



PEEC

Pocono Environmental
Education Center

Program Planning Packet

LAST UPDATED - NOVEMBER 2023



Inside ...

Planning Your Trip – Steps for Success 2



PEEC Class Descriptions 4



Optional Presenter Description & Price List. . . 9



What Your Schedule Could Look Like 11



PEEC Policies for Schools & Groups 12



Emergency Information 13



Learning Group Assignment Sheet 14



Cabin Assignment Sheet 15



Clothing & Equipment Packing List. 19



Photo Release 20



Dining Hall Information 21



Schedule of Rates 23



Campus Map 24





Call any time to check availability; however, bookings less than 3 weeks from trip date will incur a 10% late booking fee.

Planning Your Trip - Steps for Success

Use this Checklist to Implement a Successful PEEC Experience

3-6 Months Prior to Your Trip – Book your trip

Contact PEEC's Group Coordinator (570-828-2310 ext. 227) to book your trip and to request a contract.

After the contract has been created, signed and returned to PEEC with deposit, PEEC's Program Planner (570-828-2310 ext. 231) will contact you to plan the details of your trip.

1-3 Months Prior to Your Trip – Organize your Group

_____ Learning Groups – 15 students per learning group. (See page 14)

_____ Cabin/Sleeping Assignments

You will have been given your cabin assignments when creating your contract and when speaking with the Group Coordinator. Refer to the campus map on page 24 to see where your cabins are located.

Fill out the spaces on pages 15-18 to arrange sleeping assignments.

_____ Meal-Time Table Assignments – 8 people/table

If there are any **special dietary needs**, please share them with the Program Planner. See page 21 & 22 for more Dining Hall/Food information.

_____ Swampers – PEEC swampers are in charge of clearing the tables.

Please assign swampers for each meal.

- One swamper per table
- Swampers report to Dining Hall 5 minutes before meal time with an adult.
- Swampers stay after meals to finish cleaning.

_____ Support Staff – Make sure to have enough teachers, group leaders, parents and volunteers as chaperones for your group.
(Minimum 1 adult per learning group of 15 students)

_____ A visit to the PEEC Store can be included in your schedule. Contact your Program Planner for details. Souvenirs in all price ranges are available.

3 Weeks Prior to Your Trip – Finalize numbers and schedule

_____ **FINALIZE YOUR SCHEDULE:** The Program Planner will connect with you to be sure your schedule is correct.

_____ **CONFIRM YOUR GROUP NUMBERS:** Be aware that PEEC requires a confirmed group number at least 3 weeks prior to arrival. This will be the number of people you will be held financially responsible for at the time of billing.

_____ **Return a signed copy of our Code of Conduct: A terms of use agreement that all visiting schools and organizations must abide by.**

_____ **At this time, finalize special dietary needs with the Program Planner so that we can adjust your menu accordingly. See page 21 for details.**

NOTES: _____



Planning Your Trip - Steps for Success

How to Plan and Implement a Successful PEEC Experience

1-3 Weeks Prior to Your Trip – Discuss Expectations

- **Orient adults** – Have a meeting to discuss supervision, teaching, and discipline. Talk about goals and adult roles. (See page 12)
- **Distribute**
 - schedules
 - packing list (pg. 19)
 - maps (pg. 24)
 - cabin assignments
 - dining hall table assignments,
 - learning group assignments.
- **Inform students and their parents/guardians of expectations.** (See pg. 12)
- **Make sure all permission/emergency forms are complete.** Feel free to use PEEC's Emergency Permission form if you need one. (see page 13).
- **Confirm photo release plan** with Program Planner. (See page 20.)



Day of Your Trip

- Please call PEEC at 570-828-2319 with your estimated arrival time and final numbers before you leave your school.
- Upon arrival at PEEC, check in at the Front Desk and meet your PEEC host.
- Cabin Check-In time begins at 3:00 pm. If you arrive earlier, you may store your group's belongings in the main building luggage rooms.

During your Stay at PEEC

Remember to:

- Stay in contact with your Host.
- Keep your cabins clean.
- Storing food is not permitted inside the cabin. Please speak with your Host about storage locations for any snacks.
- Please have at least one adult and all students present at cabin inspection on your final morning.

Before You Leave

- Settle your bill with PEEC's business office and your Host prior to your departure. Please check your schedule for "Billing Meeting".
- Confirm the dates for your next visit.
- Return completed evaluation forms to your PEEC Host before you leave. These are an important part of our planning process. We use this feedback to improve future programming whenever possible.





PEEC Class Descriptions

(E= Elementary ~ M= Middle School ~ H= High School ~ A= All)

(Most lessons run 1.5 hrs. Optimum learning group size is 15 student participants per PEEC instructor.)

Ecology & Wildlife

Bat Study (E,M) – This lesson will dispel myths and misconceptions about bats and show students how important these creatures are to humans. The lesson also includes information on White Nose Syndrome. Activities will explore the beneficial aspects of bats, adaptations, predator/prey relationships, and life histories.

Beaver Study (E,M) – An exploration into the world of beaver adaptations and life-styles. Students learn the importance of beaver presence in wetland habitats and the effects of human interaction on beaver activity. Field studies allow students the opportunity to observe signs of beavers.

Bird Study (E) / Ornithology (M) – An introductory class on what special characteristics birds have, what we can learn about birds based on their characteristics, and why birds can fly. Students will observe common birds at our feeders or outside on a trail.

EcoZone (A) – Explore and discover this unique “hands-on” room that is filled with different life-sized animal habitats (including a bat cave, a beaver lodge, and an eagle’s nest), sustainable living ideas, and interesting animal displays. What was once the indoor pool in PEEC’s Main Building has been totally transformed! The EcoZone is perfect for any age, any time of year.

Forest Ecology (M,H) – PEEC’s campus provides an ideal outdoor classroom for students to observe different forest communities. Students will learn about common trees in this region, the structure of forests, concepts of forest succession, and forest dynamics.

Habitat Study (E) – A great introductory class to field, forest, and pond! Explore and compare these three habitats through a variety of activities. Recommended for day groups or those here for a short stay!

Photo Credit:
Andy Zimmermann



Interpretive Hikes (A) – The PEEC campus contains 6 hiking trails ranging in length and difficulty. All trails have corresponding interpretive brochures. Hikes can be led by your staff or a PEEC instructor.

- **Two Ponds** – Students can become familiar with the aquatic aspects of PEEC along the 1.4 mile Two Ponds trail. *Difficulty Level: Easy*
- **Scenic Gorge** – Explore the 1.5 mile Scenic Gorge trail for a tour of a beautiful hemlock ravine. *Difficulty Level: Easy*
- **Fossil Trail** – The 1.03 mile Fossil Trail provides a geological journey with a look into a fossil bed containing ancient marine life forms.
Difficulty Level: Moderate
- **Tumbling Waters** – The most scenic trail is the 3.01 mile Tumbling Waters trail
which follows various terrains and leads hikers to a gorgeous waterfall.
(2 Class Time Blocks) *Difficulty Level: Moderate*
- **Ridgeline Trail** – The longest trail at PEEC is the 3.63 mile Ridgeline Trail, which provides hikers with views of many different habitats.
(2 Class Time Blocks) *Difficulty Level: Moderate*
- **Violet Trail for Everyone** – The wheelchair and stroller-friendly, 0.3 mile Trail for Everyone (Violet Trail) meanders around PEEC's lower campus with easy access to both pavilions and the outdoor fireplace. Benches along the trail provide spots to rest and reflect. *Difficulty Level: Easy*

Predator & Prey (M) – This multi-group game challenges students to think on their feet in a fast-paced survival simulation. We'll cover population changes and the impacts of bioaccumulation in ecosystems. (Minimum combined group size 20 people.)

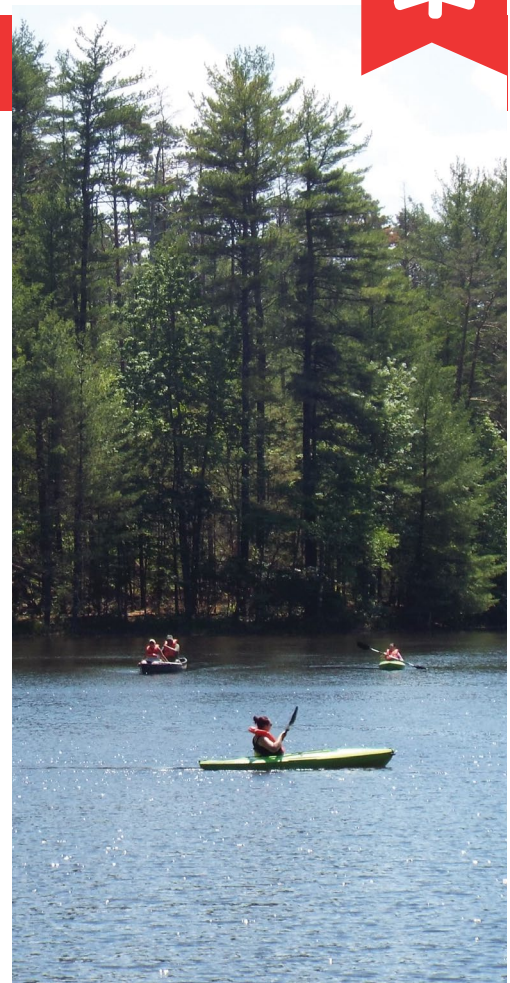
Pond Ecology (A) – This hands-on class focuses on a pond as a unique habitat and the creatures adapted to living in a lentic water system. Students will learn how pond creatures can be used as biotic indicators in determining water quality. This lesson can be extended to include water testing kits upon request.

Stream Ecology (A) – This lesson focuses on the ecological study of a PEEC stream, its organisms, life cycle, food webs, stream flow, riparian ecology, and water quality. This lesson can be extended to include water testing kits upon request.

Tracking and Stalking (M,H) – Students learn to read tracks and signs of many different animals through observation and investigation. They will also learn how to control one's breathing, balance, and patience in order to get a closer look at animals.

Wildlife Study (A)—Students will learn to identify wildlife and signs of wildlife through hands-on learning inside and outside the classroom. Focus is placed on understanding habitat, human impacts, and relationships between wildlife and their environment. Up-close examination of skins and skulls may be included.

Winter Ecology (A) – Students learn about the adaptations that plants and animals have developed in order to stay alive in the winter. An exploration into topics such as hibernation, dormancy, and migration allows students the chance to understand what happens to the natural world in the winter. Other topics may include winter tree identification and snow studies. Offered November - March.



NOTES: _____



PEEC Class Descriptions

Natural History & Environmental Issues

Geology (M,H) – Students will learn about the geologic history and processes that have shaped this region. Students will also learn about plate tectonics and the formation of fossils. Emphasis will be placed on understanding glacial processes and the landscapes glaciers leave behind them.

Sustainability (M,H) – Embark on a scavenger hunt for sustainable practices on the PEEC campus and explore what sustainability means for individuals and communities. Ask about combining with Environmental Promise Tree.” with “Participants will learn about and select an action they can take to reduce their impact on the environment. This activity will help carry your PEEC experience back home.

Town Meeting (M,H) – Students simulate a meeting of community members with different interests in an environmental resource and try to convince the ‘panel’ that their interest in the resource is its best use. Develops individual opinions, personal values, and an understanding of how resource decisions can be made. Inform the Program Planner of an environmental issue that concerns your school, students, or community.

Watershed Study (M,H) – Students will gain an understanding of the concept of a watershed through hands-on activities. Focus is on how the characteristics and activities within a watershed affect stream life and water quality, as well as the importance of watersheds and on the importance of watersheds in environmental issues and land management. Discussion will include consideration of the watershed where you live.

Outdoor Pursuits & Recreation

Canoeing (5th grade & older) – An introduction to canoeing basics (equipment, safety, and paddling techniques) followed by a paddling outing on one of PEEC’s ponds. Available May through October, weather permitting. A certified lifeguard will be out on the water for any emergency situations.

Confidence Course (5th grade & older) – Our low rope elements are personal challenge and trust based. They build self-confidence and a sense of accomplishment within students as their peers keep them safe through proper spotting.

Intro to Camping (M,H) – The focus of this session is on how to plan and prepare for spending time outdoors, such as factors to consider if you plan to do a day hike or an overnight trip. Topics/activities may include Leave No Trace Principles, fire building, knot tying, setting up a tarp shelter, and how to prepare a campsite.

NOTES: _____





PEEC Class Descriptions

Questing (E) – Learn the basics of finding one's way through this interactive adventure. Students will gain a sense of place and build deductive skills by using riddles to follow landmarks on this educational journey that highlights PEEC's flora, fauna and history.

New Games (A) – Students will run, laugh, roll, and expend energy with active games. This session provides students with a fun way to work on group cooperation, coordination, and concentration! This can be done as one large group (for example, upon arrival at PEEC) or in smaller learning groups.

Orienteering (M,H) – Students are taught how to use a map and compass to find orienteering markers on one of PEEC's 2 orienteering courses. This is an empowering lesson for anyone who wants to spend time hiking or traveling outdoors. Students increase confidence within themselves and their group.

Sensory Awareness (E,M) – Various activities will help students understand the importance of using the senses they typically do not rely on, as well as building confidence and trust.

Team Building (4th grade & older) – A series of challenges which promote communication, cooperation and decision making within a group. Students need to work together in order to accomplish the task with minimal help from teachers or staff.

Group Initiatives (E) - To extend your team building experience, or for younger students, group initiatives are available. Group initiatives are team building challenges that focus more on planning, problem solving, and creative thinking, than on physical ability.

Evening Classes

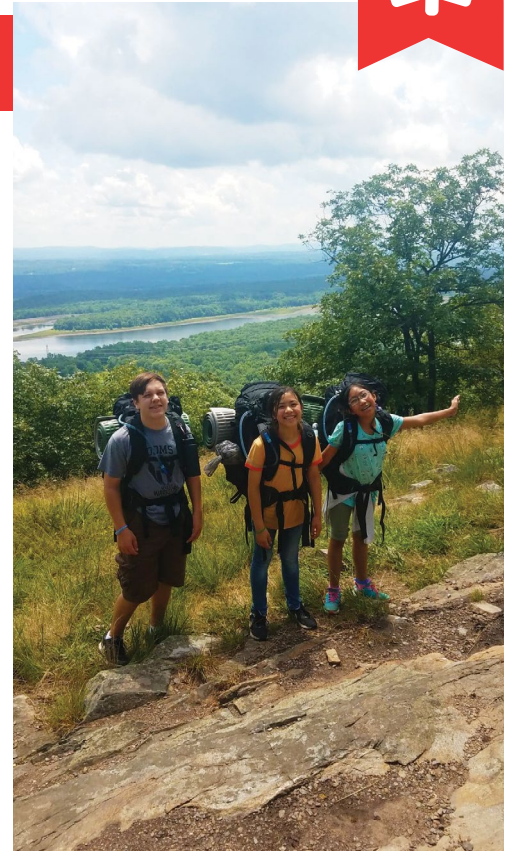
Astronomy (M,H) – Students study the stars, the moon, and the planets in the night sky during this indoor/outdoor class. Topics of interest may also include constellations, the Milky Way, and the moon phases.

Campfire (A) – A PEEC staff person will prepare a fire for your group. With advance notice, this time can include a fire-building lesson and/or a discussion of "Leave No Trace" responsible fire practices. Bring your own campfire song book! S'mores available upon request for a small fee.

Night Hike (A) – Students will take a walk in the darkness and learn through activities about night vision, human and nocturnal animals' nighttime adaptations and will experience the woods at night without flashlights.

Flashlight Hike (A) – Take an evening hike to explore the changes of habitats in the dark. Please bring your own flashlights.

NOTES: _____





PEEC Class Descriptions

STEM & Indoor Science

Bottle Rockets (A) – Explore the physics behind the flight as students design and construct their own bottle rocket to put into flight.

Wacky Science (A) – See what's cooking as we walk through some home-grown science experiments that explore polymer formations and create cool chemical reactions.

High School Field Research (3 hours)

Plant Community Study (H) – Step into the shoes of an ecologist. Students will survey plots on our Scenic Gorge trail to evaluate the change in the forest succession over time. Based on field work from the National Park Service, students will measure DBH, tree height, and percent coverage among other parameters to evaluate the forest.

Stream Study of Scenic Gorge (H) – Become an aquatic biologist for the day. Students will study our pristine Spackman's Creek through a physical assessment, chemical testing and a biological survey of water quality indicator species.

Water Quality (H) – Dive into limnology as students use Secchi disks, turbidity tubes, and other water quality testing equipment to survey our pond environments.

Additional activities you may do on your own:

Schedule free time with our Program Planner to give yourself and the students a break. Feel free to visit our volleyball court, basketball court, gaga pit, or our open field. Students must remain supervised by adult chaperones during this time.



"A HUGE thanks to you and the entire PEEC staff for an amazing weekend for our students. It was a great example of the power of experiential learning that engaged students' hearts and minds. PEEC will be a lasting memory to them for years to come thanks to your caring and skilled staff. We hope to make this an annual event!!!"

*All the best, JoAnne Di Lavro, School Counselor
International Community High School*



Optional Presenter Description & Price List

Natural History & Live Animal Programs

* Special presenter prices are subject to change. Please check with your Program Planner for any updated information.

- Bob Summerfield: Astronomy Program** \$250.00
for first presentation
\$100 for additional same day presentation
(average group around 20-25, based on age, approximately 1 hour)
Spend a session in our Planetarium for a live and lively, interactive lesson of what is up there to find and observe. From identifying the North Star (and why it is so important), to the current stars, planets, and constellations visible early in the evening, to observing how the Earth's rotation gives us new wonders to enjoy the later you stay up, you will have a whole new understanding of the gems of the night to take along with you and find from your home location.
- Travis Gale: Eyes of the Wild Wildlife Rescue & Education** (www.eyeswild.com) \$375/approx 1 hour
Live wildlife shows for all ages. By connecting environmental issues to living creatures, we make conservation personal. In sharing tales of our rescued wildlife, we evoke emotion & passion to drive change through comedy, excitement, & by balancing gravity with hope! All programs are inquiry based and incorporate different learning styles through touch, sound & motion, and encourage audiences to get involved & stay involved during & after our show!
- Jerry and Laura Zelenka** \$495.00
Live animal program focused on adaptation, conservation, and habitat.
- Pete Mackevich: Pocono Snake & Animal Farm** (www.poconoanimals.com) \$300.00
During this live animal program, Pete handles and discusses a variety of live species, such as snakes, lizards, frogs and toads, alligator, armadillo, fennec fox, and a Madagascan ringtail lemur. Session includes question-and-answer period. Programs can be tailored to a theme such as reptiles or snakes.
- Rick Koval** (pocononaturalist@yahoo.com) \$300.00
Rick's Live Animal Program consists of a variety of Reptiles and Amphibians including snakes, salamanders, frogs and turtles.
- PT Reptiles** \$285
for 1 hour program
PT Reptiles PA is a HANDS ON educational programs which includes alligators, snakes, lizards, turtles, tortoises, frogs, toads, spiders and scorpions. Tailored for specific groups if necessary.





Optional Presenter Description & Price List

Dancing, Music, & More

Fred Decker*Square Dancing Event*

\$375(Weekday)

\$400 (Weekend)

Ken Galipeau

\$325.00 (1.5 hr Event)

Stories and songs around a campfire that celebrate the wonder, absurdity, pain and joy of life, imagination, and the soul. Specific “themes” can be requested like the environment, conservation, or nature.

Traditional Earth Skills

\$455.00

Interactive programs that encourage land stewardship and ecological sustainability. Content includes: Lenape culture, native wilderness skills, Lewis & Clark, native artifacts. All meet NJCCC Standards.

Obi Kaye

\$200.00 (1 hr Event)

Using rhythm as a tool for discovery, expression, and empowerment, Obi Kaye connects us to the world around us. From the use of traditional global percussion instruments to sounds created from recyclable materials, students can explore the world through sound and rhythm.





What your schedule *could* look like!

New groups often wonder how their day at PEEC will look. Here's what a 3 day/2 night schedule COULD look like. Class times may need to be adjusted depending on arrival and departure time, extra presenters, and any field trips that might be planned.

(*Your schedule will be sent to you before you arrive at PEEC.)

DAY 1

11:00 am Arrive at PEEC
 11:15 am Orientation
 12:30 pm Eat Lunch You Brought
 1:30 pm – 3:00 pm Class 1
 3:15 pm – 4:45 pm Class 2
 5:00 pm DINNER
 6:00 pm – 7:30 pm Class 3 or Presenter
 7:45 pm – 8:45 pm Class 4 (night program
 or campfire)
 Back to Cabins for the Night

DAY 2

8:00 am BREAKFAST
 9:00 am – 10:30 am Class 5
 10:45 am – 12:15 pm Class 6
 12:30 pm LUNCH
 1:30 pm – 3:00 pm Class 7
 3:15 pm – 4:45 pm Class 8
 5:00 pm DINNER
 6:00 pm – 7:30 pm Class 9 or Presenter
 7:45 pm – 8:45 pm Class 10 or Class 4 (night
 program or campfire)
 Back to Cabins for the Night

DAY 3

7:45 am Cabin Inspection
 8:00 am BREAKFAST
 9:00 am – 10:30 am Class 11
 10:45 am – 12:15 pm Class 12
 12:30 pm LUNCH
 1:00 pm Store
 1:30 pm Depart

Here is what your schedule COULD look like for a 2 day/1 night stay!

DAY 1

11:30 am Arrive at PEEC
 11:45 am Orientation
 12:30 pm Eat Lunch You Brought
 1:30 pm – 3:00 pm Class 1
 3:15 pm – 4:45 pm Class 2
 5:00 pm DINNER
 6:00 pm – 7:30 pm Class 3
 7:45 pm – 8:45 pm Class 4 (night program
 or campfire)
 Back to Cabins for the Night

DAY 2

7:45 am Cabin Inspection
 8:00 am BREAKFAST
 9:00 am – 10:30 am Class 5
 10:45 am – 12:15 pm Class 6
 12:30 pm LUNCH
 1:00 pm Store
 1:30 pm Depart

NOTES

- Cabins are not available for check in until 3 pm. You may store your group's luggage in the Main Building Luggage Rooms until cabins are available.
- Cabins are not available after inspections on departure day. Luggage can be stored in our Main Building until your transportation arrives.
- Long Hikes count as 2 classes (see page 5).
- Evening classes usually only last 1 hour.
- A visit to PEEC's Gift Shop can be scheduled into your program. Talk with your Program Planner.



We suggest chaperones be provided with a list of duties and responsibilities, as well as this page.

All chaperones will be asked to sign that they have read, understand, and will follow these policies.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PEEC has plans in place for medical and other emergencies. Additionally, a variety of local urgent care and hospital facilities are available to us.

1. Students under 18 must be supervised at all times including free time, breaks, meals, activities, while traveling between activities, and within lodging.
2. Student discipline is the responsibility of group leaders and chaperones. Please discuss with all teachers and chaperones strategies and standards for group discipline prior to your arrival at PEEC.
3. Lodgings are inspected before and after every use. Please let PEEC staff know if you find any damages upon your arrival in your cabin, lodge, yurt, or tent platform.
4. Chaperones and students must be present for final cabin inspections. Charges and cleaning fees will be added to your bill for any damages incurred during your stay.
5. Campus quiet hours are from 10pm to 7am and are to be enforced by group leaders and chaperones. Please comply with National Park Service / PEEC quiet hour regulations.
6. There is no smoking or vaping in any PEEC building.
7. Weapons, drugs, and alcohol are not permitted at PEEC.
8. We ask that all cell phones remain in lodgings during instruction time. Chaperones can place calls during meals or breaks. If chaperones need to bring them, we ask that they be silent and out of sight.
9. PEEC is located within National Park Service boundaries; therefore, nothing (plants, animals, insects, fossils, fungus, etc.) may be removed.
10. We ask that adults refrain from side conversations during activities as it can distract students and detract from their experience.
11. Students and adults are not allowed in or near the lodgings of other schools or groups. If any issues arise between your group and another group, please notify a PEEC staff member as soon as possible.
12. PEEC reserves the right to have students or group members sent home should their behavior warrant it.
13. Food items are kept exclusively in the dining hall and the main building, not in sleeping quarters. Please make special arrangements with the Program Planner if you are bringing snacks for your group.
14. Chaperones are ultimately responsible for the preparedness of their students including proper attire for the weather, educational materials, a reusable water bottle, and for making certain the students are in the designated meeting location on time.
15. PEEC is not responsible for lost or stolen items.




Emergency Information

All PEEC staff must undergo federal, state, and child abuse background checks upon hiring, with additional screenings every 3 years. All educational PEEC staff members complete CPR and First Aid training upon hiring. PEEC does not employ any certified nurses. Groups can bring one certified nurse with them for no charge. An AED is located in the lobby of our main building. All educational staff carry fully stocked first aid kits and larger first aid supplies can be found at the main desk (if needed). Groups are responsible for administration of medication to minors and that each person (both adults and minors) have an up to date health form with medication and consent to treat on the form (attached is a sample). We advise that any medications brought be kept in a securely locked container (we can provide one if necessary).

Adult chaperones must have the following clearances when working with youth: FBI state criminal clearance, child abuse clearance. We advise, but do not require, that all chaperones obtain CPR & First Aid training prior to your trip. We also advise that adult chaperones all follow the "rule of 3s" and that no adult ever be left alone with a minor.

All adults will be provided with campus maps and information to reach the on-call manager(s) and the National Park Service Emergency Dispatch. Upon arrival, there will be an initial orientation in which your host will go over all rules, expectations, and safety procedures. During an emergency, please reach out to your PEEC host or on-call call manager immediately. For any medical emergencies, we will need the personal contact information of all injured parties. We advise, but do not require, that groups complete and return our emergency permission form to aid in the information collection.

No swimming will be allowed on PEEC campus. All canoeing programs must have a certified lifeguard employed by PEEC to help facilitate the activity. PEEC is not responsible for accidents or personal property loss/damage. Insurance coverage is the responsibility of the participating group. Upon request, PEEC can provide a Certificate of Liability Insurance.



Pocono Environmental Education Center
Emergency Permission Form

To Parents and Group Leaders: The policy of the school/group will be to contact the parent or guardian before taking a student to the doctor or to a hospital. However, in the case of an emergency, or when the parent of guardian cannot be reached, the following permission form will allow treatment to be secured. In case of an emergency, your child will be transported to one of the local hospitals (Please Note: this form is NOT required by PEEC. If your school or organization has its own permission and emergency form, feel free to use that.)

Child's Name _____ School/Group: _____
 Parent's/Guardian Name _____ Cell # _____
 Parent's/Guardian Name _____ Cell # _____

1. I hereby give permission to transport my child for emergency treatment.
 Signature _____ Date _____

2. I hereby give my permission to administer the following non-prescription medicine on an "as needed" basis. **Please cross out any medications that are NOT allowed to be given.**

Epinephrine auto injector	Albuterol sulfate	Diphenhydramine	Sodium bicarbonate
Hydrocortisone cream 1%	Loratadine chews	Acetaminophen	Benzalkonium Cl towelette
Anbesol	Caladryl clear lotion	Aloe gel	Bismuth subsalicylate (Pepto-Bismol)
Calcium carbonate chews (tums)	Imodium AD	Milk of magnesia	Phenylephrine
Guaifenesin	Tolnaftate cream	Ibuprofen	


Signature _____ Date _____

3. Please list illnesses or injuries your child has had in the past month. _____

4. Please list illnesses or injuries your child has had in the past year. _____

5. Date of last tetanus shot: _____

6. Allergies _____

Please see page 2 

7. Are there any activities that your child cannot partake in? _____

Please list any medications your child will require at PEEC.

☐ My Child does not take routine medications

Medication	Amount and time to be given
_____	_____
_____	_____

I hereby give permission to have the above medications administered.

Signature of parent or guardian _____ Date _____

Parent/Guardian Authorization for Health Care
 This health history is correct and accurately reflects the health status of the participant to whom it pertains. The person described has permission to participate in all camp activities except as noted by me and/or an examining physician. I give permission to the physician selected by the camp to order x-rays, routine tests, and treatment related to the health of my child for both routine health care and in emergency situations. If I cannot be reached in an emergency, I give my permission to the physician to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for this child. I understand the information on the form to be shared on a "need to know" basis with PEEC staff. I give permission to photocopy this form. In addition, PEEC has permission to obtain a copy of my child's health record from providers who treat my child and these providers may talk with PEEC staff about my child's health status.

Signature _____ Date _____



Learning Group Assignment Sheet

Optimum learning group size is 15 student participants per PEEC instructor. Copy this page if necessary.

Group Name: _____

Dates of Visit: _____

Please complete group assignments **prior** to your arrival.

Group # _____

Leader: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Group # _____

Leader: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Group # _____

Leader: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Group # _____

Leader: _____

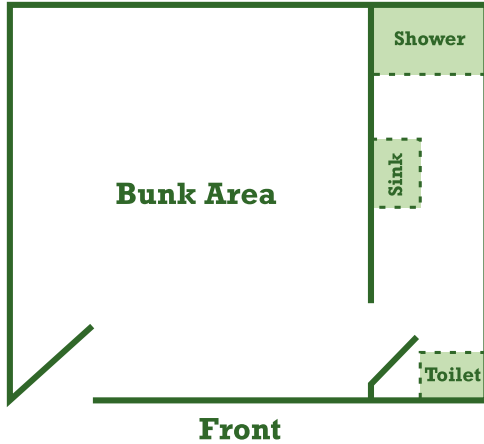
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____



Cabin Assignment Sheet

Please complete cabin assignments prior to arrival.

Cabins 1-9



*individual cabin size may vary,
but layout is the same

Cabin 1

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Cabin 2

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Cabin 3

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Cabin 4

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Cabin 5

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Cabin 6

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Cabin 7

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Cabin 8

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Cabin 9

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

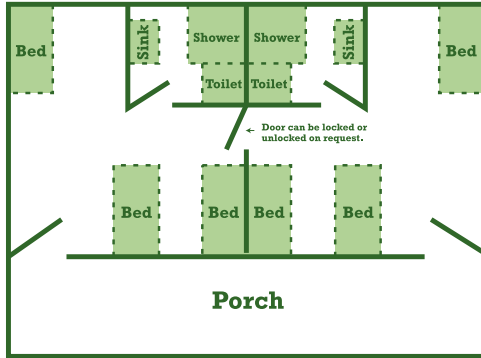




Cabin Assignment Sheet

Please complete cabin assignments prior to arrival.

Cabins 13-20



Duplex 13 (ADA Accessible)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Duplex 14 (ADA Accessible)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Duplex 15

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Duplex 16

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Duplex 17

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Duplex 18

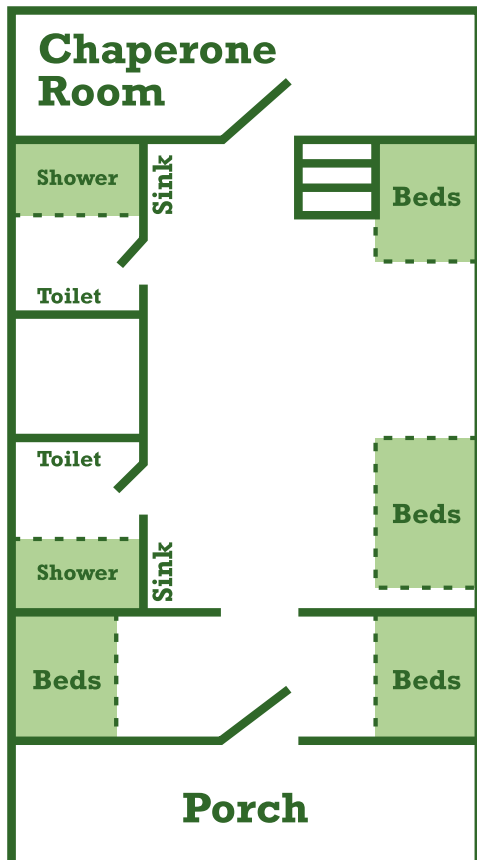
- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Duplex 19

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Duplex 20

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



Cabins 42, 43, 48

Cabin 42

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Chaperone Room:

- 9.

Cabin 43

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Chaperone Room:

- 9.

Cabin 48

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Chaperone Room:

- 9.





Cabin Assignment Sheet

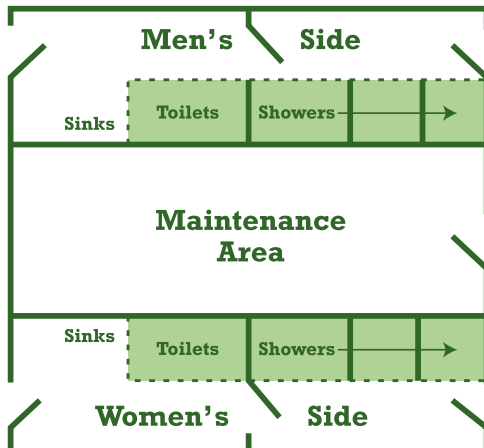
Please complete cabin assignments prior to arrival.

Yurts 30-37



*individual cabin size may vary, but layout is the same

Yurt Bathhouse



Yurt 30

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Yurt 31

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Yurt 32

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Yurt 33

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Yurt 34

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Yurt 35

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Yurt 36

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Yurt 37

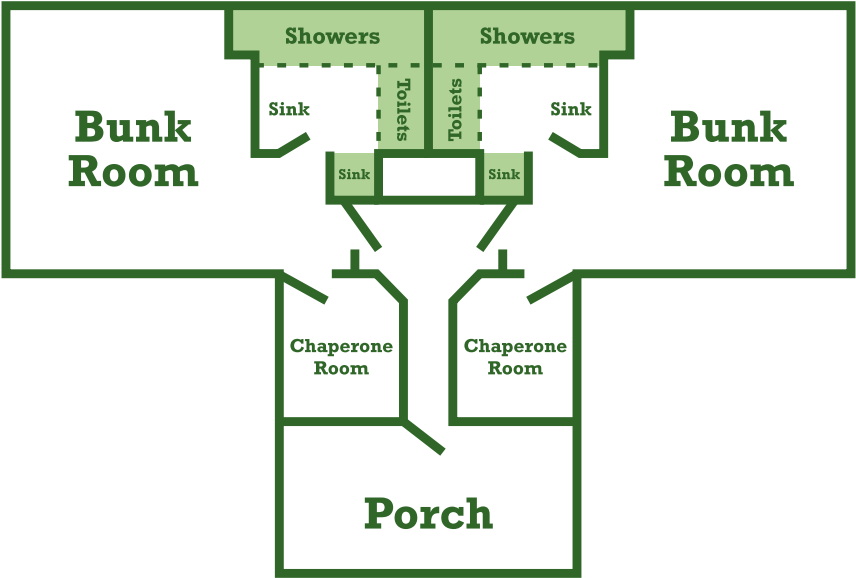
- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.



Cabin Assignment Sheet

Please complete cabin assignments prior to arrival.

Lodges A-B



Lodge A1
(ADA Accessible)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Chaperone Room:
21.
22.

Lodge A2
(ADA Accessible)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Chaperone Room:
21.
22.

Lodge B1
(ADA Accessible)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Chaperone Room:
21.
22.

Lodge B2
(ADA Accessible)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Chaperone Room:
21.
22.



Clothing & Equipment Packing List

What to bring to be fully prepared for PEEC experiences

Appropriate footwear is essential! Hiking boots or sneakers are required. In winter, snow boots or water-proof shoes are needed. An extra pair of shoes/sneakers is recommended. Please leave sandals and flip-flops at home.

For a 3-day, 2-night stay, we recommend:

Essentials:

- Pillow and sleeping bag or 2 blankets – **PEEC does not provide pillows.**
- **Soap and hand towel (We ask that you provide this in your cabins to reduce the use of paper towels on our campus).**
- Toiletries (toothbrush, toothpaste, etc.)
- 2 pairs of loose fitting pants
- 2 shirts
- Pajamas
- 6 pairs of socks (Some will get wet).
- Rainwear — jacket or poncho, boots
- Handkerchief or tissues
- Hat
- Sturdy, Reusable Water Bottle. Vending Machines and Bottled Water are NOT available at PEEC. Re-using disposable water bottles is not recommended.
- Backpack to carry gear during the day
- Sturdy shoes for hiking. Closed-toed shoes must be worn for all PEEC programming.

Winter Months: Pack the following extras:

- Snow boots or water-proof shoes
- Heavy jacket, gloves, scarf
- Wool sweater or fleece (Cotton sweatshirts will not keep you warm if wet).
- Wool/Fleece Hat

Please do not bring:

- Electronics
- Food
- Cell phones
- Single-use water bottles
- Brand new clothing or footwear
- Bathing suits, unless your group plans an off-site swimming activity.

Optional:

- Flashlights
- Field guides
- Camera (with name on it)
- Binoculars (with name on them)
- Alarm clock
- Compass
- Bug Spray/Sunscreen
- Notebook & pencils

Cabins are not locked during your stay. Please leave valuables and snacks at home.

Cell phone usage at PEEC is discouraged.

Cell phone reception at PEEC is unreliable at best and cell phones have occasionally been lost in the woods. Final decisions regarding cell phone use will be the Group Leader's decision.



Important to Remember!

Please be aware that you will be outside in most weather almost all day long.

PEEC is not responsible for lost or stolen items.

NOTES: _____



Photo Release

Leave only footprints, take only pictures, kill only time is a motto we take to heart here at PEEC. Our programs run with your support along with generous grants and donations. We at PEEC would like to share your group's memories with both you and the community. On request, photographs may be sent post-trip to the group coordinator and could be featured on our website blog highlighting your trip with PEEC, as well as help us gain vital funding to continue our work. If your group already has release waivers signed for programming, please notify your Program Planner. If you would like to use our photo release, feel free to distribute this page for your records. If your group wishes to refrain from photography or has a special request of no faces in photographs, please let the Program Planner know as soon as possible.

Pocono Environmental Education Center (PEEC) Photo Release Waiver for Groups



I hereby grant to Pocono Environmental Education Center (PEEC), its representatives, and employees the right to photograph my/my child's image, likeness, or depiction. I authorize PEEC to edit, crop, or retouch such photographs, and waive any right to inspect the final photographs. I consent to and permit photographs of me/my child to be used by PEEC for any purpose, including educational and advertisement purposes, and in any medium, including print or electronic.

I agree that PEEC may use such photographs of me/my child with or without my/my child's name for any lawful purpose, including such purposes as publicity, illustration, advertising, and web content.

I acknowledge that I am over the age of 18, have read this entire document, and that I understand its terms and provisions.

Name of Student (printed)

Name of Organization (School, Scout Troop)

Name of Student (Signature)

Age of Student

Date

If student is younger than 18 years of age, a parent/guardian signature is required.

Parent/Guardian Name (Printed)

Date

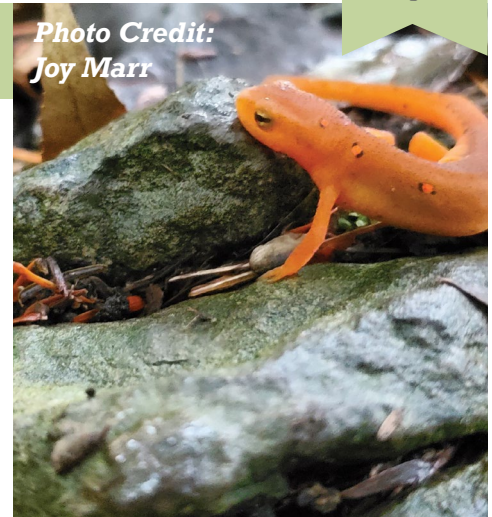
Parent/Guardian (Signature)





Dining Hall Information

Photo Credit:
Joy Marr



BREAKFAST - 8:00am	LUNCH - 12:30pm	DINNER - 5:00pm
French Toast Yogurt / Fruit Cereal Orange Juice, Coffee, Tea	Hamburgers Fries Salad Iced Tea Water	Pasta and Meatballs Salad Dinner Rolls Brownies
Scrambled Eggs Bacon Hash Browns Yogurt / Fruit / Cereal Orange Juice, Coffee, Tea	Pizza Homemade Soup Salad / Fruit Iced Tea Water	Turkey Mashed Potatoes Veggie Salad / Dinner Rolls Dirt Cups
Pancakes Sausage Yogurt / Fruit Cereal Orange Juice, Coffee, Tea	Grilled Cheese Homemade Tomato Soup Salad/Fruit Iced Tea, Water	Tacos Rice with Beans Taco Bar Churros
Egg Sandwiches Ham Slices Yogurt / Fruit Cereal Orange Juice, Coffee, Tea	Hot Dogs Mac and Cheese Beans Salad/Fruit Iced Tea, Water	Baked Ziti with Meat Salad Dinner Rolls Ice Cream Sandwiches
Breakfast Pizza With Meat and Cheese Yogurt Fruit Cereal Orange Juice, Coffee, Tea	Chicken Fingers Curly Fries Salad Fruit Iced Tea, Water	BBQ Chicken Potato Wedges Veggie Salad / Dinner Rolls Chocolate Cake

During meals:

- Group Leaders will call their groups, one table at a time, to join the serving line. (Please remember that other groups may be dining at the same time.)
- Have the group form a line at the serving counter.
- Second servings are permitted only after all have been served, so it is extremely important to arrive on time.

Important to Remember!

Visitors with food allergies/dietary needs must identify themselves to the Dining Hall Manager or Cook on duty at every meal.

Optional Snack Choices:

SNACK COST / PERSON		SNACK COST / GROUP	
Bagged chips	\$1.00	Juice (for 25 people)	\$12.00
S'mores	\$1.50	Juice (for 75 people)	\$30.00
Fruit (1 apple or banana)	\$1.00	Cookies (for 25 people)	\$12.50
Ice Cream Social	\$3.00		

We do our best to ensure the safety of all of our guests; however, we are not a certified gluten-free, peanut free, or kosher kitchen. Please let us know if there are any special dietary needs (allergies, vegetarian, vegan, kosher, halal) at least 3 weeks in advance, and we will do our best to accommodate. Dietary concerns with less than three week's notice cannot be guaranteed. An extra fee will be applied if notification is received after the 3-week mark. As an alternative, visitors with dietary restrictions may bring their own prepared food. Food is served cafeteria-style and cannot be cooked to order.

The Dining Hall is closed between meals. The serving line usually closes after 1/2 hour; total allotted meal time is about one hour.



Group Dietary Concerns Worksheet

NOTES: _____

Please list allergies for group below.

Peanuts:

Notes: _____

Tree Nuts:

Notes: _____

Lactose / Dairy:

Notes: _____

Eggs:

Notes: _____

Soy:

Notes: _____

Shellfish:

Notes: _____

Gluten:

Notes: _____

Other:

Notes: _____

Other:

Notes: _____

Are you/do you practice any of the following (Yes or No)

Vegetarian (minimal Kosher/Halal): _____

Pescatarian: _____

Vegan: _____

No Pork: _____

No Beef: _____

Other: _____

Group Leader: _____

Please tally the dietary concerns and share with PEEC's
Program Planner at least **3 weeks before your trip.**



PEEC Schedule of Rates

Bookings less than 3 weeks from trip date will incur a 10% late booking fee.
Prices Effective August 11, 2023.

Full Residential Programs

* Per person fee includes:

Lodging, meals and PEEC instruction.

* Minimum group size is 15.

Cost Per Person

2 days / 1 night / 3 meals, 5-7 PEEC-led Classes	\$130.00
3 days / 2 nights / 6 meals, up to 12 PEEC-led Classes	\$190.00
4 days / 3 nights / 9 meals, up to 15 PEEC-led Classes	\$275.00
5 days / 4 nights / 12 meals, up to 20 PEEC-led Classes	\$340.00

Day Use Programs

* Minimum group size is 15.

* 2 PEEC Program Minimum.

2 PEEC class	\$26.00
3 PEEC class	\$35.00
4 PEEC class	\$43.00

PEEC Programs include Interpretive Hikes, Canoeing, Pond Ecology, EcoZone, Geology, etc. See pages 5-9.

Meals

Breakfast - 8:00am	\$10.00
Lunch - 12:30pm	\$12.00
Dinner - 5:00pm	\$16.00
Late Dinner (after 6:00pm)	\$200 (additional fee)
Snacks	See Snack Price List on Page 19
Full salad bar	\$2 per person per meal

Other Services

***Additional cabin** beyond group size needs (with residential program or facility use) \$115.00

***Outside presenters and shows** can be added. See pages 10 and 11 for our vendor list.

Deposits & Payment Information

1. A non-refundable deposit of 20% is required immediately to hold reservation. A second non-refundable 30% deposit is due 60 days after the date of the contract. If your scheduled arrival date is less than 90 days from the date of the contract, an initial deposit of 50% is required.
2. Three weeks prior to scheduled arrival, groups are required to confirm guaranteed number of participants.
3. If you pay by credit or debit card there is a 5% fee for charges over \$1000 per account.
4. Final invoice will be sent after "Amount Due" is determined at billing meeting. See your schedule for billing meeting date and time.



Pocono Environmental
Education Center

Campus Map

