This packet contains important information about the Outdoor Education program. Please read this packet carefully and return the appropriate forms to your child’s Math teacher by Wednesday, November 28th.

**Session 1**  
Last Names A through Md  
Monday, January 7th-Wednesday, January 9th

**Session 2**  
Last Names Me through Z  
Wednesday, January 9th- Friday, January 11th

**Parent Information Meetings regarding Outdoor Ed:**  
Wednesday, October 3rd from 6:00-7:30 pm  
Tuesday, October 9th from 6:00-7:30 pm

Parents may contact the following staff members regarding:

**Session One Questions, Concerns, Payments:** Mrs. McDonald  
Amy_C_Spencer@mcpsmd.org

**Session Two Questions, Concerns, Payments:** Ms. Jiron  
Shannon_M_Jiron@mcpsmd.org

**Chaperone & High School Volunteers:** Mrs. Hyman  
Alison_B_Brecher@mcpsmd.org

**Medical Questions:** Mrs. Michaels  
Gail_Michaels@mcpsmd.org
Outdoor Education Information Packet  
Ridgeview Middle School 2018-2019

All forms due on Wednesday, November 28th:

- Signed Parent and Student Contract
- Outdoor Education Permission Slip
- Authorization to Administer Prescribed Medication (if applicable)
- Payment of $81.00 OR completed Financial Assistance Form

No child will be allowed to participate without the proper documentation. In order to plan this trip, we must have all forms turned in by the due date. If you have concerns, please contact us.

Overview of Outdoor Education: Outdoor Education is one of the most beneficial and memorable programs offered in middle school. This year our school’s Outdoor Education program will be held at the Lathrop E. Smith Environmental Education Center in Rockville. In addition to being a great facility, the Smith Center is rich in local history and has a variety of wildlife habitats for students to explore.

We will be working with students to improve their understanding of the environment, emphasizing science and social studies activities that would normally be limited by a regular classroom. Students will be supervised at all times by their teachers, chaperones, and Outdoor Education counselors. In addition, we will have the benefit of an MCPS Outdoor Education Specialist and a day nurse during our stay at the Smith Center.

The purpose of Outdoor Education is to:

- cultivate students’ awareness, appreciation, and concern for the environment.
- motivate students to develop positive attitudes toward learning.
- provide students with direct scientific experiences in observing, measuring, classifying, and predicting.
- promote physical fitness.
- make students’ school program more meaningful by applying classroom knowledge to the outside world.
- improve teamwork among students and between students and teachers.

Every child is expected to attend Outdoor Education in its entirety. However, if the overnight portion if the program is a problem for any reason, the student may choose to attend the day portion only. Please indicate on the form if you would like your child to attend during days only at the Smith Center. Parents would then be required to pick up their child at the end of each day at either 7:00 PM or 9:00 PM and then drop them off at the Smith Center at 8:00 AM each morning.

Parent information Outdoor Education link:  
Day of Departure: Your child must be dropped off at the cafeteria entrance of Ridgeview at 9:00 am on the first day of Outdoor Education. MCPS will not allow children to bring their luggage on the regular school bus. As students arrive, they will place their luggage in the appropriate section by the entrance (boys on one side, girls on the other). Students should have one large duffel bag or suitcase and one plastic bag with their sleeping bag and pillow. All items should be clearly marked with the child’s full name and school. We suggest using masking tape and permanent markers. Each student must also bring a packed lunch for the first day that is clearly labeled with his or her name. Make sure that all containers are disposable and that there are no glass bottles.

Safety and Discipline: The primary consideration in the planning and conducting of Outdoor Education is the safety of every child! The entire staff is committed to this objective. It is the responsibility of every student to know and follow all of the rules. Breaking a rule and jeopardizing the safety of a student will not be tolerated. There will be no warnings or second chances. Parents will be called and required to come for their child immediately if a serious infraction occurs (as determined by administrators).

Weather: This year, Ridgeview has been assigned the winter session for Outdoor Education. Our activities will be carried out in all types of weather. Students must be prepared with appropriate clothing. We suggest using layers that can be added on or taken off for comfort. Please do not buy new items or equipment for Outdoor Education. Comfortable, broken-in shoes are the perfect choice.

Return: Students will return to Ridgeview at approximately 12:40 on the last day of Outdoor Education (January 9th for Group 1 and January 11th for Group 2). Please follow the security officer’s directions in the parking lot. It is essential to make transportation arrangements for your child at this time. If you are unable to meet your child, please indicate your plans for alternative transportation and provide authorization on the Outdoor Education Contract/Transportation Form (located in the forms packet.) Students will not be allowed to wait for the afternoon buses.

Smith Center Contact Information: If you would like to write to your child, be sure to mail your letter at least three days before he or she leaves for camp so that it arrives on time. Your letter must be addressed as follows:

Ridgeview MS- Student Name  
c/o Smith Center  
5110 Meadowside Lane  
Rockville, MD 20855

The following number is provided for emergencies only:  
301-924-3123  
**Your child will be actively engaged in activities from 8 am until 9 pm. This phone is for emergency parent contact only.**
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OUTDOOR ED MEDICATION INFORMATION

Outdoor Education is a school activity in another location. Students should continue their daily routines concerning medications. All medication to be administered at Outdoor Education, including aspirin, vitamins, and cough medicine, must be accompanied by MCPS form 525-13 “Authorization to Administer Prescribed Medication to an MCPS pupil while in School.” One copy per medication is required. Extra copies can be obtained in the Health Room or from the MCPS web page. Parents must bring their child’s medication to the school nurse by Wednesday, November 28th for both groups. The medication will be stored at the nurse’s station at the Smith Center. Medication must be picked up by a parent at the conclusion of Outdoor Education or through the RMS Health Room. Please note on the permission form if your child has any health problems, including allergies, or any concern that you would like to share with the staff and nurse.

Prescription Medication

There are no standing orders for over-the-counter medications at Outdoor Education programs. In other words, there are no medicines available to be administered to students who may have health issues while attending Outdoor Ed.

Should your student need a prescription medication administered during the 3-day stay, you will need to complete Part I of a medication authorization form and have his/her physician complete Part II of the form. The information stated by the physician in Part II of the form should match the label on the bottle of the medication exactly, so there is no confusion in administration. Only the exact number of pills or exact amount of medication should be sent to Outdoor Ed.

Should your student have an EpiPen or inhaler and medication form in the health room for use while he/she is in school, they will be utilized for the Outdoor Ed program. I will review information with these students regarding self-carrying while at Outdoor Ed. If you feel your student will need an additional EpiPen or inhaler to be kept in the health area at the Smith Center, please bring this into school before Wednesday, November 28th for the nurse to include with the other meds for submission.

Additionally, if your student requires use of a nebulizer while attending Outdoor Ed, a treatment authorization form (MCPS 525-12) will need to be completed (Part I by parent, Part II by physician) along with the medication form. All necessary supplies (tubing, mask, machine and medications) must be brought into the health room for submission.

Non-Prescription Medication

If you feel your student may need non-prescription, over-the-counter medication available to him/her during their 3-day stay, you will need to complete a medication authorization form (MCPS 525-13), Part I & II, and provide the needed medication. The medication should be in an unopened container brought sealed to the health room with the form completed. This includes vitamins, cough drops, etc.
Submitting Medication and Paperwork

Please do not place any additional drugs of any kind into the student’s bag prior to attending the program. We are happy to work with you on any medications you feel will be necessary for your student during this period.

PLEASE BE ADVISED THAT THE DEADLINE FOR SUBMITTING ALL MEDICATIONS, PRESCRIPTION OR NON-PRESCRIPTION, TO THE HEALTH ROOM FOR USE DURING THE OUTDOOR ED PERIOD IS Wednesday, November 28th.

There is much paperwork involved with medication administration that must be completely prepared and sent ahead of the students to the Smith Center which necessitates this deadline.

No medications will be accepted after Wednesday, November 28th.

<table>
<thead>
<tr>
<th>PRESCRIPTION MEDICATIONS</th>
<th>OVER THE COUNTER (OTC) MEDICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Must have a MCPS 525-13 completed and signed by physician (Part II) and signed by the parent (Part I)</td>
<td>• Parent must complete MCPS 525-13 (Part I &amp; II) and sign.</td>
</tr>
<tr>
<td>• Each Medication must have a separate form</td>
<td>• No physician signature required for OTC meds (only during Outdoor Ed).</td>
</tr>
<tr>
<td>• Prescription bottle must match physician orders</td>
<td>• Each medication must have separate form</td>
</tr>
<tr>
<td>• EpiPens (form 525-14) and nebulizers (form 525-12) need to have the self-carry section completed by physician.</td>
<td>• Each medication must be in an unopened, unexpired bottle/package</td>
</tr>
</tbody>
</table>

Please indicate Group 1 or Group 2 at the top of the med form.

Please indicate Group 1 or Group 2 at the top of the form.

Medications must be brought in by the parent to the Health Room (7:45 am-3:00 pm) with the completed forms by Wednesday, November 28th. Please label your medications Session 1 or Session 2.

Only send medications which the student will need over the 48 hours away from home. If your student has a medication in the health room during the school year, you must contact the school nurse. Medications will not be sent automatically because new orders may be required and OTC medications must be in unopened containers.

When your student returns from Outdoor Ed, remember to pick up medications from health room staff. Ms. Thomas, SHRA, will be distributing the meds to parents from a table outside the school as they come to pick up their students. Medications that are not picked up will be destroyed.

Call Gail Michaels RN, SCHN with questions – 240-406-1309.
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Smith Center Outdoor Education Center Menu

<table>
<thead>
<tr>
<th>Meal</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td><strong>Egg &amp; Cheese Omelet</strong></td>
<td><strong>French Toast &amp; Syrup</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bacon, Bagel, Juice and Milk</td>
<td>Sausage Link, Bagel, Juice and Milk</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Vegetarian Cereal</strong></td>
<td><strong>Vegetarian Cereal</strong></td>
</tr>
<tr>
<td></td>
<td><strong>n/a</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td><strong>GROUP ARRIVES</strong></td>
<td><strong>&quot;Cookout&quot;</strong></td>
<td><strong>Pepperoni Pizza</strong></td>
</tr>
<tr>
<td></td>
<td>(students bring bag lunch)</td>
<td>Hamburger &amp; Hot Dogs, French Fries, Lettuce, Tomato, Pickle, Fruit Punch, Milk</td>
<td>Corn, Milk, Lemonade</td>
</tr>
<tr>
<td></td>
<td>(students bring bag lunch)</td>
<td><strong>Vegetarian Veggie Burger</strong></td>
<td><strong>Vegetarian Cheese Pizza</strong></td>
</tr>
<tr>
<td></td>
<td>Milk</td>
<td></td>
<td><strong>Side Bar - Lunch</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>baby carrots, Ranch dressing, jello with fruit, whole fresh fruit, canned fruit, applesauce, pudding</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td><strong>Baked Chicken or Turkey</strong></td>
<td><strong>Spaghetti</strong></td>
<td><strong>GROUP DEPARTS</strong></td>
</tr>
<tr>
<td></td>
<td>Mashed Potatoes &amp; Gravy, Broccoli, Dinner Roll, Beverage</td>
<td>Meat or Meatless Sauce</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Vegetarian Macaroni &amp; Cheese</strong></td>
<td>Green Beans, French Bread Milk</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Salad Bar - Dinner</strong></td>
<td><strong>Vegetarian Penne &amp; Meatless Sauce</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>salad mix, tomatoes, shredded cheese, baby carrots, jello with fruit, whole fresh fruit, canned fruit, applesauce, pudding, salad dressings (Ranch, French)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Salad Bar - Dinner</strong></td>
<td><strong>Salad Bar - Dinner</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>salad mix, tomatoes, shredded cheese, baby carrots, jello with fruit, whole fresh fruit, canned fruit, applesauce, pudding, salad dressings (Ranch, French)</td>
<td></td>
</tr>
<tr>
<td>Snack</td>
<td><strong>Chocolate Chip Cookies, Milk</strong></td>
<td><strong>Sugar Cookies, Milk</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Dietary Restrictions:** If your child requires a special diet, please let us know as soon as possible. Also, please note dietary restrictions on the permission form. The kitchen can accommodate most restrictions. In some cases, parents may need to send prepared meals to meet their child’s individual needs.

*For nutrition and allergen information, please see the county’s menu information at [http://www.montgomeryschoolsmd.org/departments/foodserv/menus/allergen.shtm](http://www.montgomeryschoolsmd.org/departments/foodserv/menus/allergen.shtm)*
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What to Pack for Outdoor Education

Essential Items

- Sturdy footwear
- Jacket or coat for layering
- Sweatshirts or fleece
- **Waterproof raincoat or poncho**
- Jeans or long pants (two pairs; jeans are best for Predator/Prey)
- Pajamas
- Long sleeve shirts
- Extra change of clothes, including extra shoes or boots
- Garbage bag for wet/dirty items
- Socks (3 or more pairs)
- Underwear (several sets)
- Sleeping bag or sheets and blanket
- Pillow
- Toiletry items: soap, shampoo, deodorant, toothbrush, toothpaste, etc.
- Towel
- Reusable water bottle
- Bag lunch for the hike in (no glass bottles)**

Optional Items

- Pen or pencil
- Disposable camera
- Flip-flops for shower
- Non aerosol insect spray
- Watch
- Lip balm and sunscreen
- Pillow and pillow case

Prohibited Items

- Gum, candy, or food
- All electronic devices
- Kindles, e-readers, or tablet computers
- Cell phones
- Firearms

Packing reminders

One suitcase per child, plus sleeping bag.

Each child must be able to carry his or her own bag. All bags must be closed (no open bags).

Students must wear closed-toe shoes at all times outside the cabins (no Crocs).
Students may not wear shorts at Outdoor Ed outside of the cabins.

Activities are rain or shine!
It is important to bring clothes that can be layered for comfort. It’s also a good idea to put all items in a plastic bag before putting it into luggage in case it rains while we are in transit.

Students are not allowed to bring or use cell phones at Outdoor Ed.
Fees & Payments for Outdoor Ed

Each child will be charged $81.00 for the 3-day/2-night program. This fee includes meals, transportation, lodging, snacks, and our evening program.

Payment Options

Check or Money Order
Please make out your check or money order to Ridgeview Middle School and include your child’s name on the memo line and their Student Identification Number.

Online Payments
Directions for Online Payments:

1. Go to the Ridgeview Middle School Website:
   http://www.montgomeryschoolsmd.org/schools/ridgeviewms/

2. Click on the tab on the left hand side: RMS OSP Online School Payment

3. On OSP (Online School Payments) you will have the option to make your payment in full ($81.00), two installments (two payments of $40.50), or in four installments (four payments of $20.25).
Financial Assistance

Outdoor Education is an experience that only comes once in a lifetime. No student will be deprived of this opportunity for financial reasons. The Outdoor Education Program has funds to support those in need of financial assistance. If the full fee of $81.00 places a financial burden on your family, please fill out the Financial Assistance form (located in the forms packet) and return it with whatever amount you are comfortable paying, and the program will cover the rest. Let’s make sure we have 100% participation from our students this year.

Parents may contact the following staff members regarding:

**Session One Questions, Concerns, Payments:** Mrs. McDonald
Amy_C_Spencer@mcpsmd.org

**Session Two Questions, Concerns, Payments:** Ms. Jiron
Shannon_M_Jiron@mcpsmd.org

**Chaperone & High School Volunteers:** Mrs. Hyman
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