

# Guidelines for Teachers with Covid Protocols

## Getting your Students Ready for their Learning Experience

We will be sending you pre-trip activities and vocabulary. This will help you to prepare your students for their Sound to Sea experience. The more vocabulary your students have ahead of time, the more information they can assimilate while they are here. It will also help them understand in advance some of the concepts they will be learning.

## School Certificate of Insurance

Please have your school business administrator contact your insurance carrier. Before you arrive at the Sound to Sea Program, they must send Trinity Center a copy of your Certificate of Insurance, naming Trinity Center and the Diocese of East Carolina as additionally insured for the program dates. Address certificates to Leslie Goff, Program Assistant – Trinity Center – P O Drawer 380 – Salter Path, NC 28575.

## Journal Time

Each day after dinner, your students will have 45 minutes after dinner to write in their journals. In the past, teachers have brought many creative journal activities from crossword puzzles reinforcing vocabulary words to essay questions about each habitat to free writing about favorite experiences. Sound to Sea does not provide a journal for schools coming to the program. If you want to be sure the topics covered in your journal are addressed in class, please send us a copy ahead of time.

## Distributing Information to Students and Parents

You may choose to photocopy any or all of this booklet, or adapt the information and write your own letter to parents, etc. (The Student Medical and Registration forms for both students and adult chaperones– pages 14-17– must be photocopied).

**For copies of forms in Spanish!** Contact our program director or program coordinator. You can also download them from our website at [www.trinityctr.com/soundtosea](http://www.trinityctr.com/soundtosea) and click on “Forms for Download”

## Mandatory Pages to be Photocopied

- Student Medical Form
- Student Registration Form
- Student Covid-19 form
- Adult Covid-19 form

**These forms are required for student participation. We will ask for them upon your arrival. It will be helpful if you copy the Student Medical and Student Registration Forms for each child back to back, or staple the two together for each child, and put them in alphabetical order. We will keep these forms, so if you need a copy, please make a copy for yourself before arrival.**

## Recommended Pages to be Photocopied

(We will not need copies of these pages, however they may be helpful to you)

- Dear Student (letter)
- Participant Behavioral Contract
- Dear Parents (letter)
- Preparing for the Trip (packing list)
- Information for Parents
- Information for Teachers and Chaperones

## Checking Forms for Signatures

Each student must have a Student Medical Form, a Student Registration Form, and a Covid-19 Symptom Check Form. Each adult must have an Adult Symptom Check Form. These must be properly filled out. The Student Registration Form must be signed. If it is not, the student will not be allowed to participate until you can contact the parents and they agree to sign the waiver included in the form. Please check carefully for signatures in the gray shaded box on this form. It may be difficult for you to reach parents on short notice.

## Dividing Students into Groups

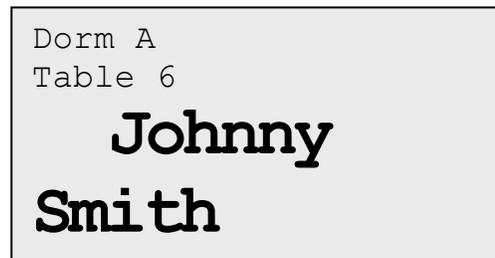
There are a number of factors to consider when dividing students into the three groupings (Cabin, Table, and Habitat Study Groups) including: choice; gender; cliques; rowdiness; and whether there will be the opportunity for the groups to get together as working groups back at school, etc.

Habitat Study Groups spend the most time together -- about 7 hours per full day together (13 hours per three-day session). Cabin Groups will spend about three waking hours per day together, depending upon how quickly they go to sleep! Table groups will spend a little less than 1 hour per meal together. This year we would like you to try to cohort your groups as much as possible. This means having the same students from the dorms at tables to limit exposure to each other.

Occasionally, table groups or habitat study groups of all one gender are more rowdy than mixed gender groups. In addition, teachers have given students some choice in the matter by letting students write down three people with whom they would like to be cabinmates or classmates and guaranteeing that one of those three people would be in their cabin or Habitat Study Group. We don't recommend letting the students divide themselves into groups, as this often contributes to difficult behavior.

## Creating Name Tags

We would like to suggest that if you have the time before your trip, you make nametags for your students. A simple sticker-type nametag is fine. They are very helpful to our staff when they are trying to learn your students' names, particularly on the first day. Many schools also choose to put the students' dorm, table and Habitat Study Group information on the name tags as well (see example.) We have found that this is very helpful to the students in remembering where they belong, and also cuts down on the length of the meetings at the beginning of the program.



## Cabin Groups

Each dorm houses two cabins, with a head teacher's room and bathroom between the two cabins. During Covid-19 social distancing, we are only using seven beds in each cabin. Students do not have to wear masks while in the dorms. There are signs on the beds that we do not want students to use. This will allow for proper distancing while sleeping. We recommend having the same cohort group staying in the cabin be grouped together at dining tables as well.

## Dining Room Table Groups

To allow for social distancing the tables will now seat four-five people. We would like each table to have three or four students and at least one adult. The dining room is another place where we are not required to wear masks. To limit exposure we would like each table to be

made up of students from the same dorm. Instead of eating family-style, the adult will serve the students, while wearing gloves, at the table. The number of teachers, chaperones and Sound to Sea staff members actually dictates just how many tables of seven or eight students there will be. When you call the Trinity Center with the number of students and attending adults, the Program Director or Program Coordinator will let you know the number of tables and students per table so that you can make Table Group assignments.

### **Habitat Study Groups**

Teachers should divide students into Habitat Study Groups based on the number provided by the Program Coordinator. Generally, there will be twelve or fewer students in each Habitat Study Group. If you find your group has gone up or down in the number of students please contact the Program Coordinator or Program Director right away. If they have gone up by more than a couple, we need to know right away to see if there are enough Sound to Sea Instructors to teach your group.

### **Finding Chaperones**

Parents are often willing to serve as chaperones for the school group. You should have a chaperone meeting before you come on your field trip. You can use the “Information for Chaperones” pages to help make the chaperones aware of the school and Sound to Sea discipline policies before they arrive. This will also help them understand their roles and duties while they are here at Trinity Center. If you have a large number of chaperones, please make a schedule so that all the chaperones are equally involved in the program.

### **Medical Care**

Sound to Sea will not provide any major medical service or medication administration while school students are attending Sound to Sea programs. Sound to Sea Instructors will have First Aid/CPR training and will treat minor first aid issues that occur during class. School chaperones will be responsible for administering medication students bring from home (usually after meals) and non-class time minor first aid issues. School chaperones can handle medical emergencies by taking students to area medical facilities and/or calling Emergency Medical Services.

### **Medical Preparation for the trip**

**For Sound to Sea:** In this Program Planning guide you will find three forms for students, the Student Medical Form and the Student Registration Form and the Covid-19 Symptom Check form. These are required for each student if they are to participate in the Sound to Sea Program. Please make sure the **Student Medical Form** has phone numbers at work and home for all parents or guardians. Most importantly, make sure the **Student Registration Form** is signed. If any signature is missing, or there are any changes to the original document, the student will not be allowed to participate in classes until you have called and gotten proper permission from the parent. The **Covid-19 Symptom Check Form** must be filled out two weeks prior to the trip. You will want to get this form to parents on time and collect them the day of the trip.

**Fill out before arrival to the Sound to Sea Program**  
**Dorm and Cabin Group Assignments**

School \_\_\_\_\_

Dates of Session \_\_\_\_\_

Dorm \_\_\_\_\_ (assigned before arrival)

Head Teacher/Chaperone \_\_\_\_\_

\_\_\_\_\_

Cabin \_\_\_\_\_  
(Left-hand side cabin)

Cabin \_\_\_\_\_  
(Right-hand side cabin)

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 5. \_\_\_\_\_

6. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 7. \_\_\_\_\_

**Fill out before arrival to the Sound to Sea Program  
Habitat Study Group Assignments**

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## Fill out before arrival to the Sound to Sea Program

### Student Dining Room Table Group Assignments

There are exactly 5 chairs at each table. At least one chair must be left open at each table for an adult. Remember to include your Sound to Sea Instructors in your count, as they will eat at the tables with you. If any students' have LIFE-THREATENING food allergies, please indicate them on this page next to the student's name.

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## PHOTOCOPY AND GIVE TO STUDENTS

Dear Student,

In only a couple more weeks, you will be attending Sound to Sea -- Trinity Center's Environmental Education Program. By now, you have probably heard a great deal about our program and Trinity Center, but here are some things that you should understand before you come.

During your stay with us, you, your classmates, your teachers and chaperones, and the Sound to Sea staff will be a community -- a group of people living and working together. Your biggest responsibility during your stay will be cooperation with others -- doing things to help your group and not just yourself.

You will be living in a cabin with as many as six other people in the same room, including an adult. Your Cabin Group will need to discuss what will be the best way to keep everyone happy. The Cabin Group will need to set up some rules: What time should we turn out the lights at night so that everyone gets enough sleep to be able to fully participate in the next day's activities? When will people take showers? Where will we put dirty clothes or wet, sandy shoes? How will we clean up our cabin in the morning?

At meal times, you will be sitting with another group -- your Table Group -- with four other people, including one adult. You will eat all your meals with your table group. What can you and your Table Group do to make the adult at your table feel welcome and a part of the community?

During the mornings and afternoons, you will be part of another group -- your Habitat Study Group -- with eleven other students a chaperone and a Sound to Sea instructor. You and your Habitat Study Group will have the opportunity to find out more about each one of our five habitats here -- the sound, salt marsh, freshwater pond, maritime forest, and beach/sea. Now you know how we got our name -- Sound to Sea! Each Habitat Study Group will also participate in our Group Challenge Course, where you will find out more about yourself and your group.

The other very important members of our Sound to Sea community are the plants and animals that you'll see from the sound to the sea! Remember, they live and grow here all year round and we are going to be joining their habitats, so let's treat them with respect.

Remember, this is not just a beach vacation, you will be learning every moment that you are here at the beach. But each class will give you hands-on experience in the beach sand, marsh mud and pond water. Our Sound to Sea staff is really looking forward to having you and your classmates visit our program. We can't wait to meet you.

# PHOTOCOPY AND GIVE TO STUDENTS

## Participant Behavioral Contract

Student's Name \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_  
Teacher \_\_\_\_\_ Dates of Sound to Sea Trip \_\_\_\_\_

All of the participants in the Sound to Sea program are responsible for their conduct and must be willing to abide by the rules and behavioral guidelines established for the program. We ask that students, teachers, and parents review and discuss these guidelines. Each must be willing to support these guidelines in order for the student to be eligible for the program. The specific guidelines for conduct include:

- Students will remain with their group and a teacher, chaperone or Sound to Sea staff member at all times. This includes the transition and recreation time.
- Students will wear face coverings when required by protocols.
- Students will make every effort to be ready and where they are supposed to be, on time.
- Students may only return to their cabins when accompanied by an adult.
- Because of the detrimental impact on wildlife, chewing gum is not allowed at Sound to Sea. No food is allowed inside the cabins since it attracts insects and rodents.
- Students will keep their gear in their space in the cabin. Getting into other peoples gear is not allowed.
- Use and/or possession of drugs, alcohol, tobacco, firearms, knives, firecrackers, matches, lighters and other items deemed dangerous is strictly forbidden.
- Students will take responsibility for their own safety, carefully listening to rules and instructions. Unsafe behavior resulting from failure to follow instructions from teachers, chaperones and Sound to Sea staff may result in dismissal from the program.

I understand that Sound to Sea, Trinity Center's Environmental Education Program, is a class experience and that I (my child/my student) will be required to participate fully in all activities. I also understand that I (my child/my student) will engage in outdoor activities that require following safety rules set down by the Sound to Sea Instructor. I agree to abide by and support the guidelines set forth.

Student's Signature _____
Parent's Signature _____
Teacher's Signature _____

**Please  
Sign**



Dear Parents,

The attached sheets provide information about the school-year Sound to Sea Environmental Education Program at Trinity Center.

**Dates:** \_\_\_\_\_

**Cost:** \_\_\_\_\_

**Checks should be made payable to:** \_\_\_\_\_

**Please have Student Medical Form, Registration Form and money in to school by:** \_\_\_\_\_

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We would like to call your attention to the following important items:

- If there are activities that you would prefer that your child not participate in, please send us a note. We will see that he/she is excused from the activity and is supervised in some other activity.
- If your child is taking medication, please notify his/her teacher and provide them with the medicine in its original container with instructions to dispense. Your school personnel, not the Sound to Sea Program, will be dispensing medications while your student is here at the program.
- If your child has special dietary allergies, needs vegetarian meals or has religious restrictions, please provide written instructions with the Student Medical Form. **Please indicate if dietary allergies are mild, severe, or life-threatening and whether your child reacts ONLY to eating particular foods (i.e. peanuts, gluten etc), or if they also have a contact and/or inhalation allergy.**
- Students will not be allowed to leave the designated center area without permission and supervision. No child can be removed from Trinity Center (before the school group departs) by any individual other than the parent or guardian who signed the Student Registration Form, unless written permission is provided by that parent or guardian.
- Any student not complying with the regulations and expectations of those in charge of supervision will not be permitted to continue participating in the program. Parents or guardians are responsible for picking up their children in the case of discipline problems or medical problems requiring the child to be returned home.
- We ask that cell phones and other electronic devices be left at home. If electronic devices are brought by students, they will be collected by the school's teachers, and packed away for the duration of the program. Trinity Center's Sound to Sea Program is not responsible for this equipment.

**PHOTOCOPY AND SEND TO PARENTS**

# PHOTOCOPY AND SEND TO PARENTS

## Information for Parents

Trinity Sound to Sea Environmental Education Program offers a residential school program in an outdoor, coastal environment. Your child will be visiting the center with classmates and teachers and participating in a variety of outdoor classes dealing with topics such as ocean and salt marsh life, forest and pond ecology, bird and mammal study, sensory awareness, etc. In addition, Sound to Sea offers a social learning experience in which your child will be living and working in a close community atmosphere.

The center is ideally situated to provide these services. Located on Bogue Banks, seven miles west of Atlantic Beach, the cabins sit right on the sound. Our secluded beach stretches for over one-third of a mile. Our 60 acres of salt marsh, coastal forest and freshwater pond are additional habitats for many forms of wildlife to be found during various times of the year such as water birds, turtles, crabs, shrimp, foxes, raccoons and possums.

Although the center is located in a camp setting (using the site of Trinity Camp and Conference Center), it is important to note that this is not primarily a camping program. The emphasis at Sound to Sea is on education, not recreation. Your child's class is participating in the program as a valuable extension of its classroom work. All major subject areas will be dealt with, including science, social studies, math and language arts. A full-time college-educated trained teaching staff will be instructing the students in a discovery and activity-oriented curriculum. Because of the nature and scheduling of the program, swimming will not be offered as an activity.

During your child's stay, supervision will be provided 24 hours a day. The cabins (with central heat and air) provide housing for a maximum of six students and one adult -- either a teacher or other chaperone.

It is required that you complete and return to school the Student Medical Form and Student Registration so that your child may attend the program. A doctor's physical examination is not mandatory.

Please understand that your child's participation in the Sound to Sea Environmental Education Program and its associated games, activities and events will expose your child to certain risks. Most events are held in outdoor areas where your child will be walking in wooded terrain on uneven surfaces. They may be exposed to poison ivy, insect bites and hot/humid or cold/windy weather. The Sound to Sea Program has taken the utmost precautions to provide a safe program (including indoor classrooms in case of thunderstorms), proper equipment and qualified instructors for your child. The Sound to Sea Program will follow all current state requirements for social distancing and face covering due to Covid-19 and other communicable diseases. We will require all students and adults to wear a face covering unless guidance changes before your trip.

A carefully planned, well-balanced menu, including evening snacks, will be provided by an experienced food service staff. Any special dietary needs (diabetes, religious restrictions, food allergies, etc.) can be accommodated with advanced notice. However, we will not provide for fussy eaters.

It is important that your child come to Sound to Sea with the proper clothes and equipment. To help you pack, an equipment list will be provided. You are urged to follow the suggestions on the list closely for the benefit and comfort of your child. Remember that too much gear will be a burden, but too little gear can create hardships.

Keep in mind that old clothes are by far preferred over new clothes since most activities will be held outside. Some kind of rain gear is absolutely essential for every child. Please do not ignore the list of "do not bring" items. Children will have no opportunity while at Sound to Sea to spend money. They can only lose it.

We ask that parents not visit the center while their child is participating. This is an opportunity for him or her to learn to function away from the home environment; plus we are not equipped to provide for visitors. Children are not permitted to use the telephone under normal circumstances; please refrain from calling your child except in the event of an emergency. The number is (252) 247-5600.

Your child will surely appreciate a letter from home during his or her stay at Sound to Sea. Remember to allow a full week for delivery. Address it to:

Student's Name  
School's Name (Do not forget this, or we will not know who to give it to)  
Trinity Sound to Sea Environmental Education Program  
PO Drawer 380  
Salter Path, NC 28575

Trinity Sound to Sea Environmental Education Program reserves the right to send any child home for illness, destruction of property, aggressive behavior or any other acts judged detrimental to functioning of the program.

Please feel free to contact Sound to Sea or the school to obtain any more information about the program.

## PHOTOCOPY AND SEND TO PARENTS

### Preparing for the Trip

- ✓ Students should be at the school on \_\_\_\_\_ by \_\_\_\_\_ with one medium size suitcase or duffel bag. Please label all suitcase/duffel bags.
- ✓ Please pack only the things on the list or that have been assigned. Other items must be cleared through the teacher.
- ✓ Label all your child's belongings that are packed for the trip. A laundry marker can be used on clothes.
- ✓ Students will not need money while participating in Trinity's Sound to Sea program.
- ✓ Please pack a plastic bag for packing wet clothing on the return trip.
- ✓ **Please check appropriateness of what your child has packed.** Remember that layers of clothing are warmer and can be removed if needed. Pack for all kinds of weather...warm, cold, or wet. Be sure your child has selected clothes that are designed to get dirty.
- ✓ Students are responsible for making sure they have packed all their belongings for their return trip home. Although we try to return all "Lost and Found" items, Sound to Sea and Trinity Center cannot be held responsible for articles left behind.

The following items are recommended for the 3-day program:

#### Clothing

- 4 pairs of jeans or slacks  
(or shorts during warmer weather)
- 4 t-shirts/ short sleeved tops
- 2 sweat shirts or sweaters
- 1 jacket
- 4 sets of underclothes
- 2 pairs of shoes (flat, closed-toed, closed-heeled walking shoes or sneakers)
- 1 pair old shoes that can get wet  
(These must be closed-toed, closed-heeled shoes: **NO Tevas or Crocs!**)
- 4 pairs of socks
- A raincoat
- Plastic bag for damp clothes
- 1 pair of pajamas
- 5-6 face masks

#### Linens

- Twin bed sheets and blanket or a sleeping bag
- Towels and washcloth
- Pillow case
- Pillow

#### Wash Kit

- Toothbrush
- Toothpaste
- Brush and comb
- Deodorant
- Soap
- Shampoo
- (other needed personal items)

- Students should bring a **water bottle** to the program to prevent dehydration.
- Bring **insect repellent, sunblock** during warmer months
- Bring **long johns, gloves/mittens, a warm hat and coat** during colder months. Also, bring **long socks** that your pant legs can be tucked into for Sound Class (November-March)

**You May Bring:** Camera and film, pen, pencil and notebook, good book

**Please Do NOT Bring:** Cell phone, ipod, expensive electronics, expensive jewelry, knives, food, gum, curling irons or hair dryer.

