

# 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 that 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 \_\_\_\_\_ # female chaperones \_\_\_\_\_ # of male chaperones \_\_\_\_\_

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

## BOAT TRANSPORTATION:

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

Departure time from Long Beach: \_\_\_\_\_ Departure time from Toyon: \_\_\_\_\_

Arrival time at Toyon: \_\_\_\_\_ Arrival time in Long Beach: \_\_\_\_\_

Assigned luggage color: \_\_\_\_\_

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

Assigned # of study groups: \_\_\_\_\_ (Limit of 16 students to a group and divide groups evenly)

Dorm assignments: \_\_\_\_\_

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).

Store Pre-order: No Yes - Received? \_\_\_\_\_ Check no and amount \_\_\_\_\_ (or) Pay here \_\_\_\_\_

Short Sleeve Tee's 15.00 Hooded Sweatshirts 25.00  
Baseball caps/beanies 12.00 Water bottles 13.00

## IMPORTANT ITEMS TO BRING:

\_\_ Bring sack lunches (or order an LOA= \$2.75/person) \_\_ Day pack  
\_\_ Plastic bag for wet items \_\_ Warm sleeping bag and pillow (no heat)  
\_\_ Warm clothing & rain gear \_\_ Day temp: \_\_\_\_  
\_\_ Prescription medications if needed!! \_\_ Night temp: \_\_\_\_  
\_\_ Water bottles, flashlights \_\_ 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.

**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:**

\_\_\_ Parents signed the back     \_\_\_ Checked yes for "strenuous activities"

\_\_\_ 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.
- Campfires 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 sea sick on the way across the channel, suggest that they sit still.