

TELEPHONE CONTACT SHEET

(Complete this sheet but do not send it.)

Approximately two weeks prior to your departure, the Assistant Program Director will contact the attending group leader to discuss details of your trip. Below is the list of information we will cover at that time. Please keep this in a convenient location so you can give or note any pertinent information.

Group _____ Program dates _____
From _____ Number of years school has attended CIMI _____
Grade _____ Number of years you have attended CIMI _____
Group Leader _____ Telephone # _____
Are you coming? Y N If not, who is? _____

NUMBERS:

Number of spaces written on contract: _____ Non refundable deposit paid: _____

Students _____ + # Adults _____ = Final count _____

of Girls _____ # of Boys _____ # of female chaperones _____ # of male chaperones _____

****Please bring a check for the total due**

Dorm assignments: _____

GROUP ASSIGNMENTS: (should be assigned and told to students prior to arrival)

Assigned # of study groups: _____ (Limit of 16 students per group and divide groups evenly)

Meal set up/clean up crews: Meals are served buffet style and there is little set up but students should be assigned or volunteer for clean up duty (the number depends on group size).

BOAT TRANSPORTATION:

The boat terminal is located at 1046 Queens Hwy, Long Beach, CA 90802.

Departure time from Long Beach: _____ Departure time from Toyon: _____

Arrival time at Toyon: _____ Arrival time in Long Beach: _____

Assigned luggage color: _____

STORE PRE-ORDER: No Yes - Received? _____ Check # and amount _____ or Pay here _____

Short Sleeve Tee's 15.00 Hooded Sweatshirts 30.00 Baseball caps/beanies 12.00

IMPORTANT ITEMS TO BRING:

- | | |
|--|---|
| <input type="checkbox"/> Bring sack lunches (or order an LOA= \$2.75/person) | <input type="checkbox"/> Day pack |
| <input type="checkbox"/> Plastic bag for wet items | <input type="checkbox"/> Warm sleeping bag and pillow (no heat) |
| <input type="checkbox"/> Warm clothing & rain gear | <input type="checkbox"/> Day temp: ____ |
| <input type="checkbox"/> Prescription medications if needed!! | <input type="checkbox"/> Night temp: ____ |
| <input type="checkbox"/> Water bottles, flashlights | <input type="checkbox"/> Sunscreen, sunglasses, hat |

IMPORTANT DETAILS TO KNOW / REMEMBER:

- Please leave valuables at home (ipods, cell phones, jewelry, etc.)
- Have you mailed the **Statement of Understanding and Program Planner**?
- Bring the student's medical forms with you (We will need to keep these. If you need copies, please make them at school ahead of time)
- There is no cell service, but we have a wireless Internet connection in the chaperone lounge. A phone card is also an option for the pay phone.

PROGRAMS: Confirm program selections on Program Planner you returned.

Day Programs

- _____ Orientation Snorkel (5-day):
- _____ Basic Snorkel _____ Mar Eco Snorkel
- _____ Terrestrial Hike _____ Adventure Day
- _____ PI (O, M, or H) _____ Kayak
- _____ FSA _____ Initiatives
- _____ Climbing Wall

Evening Programs

- _____ Night Snorkel _____ Astronomy
- _____ Marine Mammals _____ Santa Clara
- _____ Creatures _____ Squid Dissection
- _____ Climbing Wall _____ Cat Above /Below
- _____ Campfire (led by your school)

We're excited about your trip! Please call the CIMI Program Office if you have any further questions.

MEAL INFORMATION

(Complete this sheet but do not send it.)

Due to the logistics of ordering food on the island, it is difficult for the chef to accommodate last-minute dietary or birthday "surprises" upon the school's arrival. Please assist us by obtaining the information below. The medical release forms should be consulted for food allergies. Please collect these at an early date so that you will have the appropriate information. **If any information arises after you talk with the Assistant Program Director, please contact Toyon. We can offer no assurance if we do not have at least one week advance notification. If a student's condition is relatively complex, have a parent call us.**

- ___ Number of vegetarians
- ___ Number of vegans
- ___ Number of non-dairy, lactose intolerant students
- ___ Dietary allergies (peanuts, eggs, wheat, etc) _____
- ___ Birthdays while at camp
- ___ Saltine crackers and ginger ale may help with seasickness, but please discourage all other junk foods. (The ferry does sell a variety of snack foods)

NOTE

Schools have always been satisfied with the quality and quantity of food from our kitchen. Please discourage extra snack foods as they usually go to waste or get eaten by the native fauna of our island. Saltines and anti-sea sickness foods, however, are a wise choice for the boat trip over and back.

MEDICAL INFORMATION

Please double-check to ensure students have all necessary prescriptions with them! (We are located 3/4 hours via hilly dirt roads from the nearest and only pharmacy.)

If this is your first visit and you have any concerns about a student's condition, please call the CIMI Program Office for assistance.

Medical Forms- Please check the following:

- ___ Parent signature ___ Checked yes for participation in snorkeling and hiking
- ___ All students with asthma **must** bring inhalers

- Asthmatics _____
- Fatal Allergies (bee stings, poison oak, etc.) _____
- Epipens _____
- Diabetic (may bring snacks) _____
- Wheel Chairs _____
- Ritalin or other behavior medication _____
- Broken Bones _____
- Other _____

FINAL REVIEW

- Chaperones need to be active participants in all activities *including* snorkeling and hiking.
- Campfire activities are led by the group/school (We provide the fire and marshmallows).
- Remember to divide the groups and do dorm assignments before arriving at Toyon Bay. Students should know their group and dorm assignment prior to arrival and a list of these details should be given to your group's Program Coordinator (PC).
- Chaperones are responsible for students during free time.
- Students are discouraged from using the office phone.
- Many students will get seasick on the way across the channel. Suggest that they sit still.