WELCOME

Thank you for choosing the Irvine Ranch Outdoor Education Center for your outdoor science camp! We are excited to make this experience a memorable one for your child.

Our team is committed to providing the absolute best in outdoor educational experiences. We have created this guide to help you prepare your child for their stay.

Included in this Parent & Guardian Guide, you will find program information, camp menu with instructions for dietary restrictions, forms and other important information. Please read through everything carefully, and let us know if you have any questions or concerns.

Our team is here to serve you!

Bill Beaumont
Executive Director
ABOUT US

OUR MISSION
The mission of the Irvine Ranch Outdoor Education Center is to serve all youth of Orange County by providing quality outdoor educational programs that instill in them an appreciation of the outdoors and the environment, teach effective teamwork, instruct about the cultural history of Orange County, and provide access to the natural resources of the surrounding areas.

OUR QUALIFICATIONS
The Irvine Ranch Outdoor Education Center is an American Camp Association (ACA) Accredited Camp! This means that our camp meets, and in some cases exceeds, industry-accepted and government-recognized standards for camp operations.

ACA is the only independent accrediting organization reviewing camp operations in the country. ACA’s nationally recognized standards program focuses primarily on the health, safety, and risk management aspects of a camp’s operation. Teachers and parents can rest assured that your students are well cared for when they are at the IROEC!

OUR TEAM
We take great care to hire highly-motivated college graduates to guide campers through this incredible learning experience. Their passion for the outdoors and demonstrated professionalism combine to enhance your student’s adventure.

All staff are thoroughly vetted and undergo a criminal background check to ensure our campers’ well-being, and their parents’ peace of mind.

A few key staff that your child will meet are:

Executive Director: The Executive Director is on site to provide additional support to the team and your group. This person oversees the entirety of the property and works to ensure that your experience is the best possible.

Schools Director: This is the person who is your primary communication liaison for overall planning and preparation for your trip. Once you get to IROEC they will review your activities/events and ensure your stay is everything you expected for you and your students.

Program Director: Oversees all aspects of programming at the IROEC from the School Programs to the Recreational Activities. This person also lives on-site at the IROEC.

Program Leads: These individuals not only write our curriculum and train our staff, but also assist the Academic Director during your stay. They will be supporting all aspects of the program and are ready to assist both teachers and students.

LVN/EMT: These are the people who will be handling medications, sick students, and special needs. They are ready to talk with parents and teachers before the trip to get all the details ready and will be at the IROEC every step of the way during the actual trip experience.

ABOUT THE STAFF
The Irvine Ranch Outdoor Education Center hires dynamic positive instructors each school year to teach, guide, and lead our outdoor education. All instructors are over the age of 18; hold a minimum of an associate degree or 4-year experience with kids; participate in extensive and rigorous staff training spanning 21 days. They are CPR/First Aid and AED certified, Youth Protection trained, and background checked. We employ our LVN 8AM-5:30PM and our EMT 5pm-9am, providing 24-hour coverage.
Each IROEC bunkhouse is a single-story, 2500ft, ADA compliant building with four primary sleeping areas and hold a maximum capacity of 48 campers. Boys and girls are in assigned separate bunkhouses, with bunk assignments to be completed by their teacher. Two instructors are assigned to every occupied bunkhouse. Quiet time is from 10pm until 7am. All bunkhouses are shared facilities that may be shared with other schools.
DINING AT CAMP

The dining hall, or Harrison Lodge, is where we eat our meals and share fellowship with one another. It is the duty of every instructor to take their group through all dining hall procedures, this includes how to select desired foods and how to clean up. All teachers from your school must attend every meal while your school is on property. This involvement helps in multiple ways:

- Recognizable face
- Aids in homesickness
- Active leadership
- Discussion with student involvement
- Mediator for potential schedule adjustments and modification

DINING HALL PROCEDURES

Before the first meal, the instructors will go over the dining hall procedure.

1. Stay seated at all times, unless approved by an adult/instructor.
2. Wash/sanitize hands before getting food.
3. Take a tray and silverware.
4. Select from the salad bar.
5. Take a hot plate.
   a. Vegetarian meals are available, arrangements to be made 2 weeks prior to your stay.
6. Utilize the condiment area. ALL GLASSWARE STAYS ON COUNTER.
7. Take tray back to trail group table.
8. Listen for further instructions for seconds and clean up.
There’s nothing more comforting than home-style food eaten with friends. We recognize the important role that food plays in developing the ultimate camp experience and we know that your students will love every bite! Below is a one-week sample menu to help you prepare for your stay with us.

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tbody>
<tr>
<td>French Toast</td>
<td>Scrambled Eggs</td>
<td>French Toast</td>
<td>Belgian Waffle</td>
<td>Scrambled Eggs</td>
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<td>Sausage Links</td>
<td>Sausage Patty</td>
<td>Sausage Links</td>
<td>Bacon Tater Tots</td>
<td>Sausage Patty</td>
<td>Sausage Links</td>
<td>Bacon Tater Tots</td>
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<td>Tater Tots</td>
<td>Tater Tots</td>
<td>Potatoes O’Brien</td>
<td>Oatmeal</td>
<td>Vegetarian</td>
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<td>Yogurt Oatmeal</td>
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<td>Cereal &amp; Fruit</td>
<td>Cereal &amp; Fruit</td>
<td>Cereal &amp; Fruit</td>
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<td>OJ/Milk</td>
<td>OJ/Milk</td>
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<td>Vegetarian Sausage Link</td>
<td>Vegetarian Sausage Patty</td>
<td>Vegetarian Sausage Link</td>
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<td>Vegetarian Sausage Patty</td>
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<tr>
<td>Cheeseburger</td>
<td>Beef Burrito</td>
<td>Baked Mac &amp; Cheese</td>
<td>Meatball Sub</td>
<td>BBQ Chicken</td>
<td>Beef Fajitas</td>
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<tr>
<td>French Fries</td>
<td>Rice, Beans &amp;</td>
<td>Cheese &amp;</td>
<td>Chips</td>
<td>Sandwich</td>
<td>Bell Peppers &amp;</td>
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<tr>
<td>Salad Bar</td>
<td>Potatoes</td>
<td>Pepperoni Pizza</td>
<td>Chicken Strips</td>
<td>French Fries</td>
<td>Onions</td>
<td>Rice &amp; Beans</td>
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<tr>
<td>Water</td>
<td>Salad Bar</td>
<td></td>
<td>Corn on the Cob</td>
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<td>Water</td>
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<tr>
<td>Veggie Burger</td>
<td>Burrito with</td>
<td>Baked Mac &amp;</td>
<td>Veggie Meatball</td>
<td>Veggie BBQ</td>
<td>Veggie Beef</td>
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<td></td>
<td>Rice &amp; Beans</td>
<td>Cheese &amp;</td>
<td>Sub</td>
<td>Burger</td>
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<td>Cheese</td>
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<tr>
<td>Chicken Parmesan</td>
<td>Pasta Bolognese</td>
<td>Teriyaki Chicken</td>
<td>Spaghetti &amp; Meat</td>
<td>Red Chicken</td>
<td>Tri-Tip</td>
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<tr>
<td>Penne Pasta w/ Alfredo Sauce</td>
<td>Seasonal Veggies</td>
<td>w/ Rice &amp; Broccoli</td>
<td>Sauce Seasonal Veggies</td>
<td>Enchiladas</td>
<td>Roasted Potatoes</td>
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<td>Seasonal Veggies</td>
<td>Garlic Bread</td>
<td>Soup &amp; Salad Bar</td>
<td>Garlic Bread</td>
<td>Rice &amp; Beans</td>
<td>Seasonal Veggies</td>
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<tr>
<td>Garlic Bread</td>
<td></td>
<td>Water Cookie</td>
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<tr>
<td>Soup &amp; Salad Bar Lemonade</td>
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<td>Yellow Cake</td>
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<tr>
<td>Penne Pasta with Alfredo Sauce</td>
<td>Meatless Marinara Sauce</td>
<td>Meatless Teriyaki Chicken</td>
<td>Meatless Marinara Sauce</td>
<td>Cheese Enchiladas</td>
<td>Veggie Beef Strips</td>
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Vegetarian options are available and listed at the bottom of each meal on the menu above. Please note, arrangements for vegetarian meals must be made two weeks prior to your stay.

DIETARY RESTRICTIONS: Please share all guest dietary restrictions with the IROEC at least two weeks before your stay. The IROEC is a nut-safe kitchen with a no-fish menu. We provide vegetarian options, but are unable to guarantee gluten-free, non-dairy or sugar free meals. There is always a wide variety of food options at every meal, including an extensive salad bar.
We understand the challenges facing the community of people who struggle with food allergies or have to manage food sensitivities in their lives. During your stay you may be exposed to allergens including those from food. We strive to reduce the risk of these allergens in a variety of ways. Our kitchen is “peanut-safe,” meaning that none of the foods we serve contain peanuts or peanut products, and our food service staff do not bring personal nut or peanut products into the kitchen. However, the food ingredients we use may have been manufactured on shared equipment processing milk, wheat, egg, soy, peanuts, tree nuts, and other allergens.

We are not a gluten-free kitchen. Due to the handcrafted nature of our food, and our use of shared cooking and preparation areas, we cannot ensure that our food is free from any allergens. We prepare our foods following procedures to prevent allergen cross-contamination, but **products containing wheat, egg, soy, and dairy are all made in our kitchen.** The range of tolerance or reactions to the presence of food allergens varies greatly from person to person. Decisions on the number of precautions you should take or risks you may expose yourself to, are always best made by you in consultation with your physician. Our facility is unable to provide vegan, kosher, halal, or other meals adhering to religious guidelines, and we do not “carb-count”. We provide vegetarian options for all meals (please make your request while booking). We do not serve seafood.

If you wish to provide your own meals during your stay at camp, we will work towards ensuring the highest level of safety and convenience regarding your meals. When providing your own meals at the IROEC, our food service staff will be happy to reheat it for you. Please follow the following procedure:

- Please write up a daily meal menu with reheating instructions so that our food service staff can ensure that you receive the meals you want on specific days.

- Please label ALL food containers with your first and last name, the name of the group you are with and which meal it should be served at (Ex. “John Smith, Catholic Diocese Retreat, Spaghetti, Tuesday Dinner”).

- As stated above, our kitchen does not provide foods with peanuts. However, you may be exposed to other food allergens, and our utensils and dinnerware may have allergens exposed to them. If you wish to provide your own disposable utensils, plates, trays, or cups, please feel free to do so.

These meals are stored in a designated refrigerator in the kitchen. The refrigerator is cleaned and sanitized prior to your arrival, and it ONLY contains dietary restricted meals.

Meals will be prepared by the food service staff before mealtimes so that you will be able to enter the buffet line and ask for your meal with ease. **Please place your name on ALL containers/bags/utensils/menus to ensure that your food is properly administered.** Due to Orange County Health Department regulations, the IROEC food service department cannot cook any outside food brought into camp, they can only reheat it.
WHAT TO BRING

Below is just a sampling of information that we provide to the parents and guardians of your students. We strongly recommend that parents/guardians sit down with their children to review and discuss the guide so that everyone knows what to expect while at camp.

STUDENT PACKING LIST

Please make sure that your child’s name and school is easily visible on all pieces of luggage. Students must carry their own bags, so pack carefully!

Bedroll:
One pillow and one sleeping bag rolled up and placed in a garbage bag for weather protection. Label the bag with child’s name and school. Sheets and warm blanket are acceptable as well.

Suitcase/Duffel Bag:
We recommend placing your items inside a large Ziploc or garbage bag within your duffel in case of rain.

Clothing:
Lightweight closed toe shoes OR Hiking shoes
Long pants (Required for all ropes activities and zip line)
Shorts (No short shorts)
Underwear- at least 5 pair
Socks-at least 5 pair
Pajamas
T-shirts- no tank tops/midriff
Long sleeve t-shirt (at least one)
Jacket (weather appropriate)
Raincoat or Poncho (if the forecast calls for rain)

Personal Items
Chapstick and sunscreen
Hat
Sunglasses
Shower sandals
Towel and washcloth
Soap and Shampoo
Brush/Comb
Toothbrush and Toothpaste
Books/journal
2 pencils
Camera/Film (disposable recommended)

Aquatics (if chosen by school)
Bathing suit/swim trunks/one piece swimsuit
Beach Towel
Flip flops or sandals
Goggles

WHAT NOT TO BRING

If an item is not permitted at your school, it is not permitted at the Irvine Ranch Outdoor Education Center. The following items are not allowed to be brought on site. If your student is found with any of the following items, corrective action will be taken, not limited to expulsion from our program.

Food Items including Snacks, Drinks, Candy or Gum
Cell phones or Other Electronic Devices
Alcohol or Drugs

Personal Sports Equipment
Matches, Lighters, Pocket Knives or Weapons
Pets or Other Animals
DISCIPLINE GUIDELINES

We expect students to be on their best behavior while visiting our camp. Students who misbehave repeatedly will face expulsion. Our discipline policy has one warning and three strikes:

**STRIKE ONE**
The student is informed of their poor choice and a discussion is held on how they can improve their behavior.

**STRIKE TWO**
Teachers are contacted and their feedback is solicited. A behavior contract is established which clearly states the behavior the student must exhibit to remain a part of the program. The parents are contacted at this point and made aware of the contract and the consequences for any further negative actions.

**STRIKE THREE**
A student who breaks their contract will be responsible for the consequences. Any student who receive a third strike will either be sent home or placed exclusively in the custody of the visiting school teachers.

*Any Infraction that puts a student or staff member’s safety in jeopardy will result in the immediate expulsion of the student.*

*No refunds or credits will be granted.*

For our discipline system to work effectively, we need the cooperation of both the parents and teachers. When disciplinary issues arise, the student is brought to a member of camp administration. Teachers are contacted, and their feedback is solicited. A behavior contract is established which clearly states the behavior the student must exhibit to remain a part of the program. The parents are contacted at this point (teachers’ discretion) and made aware of the contract and the consequences for any further negative actions.

**COMMUNICATION BOARD**
Located in the Program office is the Communication Board. This board is updated daily with information regarding the participants. This includes and not limited to behavior, medical, early/late arrival/departure, number of participants on property. The board is there to help communication between the Instructor, leadership, and school representatives.
ACADEMIC IMMERSIONS AND RECREATIONAL PROGRAM

Our Academic Immersions and Recreational programs are chosen by school teachers before camp arrival. Some of our classes are adventure based, like archery and the adventure course, and others are science based, like water study and plant study. Your child will get a well-rounded outdoor environmental based education at The Irvine Ranch Outdoor Education center. Below are few examples of our Academic and Recreation programs

**EARTH SCIENCE - MINING CAMP**

The Mining Camp features an 1800 square foot mine with two shafts and a crank-operated ore lift. Students wear miner’s helmets with working headlamps to dig for ore, and crack geodes, and finish by panning for gold.

Areas of study include: geology, engineering, geography, plate tectonics, earthquakes, archeology, fossils & fossil fuels, and minerals.

**LIFE SCIENCE - RANCH CAMP**

The Ranch Camp is a two-acre outdoor learning laboratory where students focus on how to positively impact ecosystems. Students will explore the 70-citrus grove, the organic garden beds, beehives, freshwater pond, and aquaponics system.

Areas of study include: botany, agricultural ecology, soil science, composting, permaculture, entomology, and biomimicry.

**PHYSICAL SCIENCE - ASTRONOMY & STEM CAMP**

The Astronomy & STEM camp boast an 11.5” Celestron telescope to experience the thrills of space discovery and the universe beyond their reach. Students will be able to build and launch their own rocket and explain how rollercoaster and airplanes are set into motion.

Areas of study include: astronomy, aviation, atmospheric pressure, gravitation, sublimation, and engineering.

**ARCHERY**

Students will learn the ancient art of archery. Here staff will walk them through proper safety techniques and form to help them hit bulls eye!

**ZIP LINE**

After harnessing up, students will soar on our 300ft long zip line over the coastal sage scrub and desert canyon. Our staff will encourage and help students overcome any fears, while also using the opportunity to create a bond and trust with all campers.

**ROCK WALL CLIMBING**

Rock wall climbing is the perfect mix of exhilaration and dexterity. Our rock wall challenges kids of all skill levels with a climbing surface of 36ft and 9 different climbing route options! This activity allows students to build confidence, in a safe and encouraging atmosphere.

**AQUATICS**

Splash around in the aquatic area! Take a dip in the junior olympic size pool (3ft-8ft deep) or cruise down the (fan favorite) waterslide! This 188ft curving slide takes kids on 5 wacky turns and drops them into a shallow pool (3ft, 6in deep) just below.
Camp Doc was designed by camp doctors, nurses and directors, to provide a secure, easy-to-use web-based solution that manages health forms, allergies, medications and illness/injury tracking for camps. CampDoc.com provides camp health staff instant access to vital medical information, decreases the time and energy spent during initial camper check-in, reduces risk and liability, and helps keep safety in the forefront of camp operations.

Each school that attends our overnight science camp program will use Camp Docs to fill out the following forms (these forms are available in English and Spanish):

1. Recreational Waiver
2. Code of Conduct and Discipline Policy
3. Health and Permission Form
4. Over the Counter Medication Form
5. Medication Information Form

Each Parent/Guardian will be asked for an email to set up the online account for Camp Docs. Once the school sends the complete class list to the IROEC we will send out invites to the parent guardian to begin your profile.

We ask that all forms are completed 10 days prior to your students arrival so our medical team can review and provide the best care during their stay. In the back of the Parent/Guardian guide you can find a Camp Docs FAQ to help with any questions you may have.

If you have any questions in regards to Camp Docs please contact Camp Doc support team at help@campdoc.com or call anytime from 8am – 5pm ET at 734.636.1000.
Who decides where my child will sleep and which trail group they will be in?

The school decides based on a roster template we give them. They fill out the roster template based on their own system for sorting the students.

What time is lights out?

Lights out is from 10pm until 7am.

Who do I talk to about special concerns regarding my child?

You would call our camp at (714) 923-3191 and you would ask for the Schools Director or Camp RN. They are there to facilitate your child’s experience at our facility and will do whatever they can to accommodate them.

Can my child bring a cellular device?

We have worked hard to guarantee that a wide variety of activities are offered every moment your child is at camp; there is enough physical and mental stimulation here to render virtual pastimes obsolete. Therefore, we have a firm policy banning the use of cell phones, video games, and other electronics, and we appreciate your support. This is a carefully thought-out, healthy policy that helps us underscore the beauty of camp—just a few days, where experiences are real, kids learn to navigate on their own, and success is tangible.

School rules may vary as to whether the students can bring these items on the bus. We realize that students travel with these phones, iPod, and other devices and they have become a necessary part of our life. If they bring them on the bus, we will collect and lock them up until the end of the program. Please provide a zip lock bag with your child’s name on it that will fit all these items. Please help us with this process. Students may bring a digital camera or a disposable camera; it is encouraged but check with the school for details first.

Can someone give us a tour or come out for a parent presentation?

Absolutely! We want you to be able to familiarize yourself with our facility and see it first hand before bringing your students here. Also we will send someone to present and speak to your parents on request. We believe this not only helps with fundraising, but also alleviates parents’ worries about sending their students to camp. Please be aware that tours can be scheduled on Fridays.

Am I able to visit or call my student while they’re at camp?

Visits during camp are not permitted. We strongly discourage calling your child to just chat. We have found that these types of calls can cause students to become “homesick” or disconnected from the goals of the program. Part of the focus here is to create some independence for the students; even if it is just one or two nights. These type of “away from home” experiences foster growth, independence, and self-reliance. If parents call to ‘check-in’ with their children every night, this growth will not occur. Sometimes this growth occurs in the parents as well. If you need to call, please call us and let us know your concerns. We will give you suggestions and may even connect you first with a teacher or school administrator before speaking with your child.

We are always available throughout the day and there is also phone coverage all night. If you have an emergency, please feel free to call anytime. Use the camp number that was provided 714.932.3191. We will also contact you if your child is not feeling well or an emergency here at camp occurs. Usually, we will have a teacher or administrator from the school be in contact since this relationship already exists.

MAIL

While your child is at camp, you are welcome to mail them a letter. All letters (no packages, emails or faxes), are delivered before mealtimes. Letters should be sent at least 5 business days in advance. Letters arriving before your students’ stay at camp will be kept until they arrived. Letters arriving after students leave will be marked “Return to Sender” and returned to the post office. Please ensure that your letter does not require a signature upon receipt.

When addressing your child’s letter, please be sure to follow the guidelines below:

Child’s Name
Elementary School Name/Dates Attending
Irvine Ranch Outdoor Education Center
2 Irvine Park Road
Orange CA, 92869
CAMPER RELEASE FORM
DO NOT MAIL THIS FORM. PLEASE COMPLETE AND BRING TO HEALTH OFFICE.

Camper Last Name: ________________________________
Camper First Name: ________________________________

The person(s) listed below have my permission to pick up the above camper. Parents and legal guardians must be listed.

Name: ________________________________ Relationship: ________________________________
Name: ________________________________ Relationship: ________________________________

My camper will be picked up at ___________ AM/PM on ___________ (time) (circle one) day of the week/date

My camper will return at ___________ AM/PM on ___________ (time) (circle one) day of the week/date

Reason for Departure: ________________________________________________________________
Medication Returned: YES NO

Pick Up

Parent/Guardian Signature Date/Time

Staff Member (PRINT) Date/Time

Drop Off

Parent/Guardian Signature Date/Time

Staff Member (PRINT) Date/Time

Please Note: Observed Quiet Hours are 10PM - 7AM