



IRVINE RANCH  
**OUTDOOR  
EDUCATION  
CENTER**

# IRVINE RANCH OUTDOOR EDUCATION CENTER OUTDOOR SCIENCE CAMP



## TEACHER GUIDE



## 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 you and your students.

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

Included in this Teacher 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!

A handwritten signature in black ink, appearing to read 'M. Oehmke'.

Michael A. Oehmke  
Director of Outdoor Adventures



# 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 for 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 many 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 adults 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:

**Director:** The 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.

**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.

**Health Officer:** The Health Officer is the person who handles medication, sick students, and special needs. The Health Officer is 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 process.

## 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 children's programs; participate in extensive and rigorous staff training spanning 16 days. They are CPR/First Aid and AED certified, Youth Protection trained, and background checked.

Owned and operated by Orange County Council Boy Scouts of America: The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

### Scout Oath:

On my honor I will do my best  
To do my duty to God and my  
country and to obey the Scout Law;  
To help other people at all times; To  
keep myself physically strong,  
mentally awake, and morally straight.

### Scout Law:

A Scout is:  
Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind,  
Obedient, Cheerful, Thrifty, Brave, Clean & Reverent

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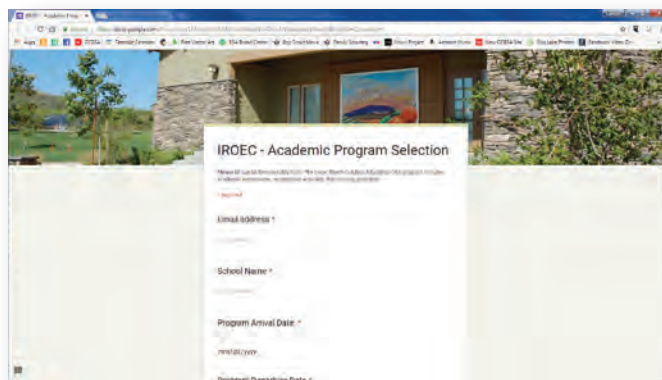
**WELCOME**

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# PLANNING YOUR STAY

Using the activities on the following pages, please choose the program that you would like your students to enjoy based on the number of nights you will be attending. Two months prior to your stay you will receive a form to select your desired activities. **Please submit this form 30 days prior to the event.** We offer both recreational and science-based activities and recommend a healthy mix of the two for a well-rounded experience for your class. Let's build the perfect program for you and your students.

A screenshot of a web browser displaying a form titled "IROEC - Academic Program Selection". The form is overlaid on a background image of a stone building with a rainbow mural. The form fields include: "Email address \*", "School Name \*", "Program Arrival Date \*", "Program Departure Date \*", and "Program Description \*".

*Sample Screen Shot of the Program Selection Form.*

## HIKES

### OC ZOO WALK

*Goes well with: Night Hike and Ecology Hike*  
*Additional \$2 per person*

The Zoo's focus is on animals and plants native to the southwestern United States. Animals on exhibit include black bears, mountain lions, bald eagle, island foxes, ocelot, red-tailed hawk, great horned owls, porcupine, coyotes, turkey vultures, coati and more. The zoo also features a barnyard with domestic goats, jacob sheep, pot-bellied pigs, doves and pheasants. This trip involves going to another facility, and so there is an additional charge. It is well worth the extra cost as it will certainly add to the participant's experience.

*NGSS Standards: 5-LS2, LS2.A, 5-PS3-1, 5-PS3.D, MS-LS3, MS-LS4-1, MS-LS4-2, MS-LS4-4, MS-LS4-6*

### GEOLOGY HIKE

*Goes well with: Mine Immersion*

A hike all about rocks and our rocky planet, the Geology Hike takes place in the dry creek-bed that runs along the entrance of our camp. Students are able to stretch their legs and their knowledge while learning about Moh's Hardness Scale and how to tell if one rock is harder than another. While exploring Earth's surface, students will learn the affects of erosion and what can cause it. They will discover the law of superposition by examining cliff faces and making inferences; and that the reason why we know what is underneath the crust is due to the concept of Mohorovicic discontinuity. Students will be amazed at how tectonic plates move, and they will have the opportunity to become one! After interacting with other tectonic plates, students will discover how fossils are formed. They will make their own impression fossils which they get to take home at the end of the week. Students are encouraged to explore the earth through fun activities and games that give them an interesting perspective on how the land around them was formed.

*NGSS Standards: MS-ESS1-4 MS-ESS1.C ESS2-1 ESS2-2 ESS2-3 ESS2.B*

### ECOLOGY HIKE

*Goes well with: Ranch Immersion and Sustainability and Stewardship*

On the Ecology Hike, your students will have a chance to explore patterns of interactions across multiple ecosystems. Students will compare and contrast biotic and abiotic factors in a coastal sage scrub and oak woodland ecosystems and discuss how the availability of resources influences plant and animal populations in these ecosystems. They will also learn to identify native plant species and observe how these plants have adapted to their environment by developing specialized structures that increase their probability of survival. Finally, students will gain a deepened understanding of food webs and the flow of energy through an ecosystem. Join us for an exciting exploration of the natural world!

*NGSS Standards: MS-LS-1-4; MS-LS-2-1; MS-LS2-2; MS-LS2-3; MS-LS2-4; MS-LS4-4; 5-LS2-1*





## ACADEMIC IMMERSIONS

### WACKY SCIENCE

*Goes well with: Planetary Walk and Astronomy*

One of our most popular programs in which students learn the basics of chemistry and biology through fun hands-on experiments! Students engage concepts such as covalent bonds and how we create and break them, non-Newtonian liquids and how they bend the laws of physics, and how matter can go through fascinating processes such as sublimation and deposition. Experience both implosions and explosions, as well as learn about acidic-basic reactions to fully understand the differences between physical and chemical reactions. The students will be able to extract, isolate, and observe the DNA of different fruit/vegetable in minutes. Our trained instructors can juggle fire, create explosions and teach about free radicals, convection, and thermal energy in a safe yet captivating way.

*NGSS Standards: PS1-1 PS1-2 PS1-3 PS1-4 PS1-5 PS1.A PS1.B PS3-3 PS3-4 PS3-5 PS3.A PS3.B*



### SUSTAINABILITY AND STEWARDSHIP

*Goes well with: Mine Immersion and Ecology Hike*

During the sustainability immersion, students will apply scientific principles to design methods for monitoring and minimizing human impact on the environment. We will explore scientific approaches to protecting the Earth's natural resources and discuss the factors that have led to the uneven distribution of the Earth's mineral, energy, and groundwater resources. Students will investigate factors that have caused the rise in global temperatures over the past century and analyze and interpret data on severe weather events related to global climate change. Finally, students will devise sustainable solutions to environmental issues and brainstorm concrete actions that individuals and communities can take to protect the planet.

*NGSS Standards: MS-ESS3-1; MS-ESS3-2; MS-ESS3-3; MS-ESS3-4; MS-ESS3-5, 5-ESS3-1*

### MINE IMMERSION

*Goes well with: Geology Hike and Square Dancing*

A perfect rotation for California students which combines the basics of geology, mining, and the history of the Gold Rush. Our campus offers a fully functioning 1800ft mine-simulation, complete with mining helmets with lights, shovels and pickaxes, authentic mining sounds, and two digging areas. Students are fully immersed in what a real mine would sound and look like. They are also able to pan for gold in real sluice boxes while learning about how miners were able to acquire land for mining. A visit to the Assay Office demonstrates how gold and other metals are tested for their purity and value. Students also focus on the real positive and negative implications of mining upon our society, our environment, and improvements in the field that will affect both safety and sustainability.

*NGSS Standards: ESS3-1 ESS3-3 ESS3.C*

### PLANETARY WALK

*Goes well with: Wacky Science and Astronomy*

A unique program that focuses on physics and its role in space and our solar system. Students will have the opportunity to practice the scientific method by inferring what adjustments might affect in each station and then they will test their hypothesis. Students learn about engineering while creating their own bottle rockets and how their designs affect the vector and trajectory when shooting off their rockets. They will experiment with concepts such as potential and kinetic energy; learn how to tell time by understanding the interactions between the Earth and the Sun and infer how we explore our galaxy. Students will walk a to-scale trail of the solar system, learning about the size, spacing, and other fun facts about our planet and solar system.

*NGSS Standards: PS2-2 PS2-4 PS2-5, ESS1.A ESS1.B ESS2.A ETS1.A ETS1.B ETS1.C PS1.A PS1.B PS2.A PS2.B PS3.B*

### RANCH IMMERSION

*Goes well with: Ecology Hike and Sustainability and Stewardship*

At the Ranch, your students will explore the relationship between humans and the environment in a small-scale agricultural setting. Students will identify orchard pests and discover the role that beneficial insects play in helping us maintain a healthy and biologically diverse agroecosystem. We will take a close look at the importance of pollinators and explore the symbiotic relationship between humans and the European honey bee (*Apis mellifera*). We will also investigate the living compost system and discuss the role that decomposers play in the nitrogen cycle. Students will make observations and form hypotheses regarding plant health and test for macro-nutrients and pH levels in the soil. We will discuss the role of photosynthesis in the support of living organisms. Additionally, we will examine the distribution of water resources on Earth and discuss the water cycle.

*NGSS Standards: MS-ESS1-4 MS-ESS1.C ESS2-1 ESS2-2 ESS2-3 ESS2.B*

## RECREATIONAL ACTIVITIES

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The Irvine Ranch Outdoor Education Center offers a large amount of recreational opportunities for participants. All of our programs offered are led by trained staff and meet all standards for safety by the American Camp Association. We offer 6 recreation packages for you to choose from:

1. Zipline/Climbing Wall/Low Ropes Challenge Course
2. Zipline/Archery/Low Ropes Challenge Course
3. Zipline/Tie Dye/Low Ropes Challenge Course
4. Climbing Tower/Archery/Low Ropes Challenge Course
5. Climbing Tower/Tie Dye/Low Ropes Challenge Course
6. Tie Dye/Archery/Low Ropes Challenge Course
7. Climbing Tower/Archery/Tie Dye

### ARCHERY

Students will learn the proper way to take aim and make a bullseye with helpful instruction from our staff on the range. Archery is an activity open to any person, regardless of ability, and is a different kind of team sport which can teach patience, self-control, and discipline.

### TIE DYE

What is camp without a tie dye t-shirt to take home? Students will be given shirts with the OEC logo and will create their own special memory and souvenir by choosing colors to make their own pattern. Shirts are washed and dried and returned to students before the end of camp, or delivered to their school following camp when necessary.

### CHALLENGE COURSE

Our challenge course provides engaging and exciting activities for students to practice skills like collaboration, effective communication, and positive reinforcement behavior. Each participant on the low ropes challenge course will grow individually and as a team member of a group while completing various challenges.

### POOL

Contingent on Availability, 2 hr. session

Complete with a water slide, our swim program gives students the opportunity to have a safe, fun pool party. Two pools are available, a shallow pool (3ft 6in), and a swimming pool complete with a deep end (3ft-8ft). The deep end is reserved for students who complete a basic swim test. The 188ft water slide has five turns, emptying out to the shallow pool, so students of any swimming ability can partake as well. Our large pool's temperature is 75 degrees which makes it a comfortable, enjoyable swim experience.

### ZIP LINE

Travel across the 30-foot-deep sagebrush canyon on our zip line over 300 feet long! Students will be harnessed and helmeted while instructed and guided by our professional staff of instructors. People of all ages can overcome their hesitancy to zip thanks to encouraging words and the help of their teammates around them.

### CLIMBING TOWER

Rock Climbing is a scenic adventure at the IROEC, as students scale the climbing wall on belay with an instructor or with an auto-belay device and instructor's watchful eye. Students will follow a specifically marked route as they challenge themselves to reach the top. If they focus on one movement at a time, they will feel successful with every move they make. Multiple user friendly levels and degrees of challenge exist on our climbing wall. Rappelling activities are available for advanced leadership training groups.

### BB GUN

Located next to our Archery Range, we have 16 BB spots to practice your sharp shooting skills. Staff will instruct each group on the safety features of all equipment and help participants practice correct handling. After the safety talk you will be able to get rounds in on the targets; maybe even shoot a bullseye!



## EVENING ACTIVITIES

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### NIGHT HIKE/TRAIL GROUP SKIT

*Goes well with: Ecology Hike*

One of the most unique programs our camp has to offer, this hike allows students to explore nature in the dark. No flashlights please! In this distinct opportunity, students are able to discover their own night vision while learning how eyes work, why light can sometimes hinder our sight in the dark, and how the vision of other animals differ from their own. Students learn about local wildlife and how circadian rhythms affect both the animals around us and themselves, both when they are awake and asleep. In addition, the students will have an opportunity to present a skit at campfire to their peers.

*NGSS Standards: MS-LS3-1, MS-LS3-2, MS-LS3.A/B, MS-LS4-1, MS-LS4-2, MS-LS4-3, MS-LS4-4, MS-LS4-5, MS-LS4-6*

### NIGHT HIKE/CABIN TIME (Additional 30 minutes in the cabin)

*Goes well with: Ecology Hike*

This hike allows students to explore nature in the dark. No flashlights please! In this distinct opportunity, students are able to discover their own night vision while learning how eyes work, why light can sometimes hinder our sight in the dark, and how the vision of other animals differ from their own. Students learn about local wildlife and how circadian rhythms affect both the animals around us and themselves, both when they are awake and asleep. Student's will retire early to their designated bunkhouses where they can find themselves playing board games, card games, reading, writing, and or relaxing from a fun filled day. These cabins will be supervised by the trial group leaders assigned to your event.

*NGSS Standards: MS-LS3-1, MS-LS3-2, MS-LS3.A/B, MS-LS4-1, MS-LS4-2, MS-LS4-3, MS-LS4-4, MS-LS4-5, MS-LS4-6*

### ASTRONOMY

*Goes well with: Planetary Walk*

In a remarkable experience of learning both the new advancements of science in space and how humanity has interpreted it throughout history, students are able to virtually journey through space, identify and create constellations, and study celestial bodies through our telescope. They get the chance to learn many new concepts; how to identify planets versus stars in our night sky, how the moon acts in tandem with the Earth and the Sun, where stars and planets come from, and how to identify major markers in our night sky. Creativity, science, and history are combined to make a memorable and fun experience for students.

*NGSS: MS-ESS1-1 MS-ESS1-2 MS-ESS1-3 MS-PS4-2, ESS1.A ESS1.B PS4.B*

### SQUARE DANCING

*Goes well with: Mine Immersion*

Yeehaw, Partner! Square Dancing is an opportunity for students to kick up their heels and just dance! In a night that is fun for all, students are taught how to square dance in the traditional neighborly way, as well as learn several popular line dances. Students are then allowed to have an appropriate free dance party set to their favorite school-friendly hits. The program includes 1 hour of Square Dancing, 30 minutes of Line Dancing, and 30 minutes of free dancing.

### NIGHT SWIM

*Contingent on Availability*

Complete with a waterslide, our night swim program gives students the opportunity to have a safe, fun pool experience. Two pools are available, a shallow pool (3ft 6in) and a swimming pool complete with a deep end (3ft-8ft). The deep end is reserved for students who complete a basic swim test. The 188ft waterslide has five turns, emptying out to the shallow pool, so students of any swimming ability can partake as well. A fun and cool way to end the day!

### CAMPFIRE

On the last night of your outdoor education experience is the campfire! While campers bask in the glow of the campfire they will get to see their instructors in a different light. The instructors will put on a show for the campers filled with songs, stories, and skits. The evening wraps up with a story and yummy, gooey s'mores. Please keep in mind the ingredients for s'mores are graham crackers, marshmallows, and milk chocolate.



# CAMP SCHEDULE

Our goal is to minimize downtime and make the most of every moment of your stay. You can see how days are generally organized by looking at the sample schedule below. Every school that comes to camp has different students with different needs. If you have special program needs or requests, we are more than happy to work with you to make sure the experience is just right for your school.

## SAMPLE SCHEDULE FOR BOTH A 3 DAY/2 NIGHT OR 5 DAY/4 NIGHT STAY

DAY 1: ARRIVAL DAY (BOTH)		DAY 2: (BOTH)	
10 - 11AM	Tsunami/Check-In/ Lawn Games	7:45 - 8AM	Morning Assembly
11:15 - 11:45AM	Luggage and Cabin Check	8 - 8:45AM	Breakfast/Clean Up
11:45AM - 12PM	Opening Assembly	9 - 11:45AM	Academic Immersion
12 - 12:45PM	Lunch/Clean Up/Exit Stage	12 - 12:45PM	Lunch/Clean Up/Exit Stage
12:50 - 1:50PM	TeacherTime	12:50 - 1:50PM	TeacherTime
2 - 2:55PM	Recreation Rotation	2 - 4:45PM	Academic Immersion
3 - 3:55PM	Recreation Rotation	4:55 - 5:10PM	Bunkhouse
4 - 4:55PM	Recreation Rotation	5:15 - 5:30PM	Assembly/Competition
4:55 - 5:10PM	Bunkhouse	5:30 - 6:20PM	Dinner/Clean Up/Exit Stage
5:15 - 5:30PM	Assembly/Competition	6:30 - 8:30PM	Reflecting Hike/Camp Fire
5:30 - 6:20PM	Dinner/Clean Up/Exit Stage	8:30 - 9PM	Snack and Return to Bunkhouse
6:30 - 8:30PM	Evening Activity	9 - 10PM	Get Ready for Bed/ Cabin Activities/ Lights Out
8:30 - 9PM	Snack and Return to Bunkhouse		
9 - 10PM	Get Ready for Bed/ Cabin Activities/ Lights Out		
DAY 3: (5 DAY GROUP)		DAY 4: (5 DAY GROUP)	
7:45 - 8AM	Morning Assembly	7:45 - 8AM	Morning Assembly
8 - 8:45AM	Breakfast/Clean Up	8 - 8:45AM	Breakfast/Clean Up
9 - 11:45AM	Academic Immersion	9 - 11:45AM	Academic Immersion
12 - 12:45PM	Lunch/Clean Up/Exit Stage	12 - 12:45PM	Lunch/Clean Up/Exit Stage
12:50 - 1:50PM	TeacherTime	12:50 - 1:50PM	TeacherTime
2 - 4:45PM	Academic Immersion	2 - 4:45PM	Academic Immersion
4:55 - 5:10PM	Bunkhouse	4:55 - 5:10PM	Bunkhouse
5:15 - 5:30PM	Assembly/Competition	5:15 - 5:30PM	Assembly/Competition
5:30 - 6:20PM	Dinner/Clean Up/Exit Stage	5:30 - 6:20PM	Dinner/Clean Up/Exit Stage
6:30 - 8:30PM	Reflecting Hike/Camp Fire	6:30 - 8:30PM	Reflecting Hike/Camp Fire
8:30 - 9PM	Snack and Return to Bunkhouse	8:30 - 9PM	Snack and Return to Bunkhouse
9 - 10PM	Get Ready for Bed/ Cabin Activities/ Lights Out	9 - 10PM	Get Ready for Bed/ Cabin Activities/ Lights Out
DAY 3 or 5 : DEPARTURE DAY (BOTH)			
7:45 - 8AM	Morning Assembly		
8 - 8:45AM	Breakfast/Clean Up		
9 - 11:00AM	IROEC Jeopardy & Departure		

# CHECK-IN PROCESS

## TEACHERS

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All teachers are to proceed to the main parking lot to park vehicles and gather their belongings. Head over to the Gateway to Adventure where a team member will meet you for check in. Please be prepared to turn over all medications to the Health Officer. After check-in is complete teachers will gather in the Mountain Lion Den for a brief orientation followed by optional tours of the property. Then, get settled into your bungalow and take a break before heading to Harrison Lodge for lunch.

## STUDENTS

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1. School buses will proceed to the roundabout and stop at the Gateway to Adventure.
2. Instructors will meet school buses and welcome students to the Irvine Ranch Outdoor Education Center.
3. Once all students have exited the bus, instructors will lead bus(es) to the parking lot where our staff will unload the luggage.
3. Students will proceed to check-in which involves:

### **Student Wellness Check**

- Students meet with staff to check in about recent health needs.
- Each student will be given a sticker with their trail group number and bunkhouse assignment.

### **Lawn Games**

- Students will be participating in field games with instructors until they all have completed check-in.

4. After check-in is complete, students will break out into their trail groups for orientation and group expectations, then receive their water bottle and backpack.

**NOTE:** Parent drop-off for schools is done on a limited basis. Please contact us if this is the case for your school.



# TEACHER HOUSING

The Bungalow Building includes six (6) standard hotel-style rooms, each with two (2) full size beds and a private bathroom. The bungalow building also includes two (2) deluxe suites. The suites are 2-bedroom units with a private bath and a small sitting area. Each suite includes a bedroom with a queen size bed and a bedroom with two (2) twin size beds. The building is also air conditioned.

Lodging in the Bungalow Building includes access to the Mountain Lion Den, a common room where guests will find a living/dining room area complete with a kitchenette, fireplace, flatscreen television, and free WiFi\*.

## TEACHER ACCOMMODATIONS FOR OVERNIGHT ACADEMIC CAMPS

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- The teacher gender ratio does not align with the number of rooms. For example, ABC School has four teachers coming – 3 females and 1 male. They will be given a third room.
- Two rooms were assigned (4 beds) and more than four teachers are attending.
- Medical needs – school needs a room for a nurse, student aid or parent.

Please note, we reserve the standard Bungalow rooms (two full size beds) at the time of your reservation with any suites added last. Requests for suites will be granted on a case by case basis pending availability.

## DRESS CODE

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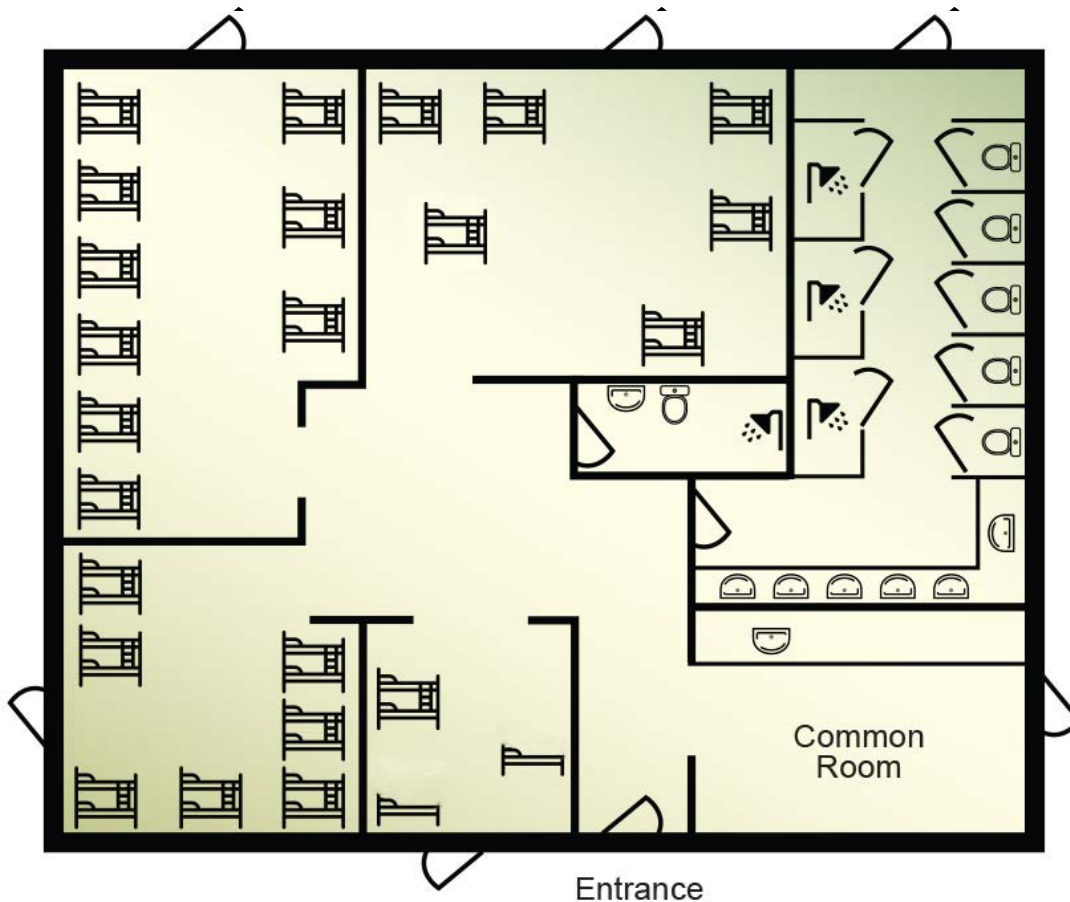
The IROEC dress code policy is designed to help us all provide a consistent safe and professional appearance to our participants and staff. The goal is to be sure that we maintain a positive appearance and not offend our participants, staff and fellow colleagues.

- Closed toes shoes are required
- Clothing with offensive or inappropriate designs or stamps are not allowed
- Clothing should be appropriate for school as well as an active outdoor program

*\*WiFi is only available in select areas of camp.*

# STUDENT HOUSING

Each IROEC bunkhouse is a single-story, 2500ft, ADA compliant building with four primary sleeping areas and holds a maximum capacity of 44 campers. Boys and girls are in assigned separate bunkhouses with bunk assignments to be completed by their teacher. Two chaperones of the same gender are needed for each bunkhouse. Quiet time is from 10pm until 7am. All bunkhouses are shared facilities which may be shared with other schools.





# DINING AT CAMP

The dining hall, 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:

- Provides recognizable faces for the students
- Combats homesickness
- Models active leadership
- Provides mediator for potential schedule adjustments or modification

## DINING HALL PROCEDURES

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

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. Choose 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.

## CAMP MENU

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! There is always a wide variety of food options at every meal, including an extensive salad bar. Below is a one-week sample menu to help you prepare for your stay with us. Menu is subject to change.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
BREAKFAST	Scrambled Eggs Sausage Links Cube Potatoes	Pancake Bacon Tater Tots	Waffle Sausage Patty Cube Potatoes	French Toast Sausage Links Tater Tots	Scrambled Eggs Sausage Patty Biscuit	Waffle Bacon Cube Potatoes	French Toast Sausage Patty Tater Tots
	Yogurt Oatmeal Cereal & Fruit OJ/Milk	Yogurt Oatmeal Cereal & Fruit OJ/Milk	Yogurt Oatmeal Cereal & Fruit OJ/Milk	Yogurt Oatmeal Cereal & Fruit OJ/Milk	Yogurt Oatmeal Cereal & Fruit OJ/Milk	Yogurt Oatmeal Cereal & Fruit OJ/Milk	Yogurt Oatmeal Cereal & Fruit OJ/Milk
	Vegetarian Sausage Link	Veg Bacon	Vegetarian Sausage Patty	Vegetarian Sausage Link	Vegetarian Sausage Patty	Veg Bacon	Vegetarian Sausage Patty
LUNCH	Cheeseburger French Fries	Pepperoni Pizza Coleslaw	Pulled Pork Sandwich Hawaiian Bun Potato Salad	Baked Mac & Cheese w/ Chicken Tenders	Beef Burrito Rice, Beans & Potato	BBQ Chicken Sandwich French Fries	Beef Fajitas Bell Peppers & Onions Rice & Beans
	Salad Bar Lemonade	Salad Bar Lemonade	Salad Bar Lemonade	Salad Bar Lemonade	Salad Bar Lemonade	Salad Bar Lemonade	Salad Bar Lemonade
	Veggie Burger	Cheese Pizza	Veggie Burger	Baked Mac & Cheese	Burrito w/ Rice & Beans	Veggie Chicken Burger	Stir-Fry Veggies
DINNER	Chicken Penne Pasta w/ Alfredo Sauce Seasonal Veggies Garlic Bread	Pasta Bolognese Seasonal Veggies Garlic Bread	Hardshell Beef Tacos Mexican Rice & Beans	Spaghetti & Meat Sauce Seasonal Veggies Garlic Bread	Teriyaki Chicken Rice Broccoli	Tri-Tip Roasted Potatoes Seasonal Veggies	Roasted Chicken Breast Mashed Potatoes Seasonal Veggies
	Soup & Salad Bar Water Dessert	Soup & Salad Bar Water Dessert	Soup & Salad Bar Water Churro	Soup & Salad Bar Water Dessert	Soup & Salad Bar Water Dessert	Soup & Salad Bar Water Dessert	Soup & Salad Bar Water Dessert
	Penne Pasta with Alfredo Sauce	Meatless Marinara Sauce	Meatless Tacos	Meatless Marinara Sauce	Teriyaki Stir-Fry Veggies	Veggie Beef Strips	Veggie Chicken Patty

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 CONCERNS



We understand the challenges facing the community of people who struggle with food allergies or have to manage food sensitivities. 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 will not bring 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 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 been exposed to allergens. 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.

Please share all guest dietary restrictions with the IROEC at least two weeks before your stay.

# TEACHER EXPECTATIONS

## TEACHER TIME EXPECTATIONS

At the Irvine Ranch Outdoor Education Center, we rely on teachers to assist with three main things; supervision during meal times in the dining hall, taking responsibility for any of your students who cannot participate in our program (due to medical or discipline issues, etc.), and Teacher Time. Teacher Time is after lunch and lasts an average of one hour. This is a time to reflect with your students on their experiences and the activities they have completed.

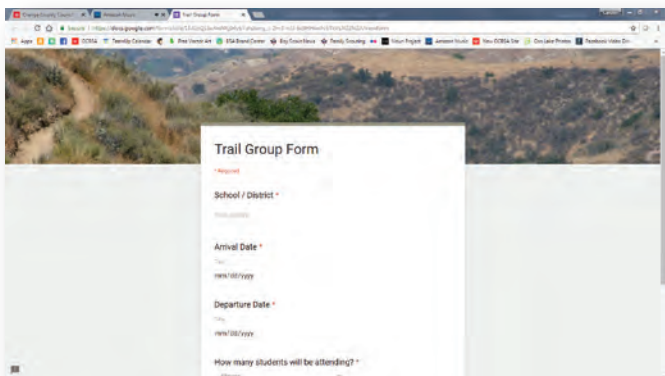
Teacher Time activities include the following:

- Field games in designated recreation areas
- Table-top games
- Teacher-led hike through the camp or Irvine Regional Park

Requests for recreation items and areas can be made during your orientation. School representatives will have an opportunity to meet with camp instructors at the beginning of Teacher Time on the first day.

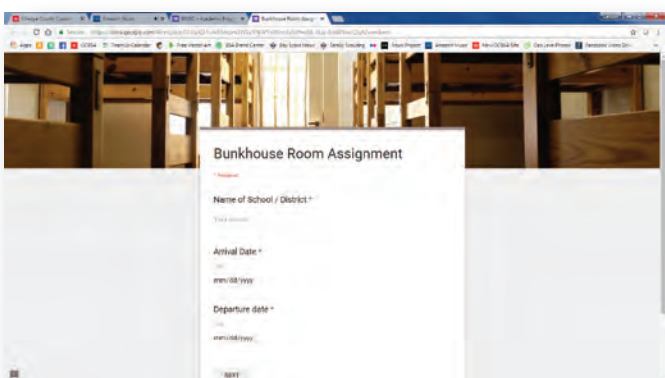
At least one adult attending camp must be a certified teacher employed by the school in attendance. Visitors are not allowed unless they are approved by the school's district. There must be at least one school staff member readily available at all times in the case of an emergency.

## RESPONSIBILITIES

A screenshot of a web browser displaying a form titled "Trail Group Form". The form is overlaid on a background image of a dirt trail winding through a dry, hilly landscape. The form fields include: "School / District" (with a dropdown arrow), "Arrival Date" (with a date picker icon), "Departure Date" (with a date picker icon), and "How many students will be attending?" (with a text input field). There are "Previous" and "Next" buttons at the bottom.

### TRAIL GROUP ASSIGNMENTS

During the day, student groups are led by trail group leaders (15:1) who will help them experience nature and science first hand. Please fill out the trail group form two weeks before the scheduled event to ensure we have proper ratios. Trail groups, at times, will be paired. Please keep this in mind when assigning the participants. The number of trail group leaders will be assigned according to the number of participants confirmed on the contract.

A screenshot of a web browser displaying a form titled "Bunkhouse Room Assignment". The form is overlaid on a background image of the interior of a bunkhouse, showing wooden bunks. The form fields include: "Name of School / District" (with a dropdown arrow), "Arrival Date" (with a date picker icon), and "Departure date" (with a date picker icon). There is a "NEXT" button at the bottom.

### BUNKHOUSE ASSIGNMENTS

Please fill out the bunkhouse assignments form to assign the students to their rooms. The form is for one bunkhouse with a capacity of 44. Please submit one form per gender. If you have more than the 44 in a bunkhouse, please fill out an additional form(s) for the remaining students.

The bunkhouse and trail group assignments are due two weeks prior to your arrival at camp. Please contact us if you need additional time to finalize the forms and if you have any questions.

# 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 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 agreement 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 agreement and the consequences for any further negative actions.

## STRIKE THREE

A student who breaks their agreement will be responsible for the consequences. Any student who receives a third strike will either be sent home or placed exclusively in the custody of the visiting school's teachers.

***Any infraction which puts a student or staff member's safety in jeopardy will result in the student's immediate expulsion.***

***No refund or credit will be granted to an expelled student.***

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 agreement 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 agreement and the consequences for any further negative action.

## COMMUNICATION BOARD

Located in the Program Office is the Communication Board. This board is updated daily with information regarding the participants. This includes, and is not limited to, behavior, medical, early/late arrival/departure, and number of participants on property. The board is there to also help the flow of communication between the instructor, leadership, and school representatives.



# PARENT INFORMATION

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

## STUDENT PACKING LIST

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Please make sure your child's name and the name of their school are 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 a warm blanket are also acceptable.

### Suitcase/Duffel Bag/Backpack:

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 pairs  
Socks - at least 5 pairs  
Pajamas  
T-shirt - no tank tops or exposed 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  
5-7 Face Masks  
Hat  
Sunglasses  
Shower Sandals  
Towel and Washcloth  
Soap and Shampoo  
Brush/Comb  
Toothbrush and Toothpaste  
Books/Journal  
2 Pencils  
Camera (disposable recommended)

### Aquatics (if chosen by school)

Bathing Suit  
Beach Towel  
Flip Flops or Sandals  
Goggles

## WHAT NOT TO BRING

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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, which may include expulsion from our program.

Food Items including Snacks, Drinks, Candy or Gum, Cell Phones or Other Electronic Devices, Personal Sports Equipment

Alcohol or Drugs, Personal Sports Equipment, Matches, Lighters, Pocket Knives, Weapons, Pets or Other Animals

# CAMPDOC

We will be using an online system, “CampDoc,” to collect all health records, waivers, and student code of conduct forms.

CampDoc 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. It also provides camp health staff with instant access to vital medical information, decreases the time and energy spent during initial camper check-in, reduce risk and liability, and helps keep safety in the forefront of camp operations.

Along with the addition of CampDoc, we will be providing over-the-counter (OTC) medications for students that have pre-approval from parents. Please see the Over-the-Counter (OTC) Permission Release form available on CampDoc.

Please see below for more information on the process of making sure you are successful in using CampDoc with your student’s parent/guardian.

- The primary contact for the school will receive a spreadsheet (60 - 90 days prior to arrival) that requires the following information for each student. Please see the screenshot of a sample spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K
1	Identifier	First Name	Middle Name	Last Name	Date of Birth	Sex	Email #1	Email #2	L1	L2	L3
2	55667788	Brandon		Jones	1/1/2003	Male	jones@test.com	jones2@test.com	2018-Spring	Outdoor Science School	Brea Olinda United School

- Please make sure that each of the highlighted fields is completed. If the family does not have two emails you can leave Email #2 empty.
- Once completed please email the completed file to Outdoor@ocbsa.org. A staff member will then double check the file and email it to our CampDoc. We ask that once you receive the template email, you return it to us within 15 days.
- Once this file is sent to CampDoc each family will receive an invite email from CampDoc to complete their health profile for camp. **Parents/guardians or teachers who have trouble with CampDoc should contact help@campdoc.com or call (734) 636-1000.**
- Each primary contact will receive an email to be an administrator for their students’ account. This will give the admin access to check on the status of each student. School administrators of this account will need to monitor and follow up with families to ensure the completion of the required forms.

Please see the timeline below for schools:

- The IROEC will email the primary contact the required Excel spreadsheet. Please return the completed spreadsheet within 15 days. CampDoc takes approximately 24-48 hours to send invites sent to the parents/guardians.
- Parents/guardians and teachers will be blocked from making edits 10 days prior to the arrival of students at camp. This will allow the IROEC to review the forms prior to your arrival.

# NOTES

## **SCHOOL PRESENTATIONS**

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We want to make sure that you and your students are prepared for a fun and safe experience at camp. One way our staff likes to help with this is to come to your school and do a Pre-Camp Presentation. This presentation is an opportunity for parents/guardians to meet some of our staff and learn all they need to know about their child's camp experience. Email our Program Director [cristinat@iroec.org](mailto:cristinat@iroec.org) to schedule your school presentation today! Please allow at least one month's notice and provide multiple date options as we want to make sure we provide you with the best presentation possible.

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# CHECKLIST

**Step 1: First payment (25%) - Non-refundable: Due within 14 days of receiving contract to secure your spot.**

- ☐ Return signed contract.
- ☐ Submit deposit via check or credit card.
- ☐ Submit tuition assistance application if needed.

**Step 2: Schedule a representative from the IROEC to come visit for a school presentation.**

- ☐ Select a couple dates and email CristinaT@iroec.org to arrange.

**Step 3: CampDoc**

- ☐ Fill out the CampDoc spreadsheet.
- ☐ Send completed CampDoc spreadsheet to Outdoor@ocbsa.org.
- ☐ Primary contact and school administrators create CampDoc profile (will be sent after spreadsheet has been received.)
- ☐ Monitor CampDoc to make sure each parent/guardian has completed 100% of their paperwork. *Parents/guardians will be locked out 10 days prior to visit.*

**Step 4: Program Selection (must be turned in 1 month prior)**

- ☐ Select a program.

**Step 5: Final Numbers**

- ☐ Final numbers are due 30 days prior to visit.

**Step 6: Confirm chaperones for each assigned bunkhouse.**

- ☐ Complete bunkhouse assignment form.
- ☐ Complete trail group assignment form.

**Step 7: You are two weeks away!**

- ☐ Notify the IROEC of any dietary or medical need.
- ☐ Final payment due 14 days prior to arrival.

**Step 8: Your adventure starts today!**

- ☐ Load the kids on the bus and get ready for an amazing camp experience!