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!

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

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.
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.

**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 and additional charge. It is well worth the extra cost as it will certainly add to the participants 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*

**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*

**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 effects 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-ESS1-1; MS-ESS1.C ESS2-1; ESS2-2; ESS2-3; ESS2.B*
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.


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

PLANETARY WALK
Goes well with: Wacky Science and Astronomy

A unique program that focuses on physics and physics has in space and our own 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 by 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.


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 cycling of matter and flow of energy into an out 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
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 and the American Camp Association. We offer 6 recreation packages for you to choose from:

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

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.

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 surrounding them.

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 challenge course will grow individually and as a team member of a group while completing various challenges both low to the group and up to 35 feet up in the air. Ground school techniques and training included for all high ropes activities.

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 instructors’ watchful eye. As they challenge themselves to reach the top by following a specifically marked route for extra challenge or if they focus on one movement at a time, students 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.

*Please see our recreational waiver for additional details on age, weight, and other requirements for participation in the above recreation opportunities.
**EVENING ACTIVITIES**

**NIGHT HIKE/TRAIL GROUP SKIT**  
*Goes well with: Ecology Hike*

One of the most unique programs our camps 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 about how eyes work, why light can sometimes hinder our sight in the dark, and how the vision of other animals differs 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*

One of the most unique programs our camps 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 about how eyes work, why light can sometimes hinder our sight in the dark, and how the vision of other animals differs 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. The student will also 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*

**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 party. Two pools are available, a shallow pool (3ft 6in), and a swimming pool complete with a deep end (3ft-8ft, deep end 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.

*Under construction since damage from Canyon Fire 2; anticipated opening Fall 2018.*
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 A 4 DAY/3 NIGHT STAY**

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<thead>
<tr>
<th>DAY 1: ARRIVAL DAY</th>
<th>DAY 2</th>
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<tbody>
<tr>
<td>10 - 11AM Tsunami/Check-In/ Lawn Games</td>
<td>7:45 - 8AM Morning Assembly</td>
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<tr>
<td>11:15 - 11:45AM Luggage and Cabin Check</td>
<td>8 - 8:45AM Breakfast/Clean Up</td>
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<tr>
<td>11:45AM - 12PM Opening Assembly</td>
<td>9 - 11:45AM Academic Immersion</td>
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<td><strong>12 - 12:45PM Lunch/Clean Up/Exit Stage</strong></td>
<td><strong>12 - 12:45PM Lunch/Clean Up/Exit Stage</strong></td>
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<td><strong>12:50 - 1:50PM Teacher Time</strong></td>
<td><strong>12:50 - 1:50PM Teacher Time</strong></td>
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<td><strong>2 - 2:55PM Recreation Rotation</strong></td>
<td><strong>2 - 4:45PM Academic Immersion</strong></td>
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<tr>
<td><strong>3 - 3:55PM Recreation Rotation</strong></td>
<td><strong>4:45 - 5:10PM Bunkhouse</strong></td>
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<tr>
<td><strong>4 - 4:55PM Recreation Rotation</strong></td>
<td><strong>5:15 - 5:30PM Assembly/Competition</strong></td>
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<td>4:55 - 5:10PM Bunkhouse</td>
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<td>5:15 - 5:30PM Assembly/Competition</td>
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<td>5:30 - 6:20PM Dinner/Clean Up/Exit Stage</td>
<td>5:30 - 6:20PM Dinner/Clean Up/Exit Stage</td>
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<tr>
<td>6:30 - 8:30PM Evening Activity</td>
<td>6:30 - 8:30PM Evening Activity</td>
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<td>8:30 - 9PM Snack and Return to Bunkhouse</td>
<td>8:30 - 9PM Snack and Return to Bunkhouse</td>
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<tr>
<td>9 - 10PM Get Ready for Bed/ Cabin Activities/ Lights Out</td>
<td>9 - 10PM Get Ready for Bed/ Cabin Activities/ Lights Out</td>
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<tr>
<th>DAY 3</th>
<th>DAY 4: DEPARTURE DAY</th>
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<tr>
<td>7:45 - 8AM Morning Assembly</td>
<td>7:45 - 8AM Morning Assembly</td>
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<tr>
<td>8 - 8:45AM Breakfast/Clean Up</td>
<td>8 - 8:45AM Breakfast/Clean Up</td>
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<tr>
<td>9 - 11:45AM Academic Immersion</td>
<td>9 - 11:45AM Reflection Boards &amp; Departure</td>
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<tr>
<td><strong>12 - 12:45PM Lunch/Clean Up/Exit Stage</strong></td>
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<td><strong>12:50 - 1:50PM Teacher Time</strong></td>
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<td><strong>2 - 4:45PM Academic Immersion</strong></td>
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<td><strong>4:45 - 5:10PM Bunkhouse</strong></td>
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<tr>
<td><strong>5:30 - 6:20PM Dinner/Clean Up/Exit Stage</strong></td>
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<tr>
<td><strong>6:30 - 7:45PM Reflection Night Hike</strong></td>
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<tr>
<td><strong>7:45 - 8:50PM Camp Fire</strong></td>
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<tr>
<td><strong>8:30 - 9PM Snack and Return to Bunkhouse</strong></td>
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<td><strong>9 - 10PM Get Ready for Bed/ Cabin Activities/ Lights Out</strong></td>
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CHECK-IN PROCESS

TEACHERS

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 on-site LVN. 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

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 are off of the bus, Instructor will lead bus(es) to 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**
   - Field games with instructors until all students 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

Often referred to as “The Hotel”, 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

We reserve two standard bungalow rooms (two fulls) at the time of your reservation. Additional rooms are given for the following scenarios:

- 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.

Requests for additional rooms that do not fall under the 3 scenarios above will be granted on a case by case basis pending availability. If available the additional rooms will be added upon arrival.

DRESS CODE

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 to offend our participants, staff and fellow colleagues.

- Closed toes shoes.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.

*WiFi is only available in select areas of camp.
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. Menu is subject to change.

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<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<th>FRIDAY</th>
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<tr>
<td>French Toast</td>
<td>Scrambled Eggs</td>
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<td>Belgian Waffle</td>
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<td>Sausage Links</td>
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<td>Cheeseburger</td>
<td>Cheese &amp; Pepperoni</td>
<td>Beef Burrito</td>
<td>Baked Mac &amp; Cheese</td>
<td>Meatball Sub</td>
<td>BBQ Chicken Sandwich</td>
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<td>French Fries</td>
<td>Pizza</td>
<td>Rice, Beans &amp; Potatoes</td>
<td>Chicken Strips</td>
<td>Chips</td>
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<td>Salad Bar</td>
<td>Corn on the Cob</td>
<td>Salad Bar</td>
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<td>Veggie Pizza</td>
<td>Burrito with Rice &amp; Beans</td>
<td>Baked Mac &amp;</td>
<td>Veggie Meatball</td>
<td>Veggie BBQ</td>
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<td>Pasta Bolognese</td>
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<td>Spaghetti &amp; Meat</td>
<td>Red Chicken</td>
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<td>Seasonal Veggies</td>
<td>w/ Rice &amp; Broccoli</td>
<td>Sauce</td>
<td>Enchiladas</td>
<td>Roasted Chicken</td>
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<tr>
<td>Alfredo Sauce</td>
<td>Garlic Bread</td>
<td>Soup &amp; Salad Bar</td>
<td>Seasonal Veggies</td>
<td>Rice &amp; Beans</td>
<td>Breast</td>
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<td>Soup &amp; Salad Bar</td>
<td>Lemonade Water Cookie</td>
<td>Garlic Bread</td>
<td>Soup &amp; Salad Bar</td>
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<td></td>
<td>Yellow Cake</td>
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<td>Lemonade</td>
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<td>Penne Pasta with</td>
<td>Meatless Marinara</td>
<td>Meatless Teriyaki</td>
<td>Meatless Marinara</td>
<td>Cheese Enchiladas</td>
<td>Veggie Beef Strips</td>
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<td>Sauce</td>
<td>Chicken</td>
<td>Sauce</td>
<td>Enchiladas</td>
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</table>

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.
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 done.

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. Parents may not attend camp as we believe this changes the experience for the child. There must be at least one school staff member readily available at all times in the case of an emergency.

RESPONSIBILITIES

TRAIL GROUP ASSIGNMENTS

During the day, students groups are led by trail group leaders (15:1) who will help them experience nature and science first hand. Please fill out the trial 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 groups leaders will be assigned according to the number of participants confirmed on the contract.

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 48. Please submit one form per gender. If you have more than the 48 capacity of the bunkhouse please fill out 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.
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.
PARENT INFORMATION

Below is just a sampling of information that 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

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
Two bungalow rooms are assigned for academic overnight programs. More than two rooms are given when:

Camp Docs

We are excited to announce that starting the Fall 2018 season that we will be using an online system, “Camp Docs,” to collect all health records, waivers, and student code of conduct forms.

Camp Docs 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 help keep safety in the forefront of camp operations.

Along with the addition of Camp Docs we will now 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 Camp Docs.

Please see below for more information on the process for making sure you are successful in using Camp Docs 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:

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 Gretchenep@iroec.org. She will then double check the file and email it to our Camp Docs. We ask that once the template email is received you please return it within 15 days.

• Once this file is sent to Camp Docs each family will receive an invite email from Camp Docs to complete their health profile for camp. Parents/guardians or teachers that have trouble with Camp Docs 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 you 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. Camp Docs takes approximately 24-48 hours to get invites sent to the parents/guardians.

• Parents/guardians and teachers will be locked 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.
SCHOOL PRESENTATIONS

We want to make sure that you feel good and know all the information to prepare students for a fun and safe experience at camp. One way our staff like to help with this is to come to your school and do a pre-camp presentation. This presentation is an opportunity for parents to meet some of our staff and learn all they need to know about their child’s camp experience. Please contact CristinaT@iroec.org to schedule your school presentation today! Please allow at least one month’s notice and multiple date options as we want to make sure we provide you with the best presenter possible.

Our organization offers school presentations to share information and answer any questions parents and/or guardians may have about our program. To schedule a presentation, you can e-mail our Schools Director at: cristinat@iroec.org.

TUITION ASSISTANCE

The Irvine Ranch Outdoor Education Center established the grant program for the purpose of providing tuition assistance to schools participating in IROEC programs.

Schools applying for a grant must have a program registration form and a paid deposit on file with IROEC. Applications must be submitted from the participating school or district, and schools may receive only one grant per academic year. Schools receiving tuition assistance through this program may be required to alter their program dates to allow for optimum program capacity.

To obtain an application, please e-mail: gretchenep@iroec.org
Step 1: Sign your contract and make the $1,000 deposit to secure your spot.
- E-signature completed on contract or signed by school district.
- Deposit check sent or credit card payment made.
- 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 confirm a presenter is available.

Step 3: Camp Docs
- Fill out the Camp Docs spreadsheet (email with information will be sent out 60-90 days prior to your visit).
- Send completed Camp Docs spreadsheet to gretchenep@iroec.org.
- Primary contact and school administrators create Camp Docs profile (will be sent after spreadsheet has been received.)
- Monitor Camp Docs to make sure each parent/guardian has completed 100% of their paperwork. 
  *Parent/guardians will be locked out 10 days prior to visit.*

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

Step 5: Fill out Google forms for your event (will be sent 2 months prior to arrival).
- Bunkhouse assignment form completed.
- Trail group assignment form completed.

Step 6: You are two weeks away!
- Notify the IROEC of any dietary or medical needs.
- Submitted final numbers two weeks prior to visit.
- Final payment submitted prior to arrival.

Step 7: Your adventure starts today!
- Load the kids on the bus and get ready for an amazing camp experience!