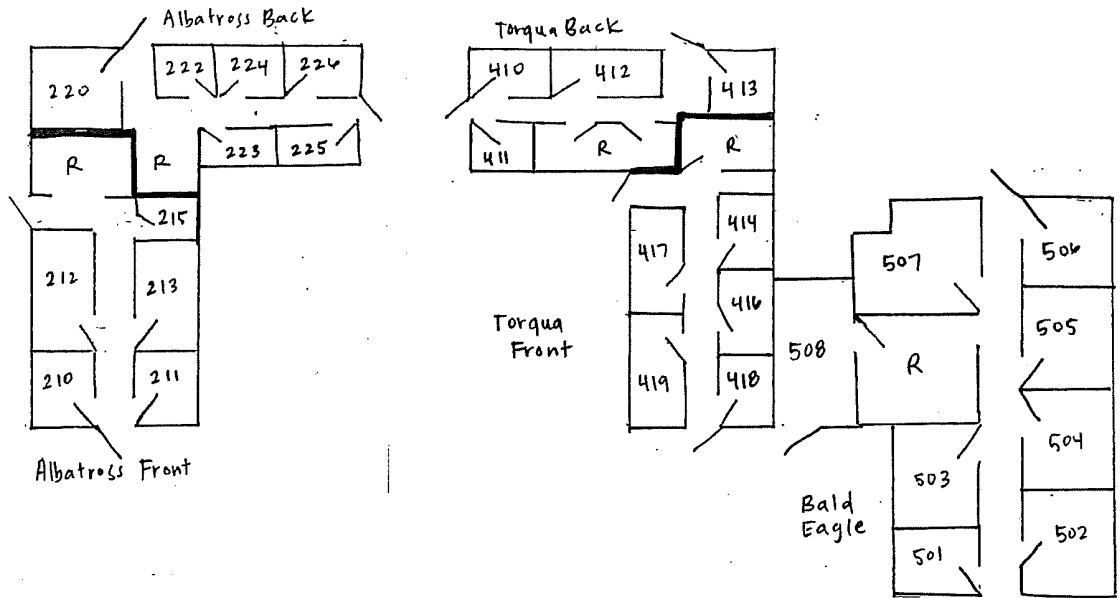
### Dorm Map Key

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

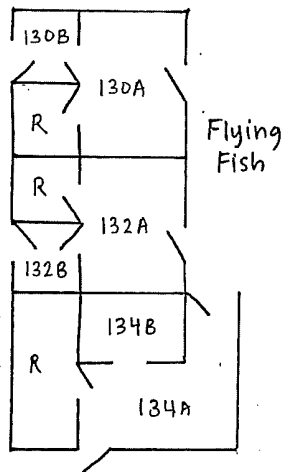
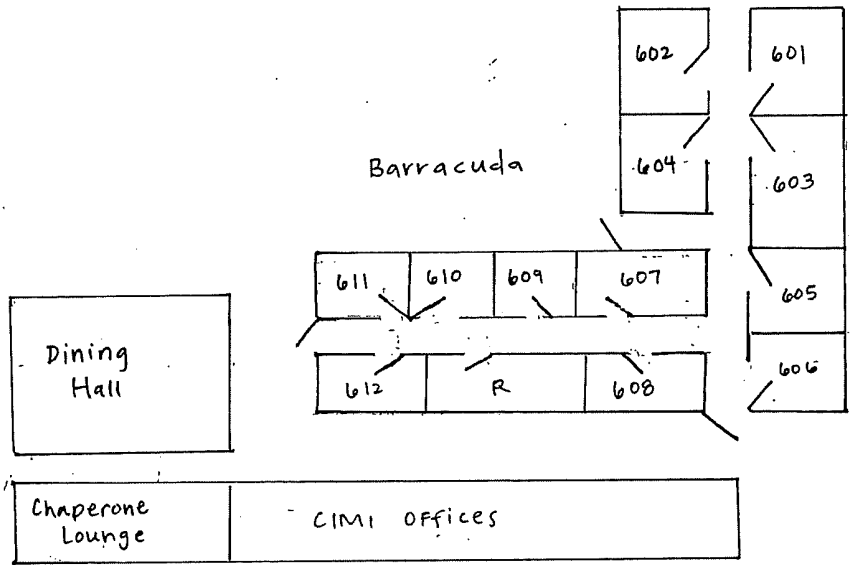
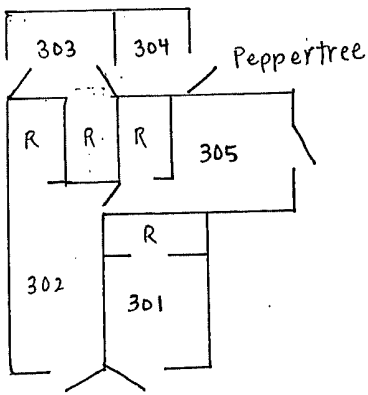


Some dorms are split into a front and back. In this case, the design is similar to that of a duplex – they share a wall, but they are separate spaces accessible only from the outside. Schools will often split their students into the two halves of a dorm based on gender. In some cases, different schools may be assigned different halves of the same dorm.

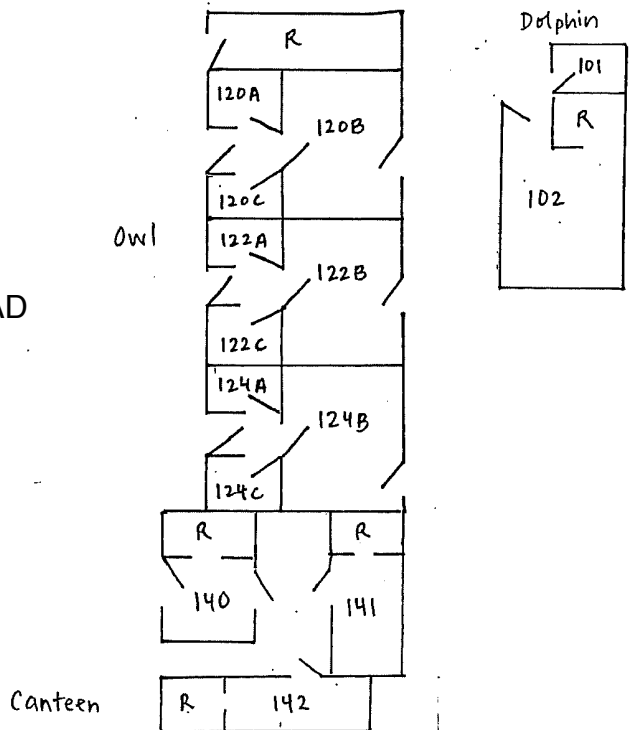
# TOYON BAY DORM MAP



## UPPER QUAD



## LOWER QUAD





**UPPER QUAD**

ROOM #            # OF BEDS

**ALBATROSS FRONT    15**

210            3  
 211            4  
 212            3  
 213            4  
 215            1

**ALBATROSS BACK    21**

220            4  
 222            2  
 223            3  
 224            4  
 225            4  
 226            4

**TORQUA BACK    18**

410            6  
 411            2  
 412            6  
 413            4

**TORQUA FRONT    26**

414            4  
 416            5  
 417            8  
 418            3  
 419            6

ROOM #            # OF BEDS

**BALD EAGLE    37**

501            2  
 502            5  
 503            6  
 504            4  
 505            4  
 506            2  
 507            8  
 508            6

**BARRACUDA    41**

601            3  
 602            3  
 603            4  
 604            5  
 605            2  
 606            6  
 607            6  
 608            4  
 609            2  
 610            2  
 611            2  
 612            2

**PEPPERTREE    34**

301            6  
 302            10  
 303            4 \*  
 304            6 \*  
 305            8

\* 303 & 304 share a bathroom

**LOWER QUAD**

ROOM #            # OF BEDS

**OWL    48**

120    A            3  
          B            10  
          C            3  
 122    A            3  
          B            10  
          C            3  
 124    A            3  
          B            10  
          C            3

**FLYING FISH    33**

130    A            7  
          B            3  
 132    A            7  
          B            3  
 134    A            9  
          B            4

**CANTEEN    16**

140            6  
 141            6  
 142            4

**DOLPHIN    10**

101            2  
 102            8

# CATALINA ISLAND MARINE INSTITUTE

We are thrilled that your school has chosen to participate in CIMI's outdoor education program. We have been operating since 1979 and are grateful for the opportunity to have touched over 850,000 people's lives.

CIMI will have more than 30,000 students and chaperones visit this year. It is impossible to screen every student, adult, and piece of luggage before they come into the facility. To keep our campus, as well as your homes, pest-free, we are asking you to partner with us.

Our first ask is to keep all foods and drinks (other than water) out of the suitcases, housing units, and classrooms. We have some very curious critters on the island, and we would like to keep them where they belong, in nature and out of our buildings.

Our second ask is to assist us in preventing the spread of bed bugs and/or keep them from coming into our facility. Per the CDC, bed bugs are found across the globe from North and South America, to Africa, Asia and Europe. Although the presence of bed bugs has traditionally been seen as a problem in developing countries, it has recently been spreading rapidly in parts of the United States, Canada, the United Kingdom, and other parts of Europe. Bed bugs have been found in five-star hotels and resorts and their presence is not determined by the cleanliness of the living conditions where they are found. As such, it is important that all visitors wash and dry all items they bring to camp (including new purchases, such as sleeping bags) on *high heat* prior to traveling to camp. We also suggest you do the same once returning home. Hopefully this will prevent bed bugs from coming into the facility and prevent them from going home, as well.

One of the more challenging aspects of running a residential camp is that we can completely rid our housing units of food and pests on a Friday, and they can be brought back in on Monday. This is the new reality for camps, hotels, international and domestic travel, and everything in-between.

We want to thank you in advance for helping us to mitigate any potential issues before they arise.

If you have any further questions or require any additional information, please do not hesitate to contact me.

Sincerely,

Jeff Chace  
CIMI Director

## 2.4 HEALTH FORM ORGANIZATION

In an effort to make CIMI Toyon Bay the safest environment for your students, we would appreciate it if you would complete the following steps prior to your arrival.

**Arrange health forms alphabetically by last name.** This helps us to efficiently locate forms when they are needed, particularly in the case of an emergency.

**Create a reference sheet for each activity group.** As the lead chaperone for the school, it will be helpful for you to make a 'quick reference' sheet for each activity group with the following information: school name, group #, student names, adult chaperone name(s), and specific medical needs within the group – particularly inhalers, EpiPens, and serious medical conditions. Example below:

**School Name:** Toyon Bay Elementary      **Group #:** 1

**Students:** Emma Brandon – asthma (inhaler)  
Charlie Bueche  
Kameron Dry – severe bee sting allergy (EpiPen)  
Matt Mishalow  
Ashley Peach  
Andy Putnam – mild epilepsy  
Britt Swanwick  
Craig Turner

**Chaperone:** Jeff Chace

The student health forms should all be brought with you to CIMI and given to the Program Coordinator of your school immediately upon your arrival. Please have them easily accessible – do not pack them in your suitcase! So that we are best able to deal with potential medical problems, CIMI instructors will review the medical forms when you arrive at camp. This will allow our staff, and yours, to be aware of any potential medical conditions.

**We are required by law to keep these medical forms on file, so they will need to stay at camp when you leave. You should keep any school/district forms separate from the CIMI forms.**

Please use discretion if a student or chaperone appears ill when they arrive for your travel to camp. We understand that your students (and their parents) are looking forward to this trip, but Toyon Bay is NOT an ideal place to recover from (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 other students and CIMI Staff.

Thank you for taking the time to go through the forms! Let us know if you have any questions.

## 2.5 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 next to the Queen Mary in Long Beach (see map on next page). Any changes to your student/chaperone numbers should be communicated to the Toyon Bay Program Office (310-510-1622) as soon as you are aware of them. This allows us to arrange your reservations and helps you to avoid unnecessary fees. If you have any questions regarding the boat, please call our Business Office at (909) 625-6194.

Several schools will travel on the boat together, so each school is assigned a 'luggage color' to help prevent luggage from being lost in the crowd. Have the students mark all luggage and day packs with your assigned luggage color. Thick pieces of yarn work well. Your school's luggage 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. Paid overnight parking is available through the Queen Mary. Upon arrival at the boat terminal, the lead chaperone needs to check in with the Catalina Classic Cruises representative and give the total number in your group along with your Boat Manifest (see Section 5). 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 with loading their luggage. Please be aware that once the boat 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 our other camp 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 your students are accounted for. This more easily 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 (i.e. seagulls)
- Seasickness medication should be taken at least 30 min 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 Cruises hold the boat, but this cannot be guaranteed, and it may affect your ability to travel to camp for your scheduled trip.

## Catalina Classic Cruises

[1046 Queens Hwy](#)  
[Long Beach, CA 90802](#)

Located next to the Queen Mary

### Directions

Take the 710 South into Long Beach.

Stay to the right and follow all signs for the Queen Mary. This will lead you to the Catalina Classic Cruises Terminal inside the Queen Mary gate.

If you have trouble finding the boat terminal, please call our office at (909) 625-6194.



## SECTION 3: CHAPERONE AND STUDENT INFORMATION

### 3.1 CHAPERONE EXPECTATIONS

We respect and encourage the adults who choose to attend a CIMI trip 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 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 adult chaperones 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 responsible for the control, discipline, and safety of the students during both program and free time.**

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 snorkeling, fishing, or going off by oneself to explore other aspects of camp or the island. Adults are here to support the school's trip. We hope to avoid any disappointment by providing an overview of chaperone responsibilities and the procedures that will influence your visit to Toyon Bay.

#### Role of Chaperones

##### Program:

- Be an active part of program, including snorkeling, kayaking, and hiking. **We require a minimum of one adult chaperone per activity group – no exceptions.** Chaperones should be comfortable in the water.
- Help supervise and manage 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 to reduce noise and facilitate a more pleasant dining experience.

##### Medical:

- Ensure that students with inhalers and EpiPens bring them to all meals and activities.
- Provide care to students for minor injuries and illnesses (with the help of CIMI staff, if desired). Be sure to check students' health forms before administering any care or medication.
- CIMI staff are not legally allowed to administer any medications to students – this must be done by school chaperones.

##### Free Time:

- Be present and actively supervising students during free time.
- Absolutely no water activities during free time.
- Keep students from throwing rocks.
- We do not allow shell or animal collecting, but students may collect beach glass!

**Facility:**

- Adults will stay in the same dorms as the students. Depending on the dorm, adults and students may need to share sleeping and/or bathroom spaces.
- Horseplay in and around the dorms should be discouraged. A simple x-ray or stitch is **at least a four-hour round-trip** to Avalon Hospital.
- Because food and drink attract insects and animals, neither are allowed in the dorms.
- Conserve water! Keep showers short; no more than one per day.
- ‘Flushable’ wipes, sanitary napkins, and tampons CANNOT be flushed down our toilets. Receptacles for these items have been provided in the bathroom stalls.
- Do not litter, and encourage students to pick up litter they see around camp.
- Quiet hours are 9:30pm-6:30am. It is the responsibility of the chaperones to help the students respect quiet hours. Everybody will want and need their sleep!

**Other:**

- Be courteous and encourage students to do the same!
- Always wear shoes around camp.
- Students may NOT use the telephone. If there is an emergency, school chaperones and CIMI staff will coordinate all communication.
- Wi-Fi access is for adults only. Do not share the password with students.
- Smoking is permitted **only** for adults, and **only** in designated areas.
- No alcohol, recreational or illegal drugs are permitted in camp.

**Daily Schedule**

Below is a general breakdown of a day at CIMI. Your Program Coordinator will write up a more detailed schedule for your school each day in your designated meeting area.

6:30/7:00 am	Rise and Shine!	1:45 pm	Afternoon Activity
7:15/8:00 am*	Breakfast	5:15/6:00 pm*	Dinner
9:00 am	Morning Activity	7:00 pm	Evening Activity
12:15/1:00 pm*	Lunch	9:30 pm	Quiet Hours Begin

\* Mealtimes depend on 1<sup>st</sup> or 2<sup>nd</sup> seating. Free time occurs between activities and meals.

**THANK YOU for accompanying your students to CIMI!**

You will have a wonderfully busy and rewarding trip – make the most of it!

## 3.2 EMERGENCY & MEDICAL PROCEDURES

### Emergency Procedures

In the event of a 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 the soccer field. Teachers are to account for all of their students. **DO NOT ATTEMPT TO FIGHT THE FIRE.**

\* Students should not tamper with firefighting 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/AED, Oxygen Administration, and Waterfront Lifeguarding. Baywatch (paramedics) will be contacted for medical emergencies. Problems requiring a doctor's attention, other than those handled 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 (both prescription and over-the-counter) required by their students. Our staff **cannot** administer any medications to students.

**Students with Communicable Illness:** 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 illness will 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 health, as well as the well-being of the other students and CIMI staff.

**COVID-19:** We are not currently requiring schools to follow any specific covid protocols while at camp. Any sick individuals will be treated the same as with any other communicable illness (procedure above). If a school expects their students and chaperones to follow any protocols while at camp, they should bring the necessary equipment to do so (i.e. masks, tests).



### 3.3 MEAL INFORMATION

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. Alternative food options will be available for these individuals when the main meal does not meet their needs. After each meal, an assigned clean-up crew from each school will stay behind to clean all tables and sweep the floor. Chaperones and students should be made aware of these responsibilities prior to arrival.

#### General Guidelines

- All students and adults will 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. There will be opportunities for additional helpings.
- Each student will be responsible for bussing their own dishes and putting their chair away.
- For each meal, a group of students will be assigned to wipe down tables and sweep the floor.

#### EXAMPLE FOOD ITEMS

##### Breakfast:

Hot bar: pancakes, sausage, scrambled eggs, hash browns

Cold bar: cereal selection, yogurt, fresh fruit, bagels or English muffins, jam

Drinks: water, fruit juice, milk

##### Lunch:

Hot bar: pizza, hamburgers, corn dogs, chicken tenders

Salad bar: mixed greens, chopped veggies, cheese, croutons, canned fruit, salad dressings, potato salad, pasta, soup

Drinks: water, fruit juice

##### Dinner:

Hot bar: lasagna (meat & veggie), turkey dinner, chicken dinner, spaghetti, tacos

Salad bar: same as lunch with a vegetarian side dish

Dessert: brownies, cookies, cake, ice cream

**Note:** This is only an example. Food items are subject to change and dietary restrictions are accommodated at each meal. For any extreme food allergies or dietary restrictions, please communicate with our Program Office prior to your trip. Upon arrival, the Program Coordinator will clarify 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 in the dorms.

### 3.4 CIMI PACKING LIST

There are many items that students will want to bring to CIMI. Some are necessary and some may just be extra baggage that they 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.

If students have cell phones, tablets, etc. for use during their travel to and from the island, we recommend that you collect and hold onto them until departure. **CIMI does not assume responsibility for lost or stolen items. Please leave valuables at home.**

#### Essential Items:

- Water bottle
- Shirts
- Shorts and pants
- Raincoat or poncho
- Underwear and socks
- Sweatshirt or jacket
- Shoes (closed toe and heel)
- Beach & bath towels
- Swimsuit(s)
- Toiletries
- Warm sleeping bag
- Sunscreen

#### Optional items:

- Sunhat
- Sunglasses
- Flip flops
- Camera
- Pillow
- Small backpack
- Money for souvenirs
- Flashlight
- Personal snorkel gear
- Warm hat (for colder months)
- Face masks

#### Do not bring:

- Weapons of any kind
- Alcohol or drugs
- Fireworks
- Valuables
- Cell phones, electronic devices
- Fishing gear
- Curling iron/hair dryer
- Anything not allowed at school is not allowed at CIMI

Please pack personal gear in a suitable and well-marked bag with your name, address, and school name, and designated school color (i.e. with yarn). Luggage with wheels is best. Students will need to carry their luggage on/off the boat and the 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. Program will either continue 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: ACTIVITY CHOICE DESCRIPTIONS

### 4.1 DAYTIME ACTIVITIES

#### 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 flotation 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 provides 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 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 bottom, rocky reef, and kelp) and observe the animals in these respective environments. This snorkel is typically the longest in duration. It will have pre- and post-snorkel discussions that connect to our science labs.

## MARINE SCIENCE 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 Lab 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 complements 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 approaching 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 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 algae as a souvenir.

### Plankton - Invertebrate – Your Choice! Lab Rotation

- **Plankton Lab:** In this laboratory, the students are introduced to the world of plankton. Using digital microscopes, 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. Students will discuss the food web and the important influence that plankton has on the world's oceans.
- **Invertebrate Lab:** Generating excitement about invertebrates is fun and easy when students can get a close-up look in our touch tanks and aquariums. This laboratory includes touch tanks and other aquariums with live animals from the phyla of Porifera, Cnidaria, Echinodermata, Annelida, Mollusca, and Arthropoda. Student participation facilitates the study of classification, species identification, adaptation, and natural history by closely interacting with animals.
- **Your Choice!** Please pick one of the following to pair with this lab rotation:
  - **Oceanography** - Students will learn the basic principles of oceanography and perform hands-on oceanographic research from our float.
  - **Marine Mammals** - Students are introduced to marine mammals, their adaptations, and survival strategies in our marine mammal lab.
  - **Mini Hike** - This hike will be an abridged version of the hike activity. 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.

### **Hike**

There are several trails within our canyons that allow us to adjust hikes 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: 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 on Santa Catalina and the other 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**

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. *Can also be used to supplement Climbing Wall or another activity.*

### **Ocean Kayak (all-day or half-day)**

**5-day groups only!** We are not able to offer kayaking for our 3-day groups.

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 oriented to the kayak, students will begin learning their paddling skills on land. After the land practice session, students will don a personal flotation 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. All-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.

## 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 one of our 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 using 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 breaking into pairs and engaging in a simple and interactive dissection of a California market 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 costs associated with this particular activity, 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. The area is well-lit for evening program use. Staff instruct students in basic climbing techniques and safety. Equipment is provided, and no previous climbing experience is necessary.

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

**Campfire:** At the campfire, each school may do whatever activity they desire. CIMI staff will light the campfire and provide marshmallows, but it is up to the school chaperones to facilitate campfire activities. Some groups will sing songs, perform skits, or have students reflect and share on their CIMI experience. 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 students may be too tired to attend evening program. For those students who wish to do so, sleep is always an option keeping in mind that an adult must be in the dorm with the students.

## SECTION 5: IMPORTANT FORMS

Important forms for your trip are included at the end of this document. They are also available online at [cimi.org](https://cimi.org), under 'Teacher Resources.' (<https://cimi.org/teacher-resources/>)

### **Student Health Form**

<https://cimi.org/wp-content/uploads/2023/10/STUDENT-HEALTH-FORM-2023-2024-1-1.pdf>

Required for each student attending. To be completed and signed by a parent or guardian and organized by the lead chaperone prior to arrival at CIMI.

### **In Spanish – Formulario de salud del estudiante**

<https://cimi.org/wp-content/uploads/2023/10/Student-Health-Form-2023-Sp-1.pdf>

### **Chaperone Waiver**

<https://cimi.org/wp-content/uploads/2022/03/CIMI-Chaperone-Waiver.pdf>

To be completed by all attending adults prior to arrival at CIMI. These can be placed with the Student Health Forms and handed to the CIMI Program Coordinator upon arrival.

### **Statement of Understanding**

<https://cimi.org/wp-content/uploads/2023/01/Statement-of-Understanding-S2023.pdf>

We recommend that this form be completed by each adult chaperone attending with your school.

### **Online Program Planner**

<https://survey.alchemer.com/s3/7087165/Toyon-Program-Planner-2023>

Our Program Planner is now online! To be completed at least two weeks prior to arrival. The earlier, the better. The Online Program Planner is a combination of the old Program Planner and Classroom Prep Information.

### **Boat Manifest**

<https://cimi.org/wp-content/uploads/2023/01/Boat-Manifest-Fillable.pdf>

You may use this form or a spreadsheet of your own design, as long as it includes the same necessary information. It is to be given to the Catalina Classic Cruises upon arrival at the boat terminal in Long Beach. CIMI does not require a copy of this manifest.

### **CIMI Pre-Order Form (optional)**

<http://cimi.org/wp-content/uploads/2023/01/CIMI-Store-Pre-Order-Form.pdf>

Students will have an opportunity during their trip 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, made out to "Guided Discoveries." Please note, we only carry adult sizes. Any CIMI store purchases outside of a pre-order can be made with cash or a check (with the school and student name written on the memo line). We are not able to accept credit card payments.