



500 Discovery Parkway • Redwood City, CA 94063
Phone 650-364-2760 • Fax 650-364-0416
www.sfbaymsi.org

Departing from: Redwood City

Dear Teacher:

Thank you for booking a **Canoes In Sloughs** program with the Marine Science Institute. The MSI staff is looking forward to working with your students.

Please review the invoice. Note the deposit due date; your deposit must be received by that date in order to hold your reservations. A purchase order will be accepted in lieu of a deposit. Make sure you understand the cancellation policy.

Maximum attendance for a standard program is 27 participants which includes the teacher and any other adult chaperones. An expanded program can accommodate up to 37 participants (students plus adults).

Please take the time to complete and return the **Student Assessment**.

Please arrive at the Institute at least 20 minutes prior to your scheduled departure time. This will allow students time to use the restroom; there are no restroom facilities available after launching in the canoes.

Please bring two copies of the **emergency phone list**; include both student and adult names and numbers on the form. This is required before departure.

Canoe assignments: Plan your canoe groups before your trip. Use the Canoe Assignment Worksheet, and bring this sheet with you on the day of your trip.

We will be eating lunch in the canoes on the water. MSI has a no trash policy, so please encourage your students to bring “no garbage lunches”. MSI does not have the facilities to accommodate all the trash generated by participating students so please bring a plastic bag so you can take any garbage back with you. MSI also recommends that each student brings a bottle of water.

Please make sure that everyone **dresses appropriately**. Students will possibly be handling sediment samples and live animals, so their clothes may get wet and dirty. **For safety reasons closed-toed shoes are mandatory**. Students will also be required to wear work vests supplied by MSI. The students will spend the bulk of their trip exposed to whatever weather the

day brings. If the forecast calls for rain, please have your students bring rain gear. A hat, sunglasses and sunscreen are also recommended. It is also advisable to bring a water-proof bag for your gear.

We do not cancel due to rain. But if the weather is extreme, our instructors will make a decision regarding the safety of the trip and if necessary we will reschedule your program.

Wind greater than 10 mph will cancel a canoe trip because it causes the canoes to become unstable. Due to the unpredictability of weather conditions around the Bay, we generally will not cancel trips until our staff assesses site conditions the morning of your program (about 45 minutes before the program start). We will contact you as early as possible (at least half an hour before the program start) the morning of your trip if there is a chance of weather cancellation; **please make sure that your home and/or cell phone numbers are correct on your Invoice.** If you need to contact us the morning of your program with questions, you can call the number listed at the bottom of this page. *If there is a light rain, we will still run the program.*

If winds or other factors make canoeing unsafe, you may have the choice of doing a land program that day or to reschedule your canoe trip. Should your program be cancelled by bad weather, MSI will make every effort to reschedule your canoe trip but cannot guarantee that possibility, as reschedule dates are limited. If we are unable to reschedule, MSI will refund the trip in full. Please refer to your invoice for cancellation/refund policies under other circumstances.

The Marine Science Institute reserves the right to cancel a trip if participant behavior jeopardizes the safety of the program. We appreciate the assistance of teachers and adult chaperones in this area and have enclosed the program guidelines and expectations to help you prepare your class for the trip. **Please note: If MSI cancels your program because of poor behavior, we will charge you the same amount as a full program.**

You will find directions to the Institute on our website at: www.sfbaymsi.org **If you will be traveling via carpool, please make sure parent drivers know to park in MSI's dirt lot only, and not in Stanford's lot.**

Things to remember:

- Fax or mail the Student Assessment Form a few days prior to your voyage.
- Arrive 20 minutes prior to departure.
- Bring your completed emergency phone list and canoe assignments on the day of your program.
- Dress in layers (bring raingear if necessary)
- No open toed shoes.
- Bring: hat, sunscreen, sunglasses, waterproof bag for your gear, and lunch & water bottle.

Please call us at 650-364-2760 x 9 if you have any questions regarding your program.

Sincerely,

Canoes In Sloughs Sample Schedule

The time and activities in your program may vary; these schedules are provided as examples only.

- 9:00am** **Arrival (Please be on time, we have a lot to fit into the day!)**
- 9:00am – 9:05am** **Logistics**
- Students use bathroom, apply sunscreen, etc.
 - Teacher hands Emergency Phone List to MSI instructor
 - Discuss any concerns for the day (special medical conditions, specific behavioral issues, group dynamics, time constraints, weather conditions, etc.)
- 9:05am – 9:30am** **Introductory activities**
- Introduction to the Marine Science Institute
 - Name game
 - Mapping exercise/review
 - We do a brief mapping exercise with all groups in order to enhance their knowledge of the watershed and highlight a few key ecological concepts and terms.
 - If your group had a pre-trip presentation many of the concepts will be revisited and this will serve as a quick review.
- 9:30am – 10:10am** **Prepare for put-in**
- Students help prepare the gear: remove canoes from the rack, distribute paddles and lifejackets to participants
- 10:10am – 10:30am** **Paddling instruction and safety awareness talk**
- Includes last bathroom break
- 10:30 am – 10:45am** **Put-in (one or two canoes at a time)**
- 10:45 am – 1:00pm** **ON THE WATER**
- Paddling practice
 - Sense of place observation activity
 - On-the-water activities customized to the requests of the teacher (may include water quality testing, species study or other exploration activities)
 - Lunch in the boat
- 1:00 pm - 2:00pm** **Take-out (group comes off the water)**
- Clean-up, put all gear away (we need all students' help with this!)
 - Program Evaluation, done by teacher(s)
 - Wrap-up activity/closing circle

Marine Science Institute Group Guidelines and Expectations

The Marine Science Institute is thrilled to have the support of teachers and chaperones during Canoes In Sloughs field trips. We value the relationships that you have built with your students and look to you to maintain a safe and engaging learning environment. While attending the field trip please help us monitor student behavior and actions so we can provide an excellent program for your class. Please review the guidelines listed below with your group and adult chaperones prior to the field trip.

Thank you for taking the time to plan for and participate in our program. If you have any questions, please do not hesitate to call 650-364-2760 x 9.

General guidelines:

1. Respect all instructors and participants
 - a. Mutual respect: Treat others the way you would want to be treated
 - b. Attentive listening
 - c. Raise your hand
 - d. Maintain personal space
2. Respect all equipment and the environment
 - a. Treat the canoe, tools and equipment gently
 - b. Dispose of all trash and recycling properly
 - c. Respect the wildlife, use quiet voices and maintain an appropriate distance
3. All school rules apply

On-The-Water Safety Guidelines for Canoe Trips:

4. Stay low and move slow
 - a. Avoid unacceptable behaviors: splashing, racing, standing in a canoe or tipping on purpose
5. Keep life jacket on and buckled at all times
6. Stay within hearing distance and in sight of an instructor's boat: if you can not hear and/or see an instructor, then you are too far away.
7. MSI instructor boats should always be in front and back of the group, i.e. "lead" and "sweep."
Students should always be in between these boats.
8. In case of a flip: stay calm, float on your back, stay quiet among the group
 - a. Float in the water, on your back, do NOT stand up – this will prevent getting stuck in the mud.
 - b. An MSI staff boat will be first on the scene to immediately get capsized students out of the water
 - c. A second boat (which may be a student canoe) will help stabilize the staff canoe as the students are brought back into their boat
 - d. The rest of the group should stay quiet so all instructions are heard. The second instructor boat will gather the rest of the group in an area clear of the rescue scene.

Warning System:

Because of MSI's commitment to safety, we work on a one-warning system. If any guideline is violated, instructors give the group one warning. If a guideline is violated again, the entire group gets off the water and the program ends. One individual's behavior is accountable to the whole group.

Directions to the Institute

Redwood City, California

(650) 364-2760 x 9 *Brownlee* (650) 455-8113

www.sfbaymsi.org

From the North Bay:

1. Take 101 South
2. Exit at Woodside Rd./Seaport Blvd. Take Seaport Road toward the Bay (to the East).
3. Follow direction 4-7 below

From the South Bay:

1. Take 101 North
2. Exit at Woodside Rd. /Seaport Blvd. Take Seaport Rd. toward the Bay (to the East).
3. Follow direction 4-7 below

From the East Bay:

1. Take 880 South from Oakland to the San Mateo Bridge (Hwy 92).
2. Take 101 South toward San Jose. (If crossing Dumbarton Bridge, go **north** on 101.)
3. Exit at Woodside Rd. /Seaport Blvd. Take Seaport Rd. toward the Bay (to the East).
4. Take Seaport Rd. to Chesapeake Dr. and turn left on Chesapeake into the business park.
5. Left on Saginaw.
6. Turn right on Cardinal Way, and follow it all the way to the end.
7. At the end of the road veer right, pass the Stanford Boathouse, and continue on to the Institute.

Please do not park or drop off students at the nearby business park, all vehicles must park in MSI's dirt parking lot.

