



PEEC
Pocono Environmental
Education Center

Program Planning Packet

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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 Schedule Coordinator (570-828-2310 ext . 240) 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 .

_____ 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 13-16 to arrange sleeping assignments .

_____ Meal-Time Table Assignments – 8 people/table

If there are any *special dietary needs*, please share them with the Schedule Coordinator .

_____ 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 Schedule Coordinator for details . Souvenirs in all price ranges are available .

Call any time to check availability; however, bookings less than 4 weeks from trip date will incur a 10% late booking fee.

4 Weeks Prior to Your Trip – Finalize numbers and schedule

_____ **FINALIZE YOUR SCHEDULE:** The Schedule Coordinator 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 Schedule Coordinator so that we can adjust your menu accordingly.**

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. 17)
 - maps (pg. 24)
 - cabin assignments
 - dining hall table assignments,
 - learning group assignments.
- ___ **Inform students and their parents/guardians of expectations.** (See pg. 11)
- ___ **Make sure all permission/emergency forms are complete.** Feel free to use PEEC’s Emergency Permission form if you need one .
- ___ **Confirm photo release plan** with Schedule Coordinator .



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

Most programs run 1.5 hrs, but there are some exceptions. Optimum learning group size is 15 students to 1 PEEC instructor.

Science Based Studies

Astronomy – 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.

Beaver Study – 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.

EcoZone – 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.

Entomology – Join us to study the most populous and diverse grouping of animals on our planet. We’ll cover topics like unique adaptations of flight, why they might give us the creepy crawlies, and how we classify insects to help us understand them better.

Forest Ecology – 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.

Geology – 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.

Herpetology – Students will have the opportunity to explore the diverse species, behaviors, and ecological roles of reptiles and amphibians. By studying these animals up close, students can gain a deeper appreciation for the delicate creatures that call our woods home.

Mammal Study – Mammals are one of the most well-recognized parts of the animal kingdom. Students will learn how mammals are classified, adaptations that help mammals survive, and how humans can co-exist. This class offers hands on opportunities with mammal pelts, and skulls, as well as opportunities to see signs of mammals in the wild.

Night Hike – 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.

Nocturnal Study – This program invites students to discover the mysteries of the nighttime world. Through this class, students will learn about nocturnal animals, their unique adaptations, and how they navigate the darkness. Exploring the creatures that stalk, and survive these low-light conditions opens a whole new world of curiosity.

Ornithology – 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.



Photo Credit:
Andy Zimmermann



PEEC Class Descriptions

Pond Ecology – 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.

Predator & Prey – 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.)

Sensory Awareness – 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.

Stream Ecology – This lesson focuses on the ecological study of a PEEC stream, its organisms, life cycle, food webs, stream flow, riparian ecology, and water quality

Stream Study – 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.

Sustainability – This class asks “What is sustainability and what does it mean to us as humans?” We'll also ask how we identify renewable vs . nonrenewable resources in relation to sustaining our species .

Watershed Study – 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 .

Wildlife Study – Students will learn to identify wildlife and the adaptations that help them survive . There will be hands on learning experiences with live critters as well as interactions with persevered pelts and skulls . Students will also study how different animals will change to their environments, and how they co-exist .

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

Interpretive Hikes

Interpretive Hikes – 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 .

- **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*
- **Flashlight Hike** – Take an evening hike to explore the changes of habitats in the dark. Please bring your own flashlights. *Difficulty Level: Easy*
- **Ridgeline Trail** – The longest trail at PEEC is the 3.63 mile Ridgeline Trail, which provides hikers with views of many different habitats. Expect 3-3.5 hrs to complete the trail. *Difficulty Level: Moderate*
- **Scenic Gorge** – Explore the 1.5 mile Scenic Gorge trail for a tour of a beautiful hemlock ravine. *Difficulty Level: Easy*
- **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. Expect 3-3.5 hrs to complete the trail. *Difficulty Level: Moderate*
- **Two Ponds** – Students can become familiar with the aquatic aspects of PEEC along the 1.4 mile Two Ponds trail. *Difficulty Level: Easy*



PEEC Class Descriptions



- **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*

Outdoor Skills

Canoeing – 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 .

Intro to Camping – 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.

Orienteering – 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.



Creative Problem Solving

Group Initiatives - 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 .

New Games – 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 .

Town Meeting – 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 Schedule Coordinator of an environmental issue that concerns your school, students, or community .

Challenge Courses

Confidence Course – 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 .

Team Building – 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 .

Additional activities you may do on your own:

Schedule free time with our Schedule Coordinator 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 .



Optional Presenter Description & Price List

Natural History & Live Animal Programs

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

- Masters of the Sky**.....\$625 .00
This program will introduce participants to falconry, its history and its significance in the past and present. It will also touch on the biology and natural history of our native raptor species. Participants will be introduced to two of Pennsylvania’s native birds of prey, as well as other species from North America. Additional time will be allotted for a Q&A session and a photo opportunity with the birds at the end of the program.
- Arachno-Showbia**.....Prices Vary
Meet some of the world’s most extraordinary and misunderstood creatures. Appreciate their hunting variations and their ecological significance. Explore the myths and false claims that give them their notorious reputation. Overcome your fear through fascination and education.
- Bob Summerfield: Astronomy Program**.....\$275 .00
 for first 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)\$420/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! Max group size of 50 people.
- Jerry and Laura Zelenka**.....\$550.00
Live animal program focused on adaptation, conservation, and habitat.
- Pete Mackevich: Pocono Snake & Animal Farm** (www.poconoanimals.com)\$325 .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).....\$325 .00
Rick’s Live Animal Program consists of a variety of Reptiles and Amphibians including snakes, salamanders, frogs and turtles.
- PT Reptiles**.....\$305
 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.

We'll book and schedule your presenter for you!



Optional Presenter Description & Price List

Dancing, Music, & More

Fred Decker.....\$400(Weekday)
Square Dancing Event \$425 (Weekend)

Ken Galipeau.....\$350 .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.....\$480 .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.....\$225 .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 and extra presenters. Your individual schedule will be sent to you before you arrive at PEEC. **Please distribute schedules to all adults in advance.**

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
 4:45 pm – 6:00 pm Free time
 6:00 pm DINNER
 7:00 pm – 8:30 pm Class 3 or Presenter
 8:45 pm – 9:45 pm Class 4 (night program or campfire)

DAY 2

8:00 am BREAKFAST
 9:00 am – 10:30 am Class 5
 10:45 am – 12:15 am Class 6
 12:30 pm LUNCH
 1:30 pm – 3:00 pm Class 7
 3:15 pm – 4:45 pm Class 8
 4:45 pm – 6:00 pm Free Time
 6:00 pm DINNER
 7:00 pm – 8:30 pm Class 9 or Presenter
 8:45 pm – 9:45 pm Class 10 (night program or campfire)

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
 4:45 pm – 6:00 pm Free Time
 6:00 pm DINNER
 7:00 pm – 8:30 pm Class 3
 8:45 pm – 9:45 pm Class 4 (night program or campfire)

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.



PEEC Schedule Key



Photo Credit:
Samantha Baisley



SCIENCE BASED STUDIES

Astronomy	AST
Beaver Study	BEAVER
EcoZone	EZ
Entomology	ENTO
Forest Ecology	FE
Geology	GEO
Herpetology	HERP
Night Hike	NH
Nocturnal Study	NS
Ornithology	ORNI
Pond Ecology	PE
Predator Prey	PRED-PREY
Sensory Awareness	SA
Stream Ecology	SE
Sustainability	SUST
Watershed	WATER
Wildlife Study	WS
Winter Ecology	WE

INTERPRETIVE HIKES

Fossil Tail	FT
Flashlight Hike	FH
Ridgeline	RL
Scenic Gorge	SG
Tumbling Waters	TW
Two Ponds	TP
Trail for Everyone	TFE

OUTDOOR SKILLS

Canoe	CA-F or CA-P
Intro to Camping	IC
Orienteering	OR-P or OR-Y

CREATIVE PROBLEM SOLVING

Group Initiatives	GI
New Games	NG
Town Meeting	TM

CHALLENGE COURSES

Confidence Course	CO-I or CO-2
Team Building	TB-AMP or TB-Y

MEETING LOCATIONS

Amphitheater Fire Pit	AMP
Awning 1-3	AWN 1-3
Cabin #	C# (INSERT #)
Carpet Area	CAR
Classroom #	RM# (INSERT #)
Craft Cabin	CC
Display Area	DA
Dining Hall	DH
Dining Hall Porches	DHPT
Front Main Building	FMB
Lobby of Main Building	LOBBY
Lodge	LODGE A or B
Log Cabin	LOG
EcoZone Mural	MURAL
Pavilions	PAV (INSERT #)
Pondside Fire Pit	POSI
PEEC Store	STORE
Rear Main Building	RMB
Teaching Yurts	TY



PEEC Policies for Schools & Groups

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.
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 Schedule Coordinator 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.

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

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

Notes




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.)

Childs 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.


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 _____

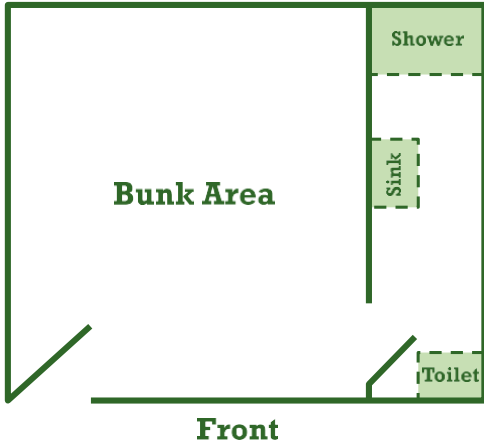
Parent/Guardian Authorization for Health Care
 This health history is correct and accurately reflects the health status of the participant to whom it pertains. The person described has permission to participate in all camp activities except as noted by me and/or an examining physician. I give permission to the physician selected by the camp to order x-rays, routine tests, and treatment related to the health of my child for bot 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 _____



Cabin Assignment Sheet

Cabins 1-9



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.

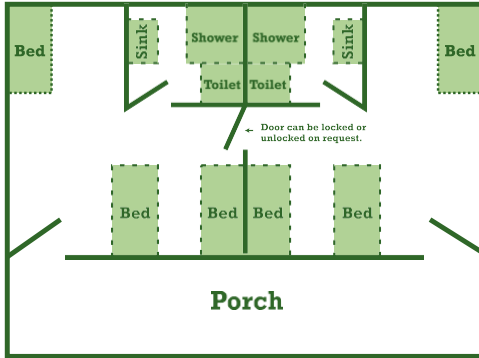
*individual cabin size may vary, but layout is the same





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

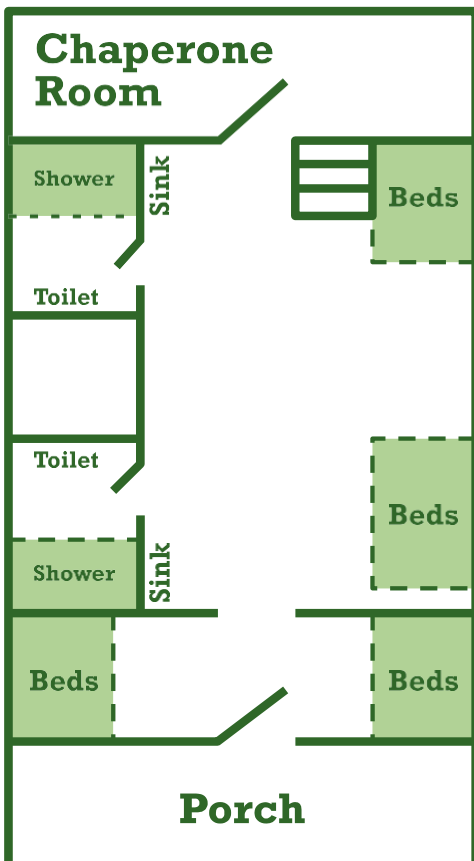
- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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.





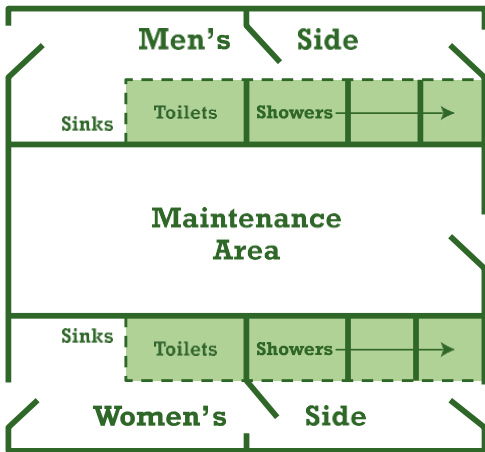
Cabin Assignment Sheet

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.

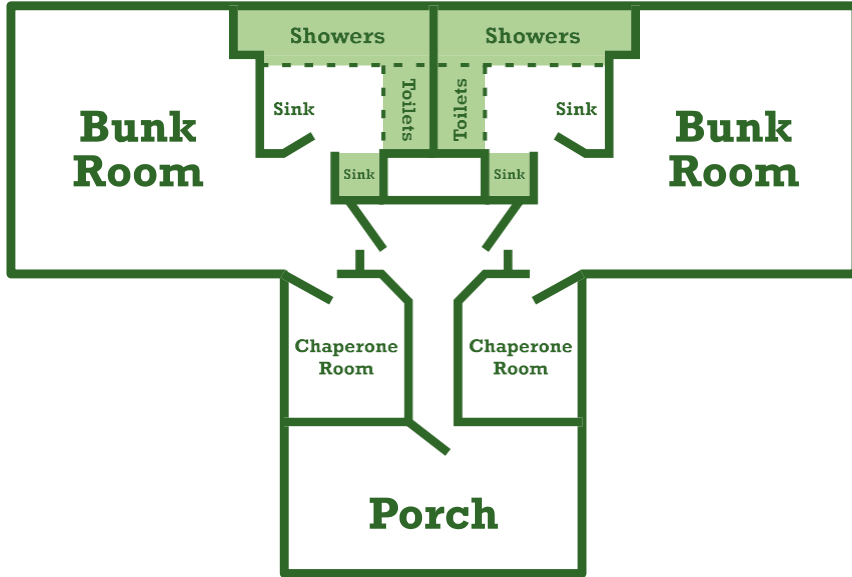
Yurt 37

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



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
- **Soap and hand towel (We ask that you provide this in your cabins to reduce the use of paper towels on our campus).**
- 1 Towel
- Toiletries (toothbrush, toothpaste, etc.)
- 3 pairs of loose fitting pants
- 3 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

Optional:

- Flashlights
- Field guides
- Camera (with name on it)
- Binoculars (with name on them)
- Alarm clock
- 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: _____



Dining Hall Information

BREAKFAST - 8:00am	LUNCH - 12:30pm	DINNER - 6:00pm
Pancakes with Assorted Toppings Sausage Yogurt / Fruit Cereal Orange Juice, Coffee, Tea	Chicken Tenders Mac & Cheese Salad Iced Tea Water	Pasta and Meatballs Garlic Bread Salad Brownies
Scrambled Eggs Bacon Home Fries Yogurt / Fruit / Cereal Orange Juice, Coffee, Tea	Assorted Pizza Salad Iced Tea Water	Fried Chicken Mashed Potatoes Vegetables Salad Cookies
Waffles with Assorted Toppings Sausage Yogurt / Fruit Cereal Orange Juice, Coffee, Tea	Burgers Fries Salad Iced Tea Water	Build your own Burrito Bowl Includes: -Beef/chicken -Rice -Black Beans -Cheddar Cheese -Peppers

We make great effort to accommodate special diets as well as the nine major food allergens (milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, soy, and sesame). Please inform us if anyone from your group has special diets or allergies (including vegetarian and vegan diets) four weeks prior to your trip.

PEEC's Dining Hall is **not** a certified allergen-free, kosher, or halal kitchen, and serves vegetarian options to accommodate kosher or halal requests.

PEEC will provide appropriate storage for guests who feel more comfortable may bring their own prepared food and reserves the right to ask guests with very specific restrictions to bring their own prepared food or to supplement our offerings.

Please be aware that despite our best efforts, we do not have control over outside food being brought to PEEC.

Optional Snack Choices:

SNACK COST / PERSON		SNACK COST / GROUP	
Bagged chips	\$1.00	Juice (for 25 people)	\$12.00
S'mores	\$1.75	Juice (for 75 people)	\$30.00
Fruit (1 apple or banana)	\$1.00	Cookies (for 25 people)	\$12.50
Ice Cream Social	\$3.00		

Important to Remember!

Our kitchen only prepares food for those with special diets or food allergies based on the information provided by each group. These options are not available for individuals who do not need dietary accommodations.

During meals:

Please arrive on time as service begins promptly. Listen for the following announcements from PEEC Staff:

- All individuals with dietary allergies and restrictions will be called for food first. This allows us to properly accommodate and avoid cross contamination.
- Tables will be called by number, a few at a time to join the serving line.
- After everyone has been served, anyone interested in a second serving may return to the line with their dishes.
- With approximately 15 minutes remaining, each group is responsible for bussing their own tables, wiping them down, and sweeping.



PEEC Schedule of Rate

Bookings less than 3 weeks from trip date will incur a 10% late booking fee.

Full Residential Programs

<p>* Per person fee includes: Lodging, meals and PEEC instruction.</p> <p>* Minimum group size is 15.</p>	<p>2 days / 1 night / 3 meals, 5-7 PEEC-led Classes</p> <p>3 days / 2 nights / 6 meals, up to 12 PEEC-led Classes</p> <p>4 days / 3 nights / 9 meals, up to 15 PEEC-led Classes</p> <p>5 days / 4 nights / 12 meals, up to 20 PEEC-led Classes</p>	<p>Cost Per Person</p> <p>\$150.00</p> <p>\$195.00</p> <p>\$295.00</p> <p>\$360.00</p>
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Day Use Programs

<p>* Minimum group size is 15 .</p> <p>* 2 PEEC Program Minimum.</p>	<p>2 PEEC class</p> <p>3 PEEC class</p> <p>4 PEEC class</p>	<p>\$26.00</p> <p>\$35.00</p> <p>\$43.00</p>
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Meals

<p>Breakfast - 8:00am</p> <p>Lunch - 12:30pm</p> <p>Dinner - 6:00pm</p>	<p>\$10.00</p> <p>\$12.00</p> <p>\$16.00</p>
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Popular Add-ons

<p>*Outside presenters and shows</p> <p>*Extra Meal</p> <p>*PEEC S'mores</p>	<p>Can be added. See pages 7 and 8 for our vendor list.</p> <p>\$12 per person</p> <p>\$1.75 per person</p>
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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. Four 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.



Appendix

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 Schedule Coordinator . 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 Schedule Coordinator 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)



Appendix

Conditions for use of the Pocono Environmental Education Center

1. A group of minors must have an adult leader over the age of 21 who accepts full responsibility for the group, and who is present for the entire duration of the stay at PEEC. Overnight groups must have one adult assigned to each residential area occupied. Minors are not to be left unsupervised at any time.
2. The applicant accepts full and complete responsibility for the participating group. Please share this document with other participating leadership.
3. All individuals are expected to observe and abide by the laws of the Commonwealth of Pennsylvania, the United States Government, and follow policies/ procedures listed in PEECS program planning packet.
4. PEEC is not responsible for accidents or personal property loss/damage. Insurance coverage is the responsibility of the participating group.
5. All water related activities must be conducted under the direction of a qualified PEEC instructor.
6. Unless otherwise arranged, the group must provide blankets, pillows and linens.
7. Participants must follow a high standard of conduct
 - a. Quiet hours are from 10:00pm to 7:30am. Common buildings will be locked during these times (i.e. main building and dining hall)
 - b. All participants are expected to be respectful of property and designated rental spaces on premises
8. Speed limit on PEEC property is 10mph. Vehicles must be parked in designated areas; no vehicles may be parked on the grass.
9. No pets of any kind are permitted. (Except service animals)
10. No open fires, except in designated areas as arranged by PEEC personnel.
11. Facilities must be left in neat and clean order. Damage to facilities, equipment or property will be assessed immediately and added to the group's bill.
12. Dining hall meal times are at 8:00am, 12:30pm & 6:00pm unless otherwise contracted. All parties are expected to be in the dining hall to be served within 30 minutes of the mealtime.
13. Adult chaperones must obtain the following clearances when working with youth: FBI state criminal and child abuse clearance.

THE UNDERSIGNED HAS READ AND AGREES TO THE CONDITIONS FOR THE USE OF PEEC. PEEC RESERVES THE RIGHT TO DENY ACCESS AND REMOVE PARTIES FROM THE PREMISES FOR FAILURE TO ABIDE BY THESE CONDITIONS.

Date _____ **Signature of adult (over 21) responsible for the group during the entire stay at PEEC** _____

Group _____ **Date(s) of Visit** _____



Appendix

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 or 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: _____



Appendix

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 bot 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 of Parent or Guardian _____ **Date** _____





PEEC
Pocono Environmental
Education Center

Campus Map

