

Lincoln Public Schools  
Lincoln, Massachusetts

**LATE NIGHT AND OVERNIGHT FIELD TRIP PROPOSAL**

» to be submitted 3 months prior to approval date «

Please refer to School Committee Policy File: ICCA

School: Lincoln School Grade(s): 7Number of Students: 64 % Class/Group: 100%Destination: Sargent Center for Outdoor EducationAddress: 36 Sargent Camp Road, Hancock, NH 03449 Telephone# 603-525-4151Dates: October 21-24, 2014Departure Time: 8:30 AM Tuesday in Lincoln Return Time: 11:30 AM Friday @ Sargent Center

Return to school for 2:50 dismissal

## Costs for the Trip:

2 buses on 2 days @462.50 ea. bus  
Transportation: \_\_\_\_\_ # of Buses (52 kids per bus) \$ 1850.00

Admissions: 64 # students x \$ 335.00 / each = \$ 21440.00  
(4 adults are included) 4 # adults x \$ 80.00 / each = \$ 320.00  
Total \$ 21,440.00

Accommodations: \$ \_\_\_\_\_

Teacher Stipends (overnight trip): 6 # teachers x \$ 450.00\* / each \$ (2,700.00)Other Overnight Supervision 64 x 30.00 (\$10 per student for 3 nights) \$ 1,920.00

Other \_\_\_\_\_ \$ \_\_\_\_\_

## KEY

TOTAL (Principal's Fund - cost not passed on the students) \$ 25,210.00

\* \$150 per night for 3 nights = 450.00

Cost Per Student: \$ 393.91Supervising Teacher: Claudia Fox Tree/Sharon Hobbs

Teacher(s)/Chaperone(s) Name (Print)\*

Signature

Claudia Fox Tree

Rosemary Heffernan

Keith Johnson

Jenny Nam

Sharon Hobbs

Dan Pereira

Maureen Richichi

Elizabeth Averch (not all days)

Jamie Moody (not all days)

*[Handwritten signatures: Claudia Fox Tree, Rosemary Heffernan, Keith Johnson, Jenny Nam, Sharon Hobbs, Dan Pereira, Maureen Richichi, Elizabeth Averch, Jamie Moody]*

\*If chaperones are not identified at the time the trip is proposed, a complete list must be provided by the supervising teacher to the Principal prior to departure.

Have arrangements been made to ensure that all students can participate? ☒ yes ☐ no

Describe: \_\_\_\_\_

Who will be responsible for: first aid Maureen Richichi medications Maureen Richichi

epi pen Maureen Richichi

Nurse Contacted: ☒ Yes ☐ No

Nurse's Signature

Date

☒ Approved

☐ Disapproved

☐ Approved

☐ Disapproved

Principal's Signature

Date

Superintendent's Signature

Date

Attach statements addressing each of the following: relevance to educational program and explanation of purpose of trip; destinations and itinerary of trip; explanation of transportation plan; explanation of arrangements for accommodations; copies of information and communications to be given to parents; agenda for parent information meeting(s). [See Policy IICA for more details.]



# **LINCOLN PUBLIC SCHOOLS**

**SHARON HOBBS**  
PRINCIPAL, GRADES 5-8

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## **October 21-24, 2014** **Lincoln School Grade 7 Overnight Field Trip** **to Sargent Center for Outdoor Education**

I hereby consent to my son's/ daughter's participation in the seventh grade field trip to the Sargent Center for Outdoor Education in Peterborough, NH from Tuesday, October 21 through Friday, October 24, 2014.

I understand that transportation for the children to and from Lincoln will be furnished by bus and that bus supervision will be by teachers.

I understand that during the time at Sargent Camp, my son or daughter will be under the supervision of one or more members of the Sargent Center staff, as well as Lincoln School staff.

I hereby also consent to whatever arrangements are made for my son or daughter generally consistent herewith, and any reasonable arrangement in case of emergency, including arrangements for emergency transportation and/or medical care, which is deemed necessary in such situation by the teacher, or, if unavailable, by any other adult supervisor.

I understand that there will be a full-time EMT at Sargent Center and that reasonable precautions for safety will be taken.

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### **Sargent Center Field Trip 10/21-10/24**

Full name of student: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Emergency phone number: \_\_\_\_\_

**Please return this form to your homeroom teacher by Wednesday, October 1, 2014.**



# LINCOLN PUBLIC SCHOOLS

SHARON HOBBS  
PRINCIPAL, GRADES 5-8

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Timetable for Sargent Center – 2014:

## Wednesday, October 1

- Lincoln School permission slip – must be completed and returned to the school office.
- Sargent Center consent and health forms – must be completed and returned to the school.
- Fee for the trip must be returned to the school office – made payable to the Town of Lincoln **\$393.91**.

## Thursday, October 9

All medications - properly packaged and labeled per the instructions in the camp medical form – due to the Lincoln School Nurse.

## Tuesday, October 21

Luggage and supplies to school as we prepare for departure.

## Friday, October 24

Return to school. We anticipate leaving NH after lunch in time for students to catch the 2:50 bus.

## Medications:

You do not need to fill out the special medications form unless your child will be bringing medications to camp. There is no need to bring over-the-counter medications (analgesics, cough drops, etc.) to the camp. The EMT in the camp “nurse’s office” has a stock of such medications and will dispense them as needed.

If your child is going to bring any medication, prescription or otherwise, to camp, it must be given to the Lincoln School nurse before the day of the trip so that all medications can be put in the hands of the Sargent Center medical staff. Please check the packaging and labeling instructions on the camp form.

Questions – call Sharon Hobbs 781-259-9408 x1300

Medical questions – call Maureen Richichi, School Nurse, 781-259-9407



# LINCOLN PUBLIC SCHOOLS

SHARON HOBBS  
PRINCIPAL, GRADES 5-8

September 10, 2014

Dear Parents and Caregivers,

We are very pleased to inform you that we are planning our overnight field trip to Sargent Center in Peterborough, New Hampshire again this year. We will be traveling from **October 21-24, 2014**. As in the past, we expect that the trip will offer students opportunities to study science in a hands-on, outdoor setting as well as to have team building experiences. Activities at Sargent Center continue rain or shine.

Students are housed in heated dormitories and are fully supervised by either Lincoln school staff or camp counselors who remain in the sleeping quarters at night. Meals are served family style in a dining center where students sit with their camp counselors at small tables. Please make sure our nurse is aware of food allergies and special diets. Sargent Center will have an EMT on site at all times. Students are always in supervised groups.

**This year's fee will be \$393.91 per student.** This fee includes the cost of entrance to Sargent Center, meals, and transportation. All payments and health forms should be returned to school by **Wednesday, October 1, 2014**. Some scholarship aid is available; please contact me to receive the form that must be submitted through the business office in order to apply for financial assistance. Students who have not paid the fee, with or without adjustment, or submitted health forms will not be allowed to go.

**We will be having an informational parent meeting in the school library immediately before Open House on September 11 from 6:15-7:00 p.m.** At the evening meeting, teachers will share a presentation about Sargent Center for Outdoor Education and answer questions. You will also receive a folder containing important paperwork, such as, the Lincoln School permission slip and a Sargent Center health and permission form. These must both be filled out and returned to the school by **Wednesday, October 1**. Your folder will contain a timetable, sample schedule, sample menu, and an equipment/packing list to help in preparing for the trip. It is our expectation that all seventh graders will go to Sargent Center. If you are aware of any circumstances which may make it difficult for your child to participate, we would appreciate your communicating with us as soon as possible so that we may make an alternative arrangement for those days here at school.

Sincerely,

Sharon Hobbs  
Lincoln School Principal 5-8



# LINCOLN PUBLIC SCHOOLS

SHARON HOBBS  
PRINCIPAL, GRADES 5-8

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## October 21-24, 2014 Lincoln School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education

The seventh grade overnight field trip has two primary goals. The first is to offer students a team building experience in the fall of their seventh grade year that can be built upon for the remainder of the year. The second is to support and reinforce science concepts that will be introduced during the course of the year.

In the course of the four days, students have opportunities to complete "challenge by choice" activities that include a high ropes course where they wear harnesses and work together to meet personal goals. Typically, Sargent Center counselors have a small group of 15 or less students. Within this group, students practice social skills, form new relationships with peers, and practice the Sargent Center goals of cooperation, caring, communication, and commitment. Students also have time with their grade 7 teachers in an alternative setting which helps to build teacher-student relationships for the upcoming year.

In the past few years, the program staff at Sargent Center has worked hard to create a richer science program that gives students opportunities to put their science understanding to work in a real life setting. The science program is designed to help students become aware of and attuned to their natural surroundings. Activities focus on studying geologic structures and landforms, ecology, land and aquatic organisms, as well as climate change. These science structures reinforce concepts taught in the sixth grade Lincoln learning expectations, as well as previewing the Lincoln learning expectations for grades seven and eight.

The teachers feel strongly that the time at Sargent Center sets a tone for the year to which they can refer as they move forward.



## Nature's Classroom at Sargent Center School Program Rates

### **Fall 2014 and Winter 2015** ***September-March***

Our residential School Program includes room, board, planning, staff, insurance and materials from 10:30 a.m. of the first day through 12:30 p.m. of the last day.

30% Deposit Required to Secure Date

\$360 per student - 5 days ~ Monday morning through Friday noon.

\$335 per student - 4 days ~ Monday morning through Thursday noon,  
or a comparable 4 -day period.

\$270 per student - 3 days ~ Monday morning through Wednesday noon,  
or a comparable 3 - day period.

\$200 per student - 2 days ~ Monday morning through Tuesday noon,  
or a comparable 2 - day period.

Medical Services: Nature's Classroom provides RN (\$1,200) or EMT (\$350) medical services for our participating schools. Schools must complete the official Nature's Classroom "Medical Services Request" form and return it with your signed contract. *Schools may opt out of the Nature's Classroom medical services and bring their own school nurse or medical professional.*

Please note: 5-day programs receive preference in scheduling. We'll do our best to meet the needs and requests of schools interested in shorter stays.

**Overnight Supervision: \$10.00/student/night**

#### **Day Programs**

Day programs\*- \$50 per student. Includes staff, insurance, lunch, equipment and materials for one day of programming. Activities with high adventure elements require an additional fee of \$35 per student.

Note: **Day Programs** are booked only after all requests for residential programs have been scheduled and are subject to availability of facilities and staff.

\*Nature's Classroom is actively challenging an insurance ruling that could increase rates by \$30.00



# Nature's Classroom

*at Hancock, NH*



## Directions to the Sargent Center in Hancock, NH

**From the Northern NH and VT:** South on I-93 to I-89, take I-89 North to exit 5 (Routes 9/202 West Henniker/Keene). Exit left. Follow Routes 9/202 West, into Hillsborough (approximately 15 miles). Take exit for 202W/Peterborough. Follow 202W (19 miles). Turn right onto 101 West (Peterborough Plaza will be on your left). Continue on 101 West 2.4 miles past traffic light. Turn right onto Union Street. See from Union Street

**From Central and Western CT, Western MA, and Southern VT:** Take North I-91 to Brattleboro, VT. Take Exit 3 (US 5/BRATTLEBORO/VT-9 E/ KEENE N.H.). At the traffic circle take VT-9 East. Cross bridge into New Hampshire. Drive through 5 traffic lights onto 101 East. Continue on 101 East through Dublin and through the blinking yellow light at Route 137 junction. Turn left onto Union St. See from Union Street

**From Boston:** Take I-95 North/Route 128 North to Route 3 North. (exit 32A, Lowell/Nashua NH). Follow Route 3 North crossing into NH, and continue to exit 8, Route 101A West. Follow 101A West 6.4 miles. Go left onto ramp for Route 101 West. Continue 101 West 5.1 miles to second traffic light. Turn left, continue on 101 W. Continue 14.4 miles to traffic light in Peterborough. Continue on 101 W. 2.2 miles to Union Street. Turn right onto Union Street. See from Union Street.

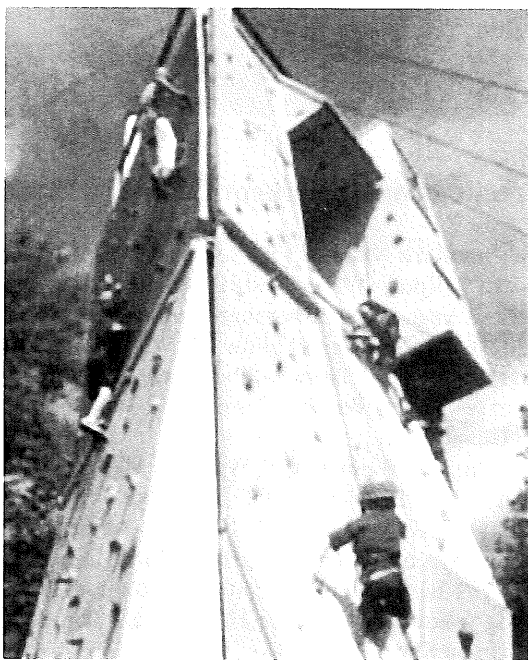
**From Union Street:** Follow Union Street 1 mile to Windy Row. There are "Boston University Sargent Center" and "Overlook Farm" signs on a pole at left (these signs are not lit at night.). Go left onto Windy Row and continue 3.4 miles. Turn left onto Sargent Camp Road at the red "Boston University Sargent Center" sign. Drive 200 yards. Parking lot is on the left. Check-in/Registration information for most groups is posted at the entrance.

- Note to coaches and school buses: Keep RIGHT in parking lot, drive through gate, and discharge passengers in front of office.





*Since 1912, Sargent Center has been the site of numerous innovations in outdoor education. Just two hours outside of most major New England cities, our 700 acres of ponds, forests and meeting spaces are filled with opportunity.*



## **SITE PHONE NUMBERS AND ADDRESSES**

**ANDOVER, CT - 860-742-6714** Program Coordinator – Nicholas Dahinden  
73 Times Farm Road – Andover, CT 06232

**BECKET, MA – 413-623-5361** Program Coordinator – Eric Weiss  
748 Hamilton Road – Becket, MA 01223

**CHARLTON, MA – 508-248-1470** Program Coordinator – Elijah High  
73 Pumpkin Lane – Charlton, MA 01507 (Pond Side)

**CHARLTON, MA – 508-248-3739** Program Coordinator – Elaine Richardson  
19 Harrington Rd – Charlton, MA 01507 (Hill Top)

**COLEBROOK, CT – 860-379-7682** Program Coordinator – Mason Hendershott  
Box 8 – Colebrook, CT 06021

**FREEDOM, NH – 603-539-3870** Program Coordinator – Kristen Fenstermacher  
9 Cody Road – Freedom, NH 03836

**GROTON, MA – 978-448-0374** Program Coordinator – Marissa Saltzman  
167 Prescott Street – Groton, MA 01450

**HANCOCK, NH – 603-525-3311** Program Coordinator – Larry Chambers  
36 Sargent Camp Road – Hancock, NH 03449

**IVORYTON, CT – 860-767-2055** Program Coordinator – Ashley Bame  
Box 275 – Ivoryton, CT 06442

**LAKESIDE, CT – 860-567-8403** Program Coordinator – Sean Dempsey  
190 Kenyon Road – Lakeside, CT 06758

**OCEAN PARK, ME – 207-934-2869** Program Coordinator – Zachary Paul  
c/o Oceanwood – PO Box 7338 – Ocean Park, ME 04063

**SILVER BAY, NY – 518-543-6399** Program Coordinator – Julia Hatch  
87 Silver Bay Road – Silver Bay, NY 12874

**WAKEFIELD, RI – 401-783-5413** Program Coordinator – Joseph Williams  
619 Camp Fuller Road – Wakefield, RI 02879

**YARMOUTH PORT, MA – 508-362-1975** Program Coordinator – Seth Heuiser  
c/o Camp Wingate-Kirkland – 79 White Rock Road – Yarmouth Port, MA 02675

Greetings!

The purpose of this packet is to help you begin organizing your visit to Nature's Classroom. The following items need your prompt attention:

1. **Contracts.** To keep this date reserved, please sign the enclosed contracts and return ONE copy to us IMMEDIATELY. A stamped envelope is enclosed for your convenience. Please keep the other copy for your records.
2. **Fees.** For school groups waiving the right of exclusive use of our program, your price per child is stated in the contract. Please notify us if there is a change of more than five in your projected number of students. This will help us when matching groups and planning our staff size.  
  
For school groups having exclusive use of the program and staff, your cost is determined by the number of children you bring to us in relationship to the sliding scale listed on the contract.
3. **Deposits.** A deposit of 30% of your anticipated total payment is requested by the date shown on your contract (please call us if you need to arrange an extension). Please round this off to the nearest \$100 and send a SINGLE check to our Charlton address. The remainder is due 2 weeks before your group's stay with us.
4. **Parent Meeting.** If you are in need of a Nature's Classroom representative at your presentation to your students' parents, now is the time to schedule. PLEASE DON'T WAIT UNTIL THE LAST MINUTE. We suggest that presentations be done early for several reasons: 1) parents will be able to send deposits with pre-registration forms (which provides you with an estimated number of participants); 2) parents can begin budgeting and/or fundraising for the balance due; 3) students can begin saving and/or earning the balance (we have banking-style envelope available – call to request as many as you need); 4) both parents and students will be informed about Nature's Classroom and will look forward to the experience.

Enclosed are forms for use in an informational packet that can be sent to parents:

- a sample parent meeting notice/pre-registration form,
- a sample weekly schedule,
- a listing of special interest classes,
- a sample menu (optional to send to parents),
- an overview of the Nature's Classroom program,
- information concerning insurance coverage.

Additionally, we've included health forms, a suggested clothing list, and further information for planning your stay at Nature's Classroom. We can make available copies of our certificates of insurance and/or "Sample Proposal for a School to Attend Nature's Classroom", if your school board or superintendent requests such information.

If you foresee any difficulty on returning the contract or the required deposit, or if you wish to schedule a parent meeting, please call either John at 800-433-8375 or Rich at 508-248-2741 immediately.

Thank you.

Sincerely,

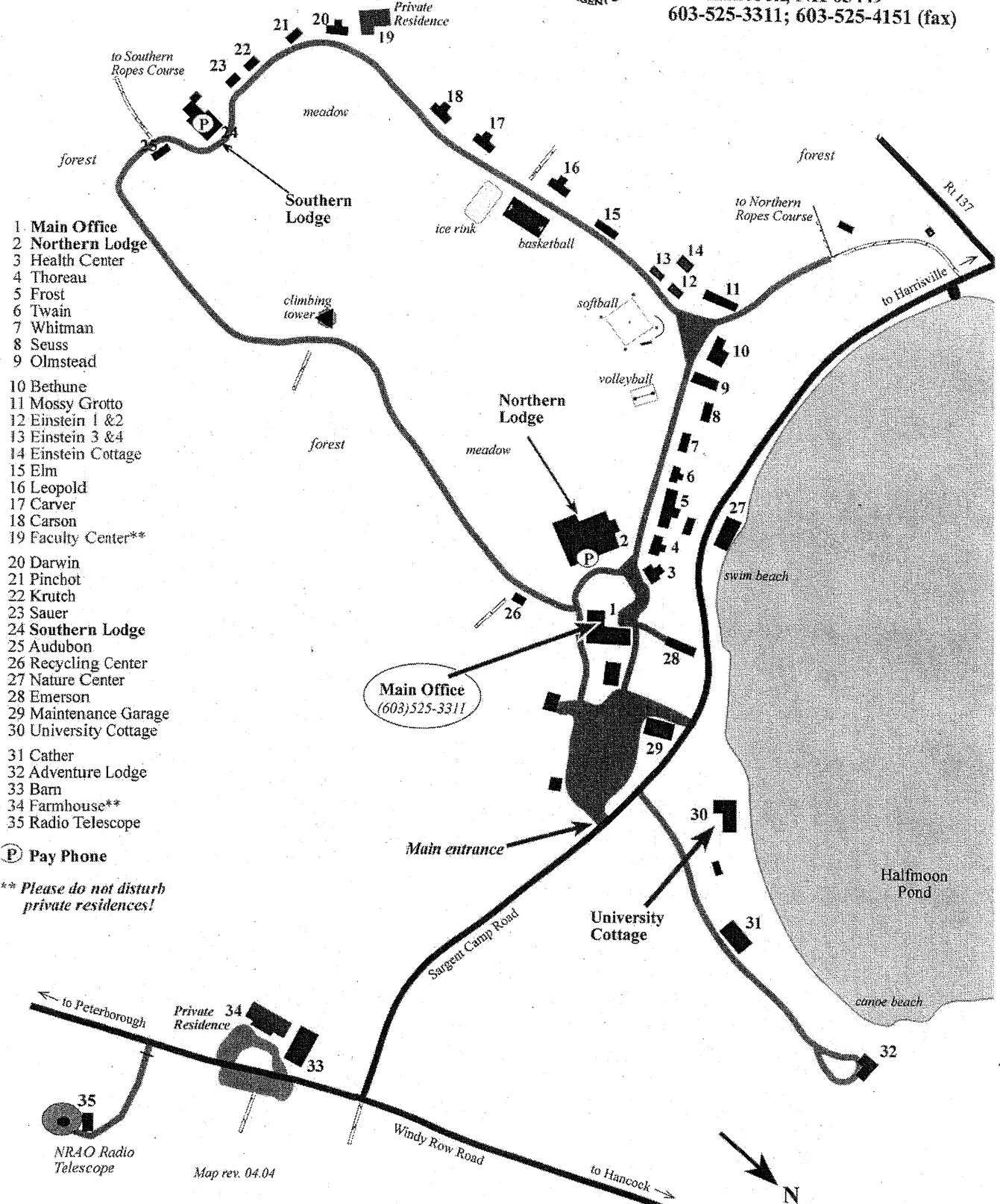


KT Therrien  
Administrative Assistant

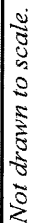
# Site Map



Nature's Classroom at  
Sargent Center  
36 Sargent Camp Road  
Hancock, NH 03449  
603-525-3311; 603-525-4151 (fax)



## Rev 10.03



Odd numbers = Top Bunks; Even numbers = Bottom Bunks

Room 7

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

Room 8

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

Room 9

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

### Room 3

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

Room 4

1) \_\_\_\_\_

2) \_\_\_\_\_

Left and Right wings may be completely separate for dual gender occupancy.

Room 5

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

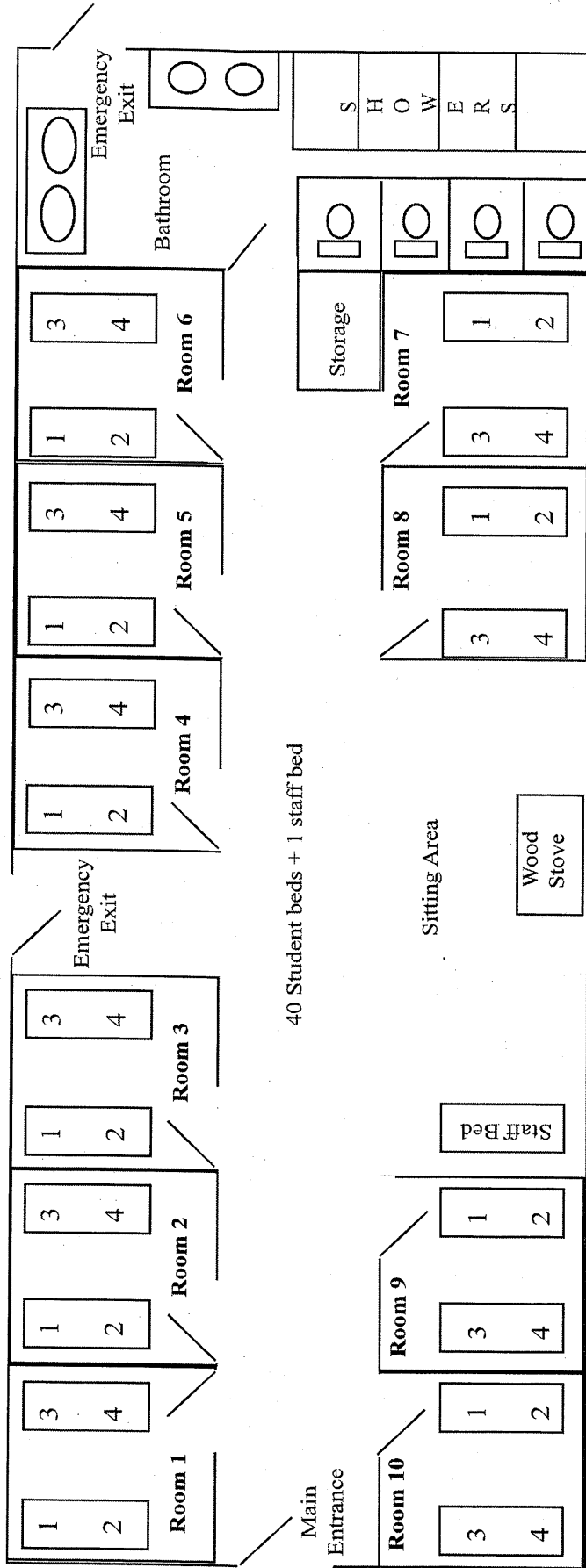
Room 6

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_



# Willa Cather House - 40 Beds

Rev 10.03



Not drawn to scale.

Room 1

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Odd numbers = Top Bunks

Even numbers = Bottom Bunks

Room 8

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Room 2

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Room 4

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Room 6

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Room 3

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Room 5

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Room 7

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Room 10

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

School: Lincoln

**DRAFT**

**Students: ~64**

Date: **October 22-25, 2013**

Grade: 7th

Girls: ?? Frost

Groups: 6

Director: Larry

From: Lincoln, MA

Boys: ?? Bethune

Teachers: 6 Emerson

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>Outdoor Instructors</u>	7:00 Wake Up	7:00 Wake Up	7:00 Wake Up
1.	7:30 Meadow	7:30 Meadow	7:30 Luggage on the Meadow
2.	7:40 Set:	7:40 Set:	7:40 Set:
3.	8:00 BREAKFAST	8:00 BREAKFAST	8:00 BREAKFAST
4.	Sweep:	Sweep:	Sweep:
5.	9:00 Aquatic Biologist 123 New England Pioneer 456	8:30 Northern Ropes 123	9:00 Wilderness Skills
6.		9:00 Canoe Odyssey 456	
10:30 Arrival	12:00 FREE TIME 12:10 Set:	12:00 FREE TIME 12:10 Set:	11:00 Load Luggage on Bus 11:00 Set:
11:15 Welcome/Orientation: Location: Beginning	12:30 LUNCH	12:30 BUFFET LUNCH	11:15 LUNCH
12:30 LUNCH	Sweep:	Sweep:	12:00 School Program Closing Location: Beginning
Sweep:	1:30 Aquatic Biologist 456 New England Pioneer 123	1:00 Northern Ropes 456	12:30 DEPARTURE:
1:30 Adventure I & II All Groups	4:45 Snack	1:30 Canoe Odyssey 123	<u>GOALS:</u>
2:00 Meeting w/Larry Location: Dining Hall	5:00 Free Time 5:40 Set:	4:45 Snack	1. To develop teamwork and to support each other.
4:15 Snack & Teacher Meeting Location: Beginning	6:00 DINNER	5:00 Free Time 5:40 Set:	2. For students and teachers to have a good time together, laughing and smiling.
5:00 Free Time		6:00 DINNER	3. To facilitate group dynamics and celebrate each other's success.
5:40 Set:	Sweep:	Sweep:	<b>Overnight Supervision = YES</b>
6:00 DINNER	7:00 Reflection and Anticipation 8:00 Astronomer/Night Walk	7:00 Reflection and Anticipation 8:00 Campfire	
Sweep:	8:50 To The Dining Hall 9:30 Cabin Quiet Time 9:45 Lights Out 10:15 Sargent Staff Arrive Night Watch:	9:00 To the Cabins 9:30 Cabin Quiet Time 9:45 Lights Out 10:15 Sargent Staff Arrive Night Watch:	