



# 2010 MarineLab Program Leader's Handbook

SCUBA

Welcome to your MarineLab **SCUBA** Program Leader's Handbook! This document is designed to help streamline your trip planning. It provides information on the facility, payment schedule, what to tell parents, what to tell your students to bring, and important registration forms that need to be completed.

All of this information is also available on our website, [www.marinelab.org](http://www.marinelab.org). Save paper and tell your parents to access our website to download and print out the packing checklist and registration form, or to answer questions about housing and meals.

This Leader's Handbook is accompanied by your Program Confirmation and Itinerary, which are separate documents. Please review these documents carefully, so you are fully aware of what we have planned for your group. Especially check the program dates, arrival and departure times, and meal information.

Contact the MarineLab office as soon as possible to alert us of any itinerary, group size, or other changes.

## CONTACT INFORMATION

Email: [coordinator@marinelab.org](mailto:coordinator@marinelab.org)

Phone: (800) 741-1139

Local: (305) 451-1139

Fax: (305) 451-3909

Office hours are 8:30 AM—5:00 PM,  
Mon—Fri.

Mailing address: PO Box 787  
Key Largo, FL 33037

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# TIMELINE

Dear Group Leader,

This timeline and checklist is to ensure that your MarineLab program runs smoothly and that there are no surprises. Please take a few minutes to read it over and refer back to it often!

## UPON RECEIPT OF YOUR CONFIRMATION

- \_\_\_ Review your confirmation page *carefully*. Check for options like linens or logbooks.
- \_\_\_ Review your program schedule *carefully*. Check dates and arrival/departure times.
- \_\_\_ Request brochures, DVD, posters if needed

## START SIGNING UP STUDENTS!

- \_\_\_ Distribute program information. Holding a parent meeting helps! Show our DVD!
- \_\_\_ Check our HELPFUL HINTS
- \_\_\_ Don't forget to sign up chaperones, too!

## ONE WEEK BEFORE YOUR DEPOSIT DUE DATE

- \_\_\_ SIGN the *Deposit Contract* included with your confirmation letter.  
(Please complete the contact information requested!)
- \_\_\_ Mail Deposit Contract and deposit check to address below.

## 60 DAYS BEFORE YOUR PROGRAM

If you have not already done so,

- \_\_\_ Distribute the *Student Registration Form, Waiver, & Parent Information* to your students
- \_\_\_ Distribute the *Adult Registration Form, Waiver & Chaperone Information* to chaperones

## 45 DAYS BEFORE YOUR PROGRAM

- \_\_\_ Collect *Registration Forms* and *Waivers* for adults and students.  
Check for notary seal and signatures.  
Collect the balance payment from your students.
- \_\_\_ Finalize your *Student Roster* and *Boat Assignments*.
- \_\_\_ Email your Student Checklist & Boat Assignments to [coordinator@marinelab.org](mailto:coordinator@marinelab.org)

## 30 DAYS BEFORE YOUR PROGRAM

Mail forms and money to:

MarineLab, P O Box 787, Key Largo, FL 33037

# PROGRAM POLICIES

## MONEY

### FEES

Unless otherwise noted, all MarineLab fees include meals, accommodations, field trips, evening instruction, dive boat fees, tanks, weights, and rental regulator and BCD.

Program fees are based on having 9 students in the boat. It costs the same to send out a boat with 7 students as it costs to send one out with 9 students, so the non refundable deposit covers that boat fee. Since SCUBA programs require the use of outside charters, the nonrefundable deposit includes the SCUBA charter fee.

We require one chaperone per boat. This chaperone pays the SCUBA Charter Fee, which will be clearly identified on your confirmation letter and program statement. One additional chaperone PER GROUP pays the SCUBA charter fee plus room and board fees. All other chaperones or adults pay full price and are subject to the same cancellation policies as students. Chaperones have the option of bringing their own SCUBA gear or paying an additional Rental Fee, which is clearly identified on your program statement.

### HELPFUL HINT

Try planning an all-inclusive trip where the cost includes all meals (even those on the road), transportation, etc.

Plan your transportation cost on a smaller number of participants than are initially interested—this will help cover costs if there are cancellations!

### NON REFUNDABLE DEPOSITS

Here is how the MarineLab reservations system works:

- Teachers reserve a certain number of our boats. The boats hold a maximum of 10 students and 1 chaperone.
- Program fees are per individual student.
- We must have a minimum of 9 individual deposits for each boat reserved. Deposits are a portion of the program fee, including the SCUBA charter boat fees, and are not refundable and not transferable to balance payments. However, they are transferable to other students and paying adults that are replacements for dropped students.

For instance if you have 25 students, you'll need to have 3 boats, since 20 is the maximum number of students on 2 boats. To get that third boat, you'll need to send in 27 deposits. You'll only pay for 25 student balance payments. If your program fee is \$785, this is what your program invoice may look like:

27 deposits @ \$347.50	=	\$ 9,382.50
25 balances @ \$437.50	=	\$10,937.50
Total due	=	\$20,320

As you can see, you're paying \$695 in deposit fees.

If you actually had 27 students pay deposits, it just means that the two students who cancelled lost their deposits. However, if you only have 25 students to start with, you may have to increase their program fee to cover that \$695.

*Keep your group size in mind when accepting deposits! MarineLab boats hold 10 students and 1 chaperone.*

*Checks must be made payable to "Marine Resources". We prefer receiving ONE check instead of dozens of individual student checks. If you are sending individual student checks instead of one check, please make sure the student's name and school appear on the check.*

There will be a \$30 service fee assessed to the checkwriter for each returned check.

### HELPFUL HINT

If you have two boats reserved, and you have more than 10 but less than 18 students signed up, you may want to consider putting those extra students on a wait list and focus on filling one boat. Or, encourage them to go out and recruit other students so you can reach the minimum required for that second boat.

### DEPOSIT CONTRACTS

Please complete all blanks in the deposit contract, sign it and send it in with your deposit payment.

It is very important that you complete ALL contact information, including the name and contact information if the attending lead chaperone is actually different from the person organizing the trip.

### BALANCE PAYMENTS

The balance for your program and all student registration forms are due 30 days before your program start date. You will receive an invoice for the balance due.

Normally, you would only pay the balance payment for the actual number of students attending. However, we do require that there are at least 7 full-paying participants on each boat. If your group size drops below that number, MarineLab reserves the right to impose surcharges, up to the full amount for 7 participants per boat. We also reserve the right to decrease the number of boats assigned to your group if, after depositing, your group size decreases and your group can be accommodated by a lesser number of boats. We require at least one chaperone with each boat.

### REFUNDS/CANCELLATIONS

The deposit is non-refundable. If you cancel your program after sending in your deposit, you have forfeited that deposit.

Individual cancellations 14 days or more before the program start date will receive a refund equal to the amount of the balance payment. Cancellations 13 days or less before the program start date will receive a 30% refund UPON APPROVAL. NO refunds for no-shows. If a student is ILL or has a FAMILY EMERGENCY and cannot attend at the last minute, a refund equal to the amount of the balance payment will be issued UPON APPROVAL.



## CHAPERONES

One chaperone/teacher is required for every boat reserved. This chaperone must pay SCUBA Charter fees plus any optional Gear Rental fees. One additional chaperone per group is charged room and board in addition to the SCUBA Charter Fee and optional Gear Rental Fee. These fees are shown on your confirmation letter. ANY additional chaperones per group must pay the full program fee. Also, please see the enclosed handout **Chaperone Duties & Responsibilities** for information on what is expected from chaperones.

We require one chaperone on each boat. Students who stay back from field trips must be accompanied by a chaperone if at all possible.

Please remember when you choose your chaperones to brief them carefully on their responsibilities as well as the fun activities in which they'll participate. Chaperones go through all aspects of the MarineLab program— including the swim test! We require that the chaperones be able to swim and are relatively comfortable in the water. They do NOT have to be SCUBA certified, but it is helpful if they are! We count on chaperones to control the group's behavior and guide them through the program. First and foremost, chaperones must model the correct behavior by following all facility rules while participating in the program.

### HELPFUL HINT

Make sure all chaperone costs (such as travel) are included in the student fees—if your school policy allows this!

## OPTIONS

For an additional fee, MarineLab offers several options for your program:

**Logbooks:** Ask for a free sample copy. A great way to direct (and grade) a student's participation in their program. The logbooks are primarily elementary or middle school level. \$1.50 each

**Linens:** If you're flying, you may want to save weight and the cost of checking more bags by renting linens from MarineLab. Includes twin sheets, blanket, pillow with case. \$7 per person. Chaperone linens are complimentary if the group as a whole is renting linens.

**Wetsuits:** 3MM shorty wetsuits are included at no cost for all SCUBA groups.

## GROUND TRANSPORTATION

MarineLab offers ground transfer service from Miami and Ft Lauderdale airports for a flat fee based upon the number of boats you have booked.

If you have selected this option, the ESTIMATED fees will be listed on your confirmation and on your statement, but the fee will not be finalized until your deposit is received. At that time, we will give you a firm quote on the ground transfer. The entire amount will be due and payable 30 days prior to your program start date, along with the balance payments for your student fees.

Ground transfers may include a stop for a meal or a visit to Everglades National Park. Arrangements for such stops must be made in advance.

You may cancel this option without penalty up to one month in advance.

## FORMS & CHECKLISTS

### REGISTRATION FORMS

Every participant is required to complete a Registration Form and Waiver. You can make copies of these pages out of this booklet, or from our website under Parent & Teacher Resources.

- Student forms must be notarized.
- Students who will be 18 years old at the time of the program must complete an Adult Registration Form.
- All chaperones must complete an Adult Registration Form.
- All participants must complete the Waiver. This is the same for both minors and adults.

These forms are due to MarineLab 30 days prior to your program start date. This is to allow us time to review the forms for signatures, notary seals, dietary and medical information. Proper planning will eliminate the need to overnight or express mail your forms to us in order to get them here by that deadline.

### HELPFUL HINT

Save trees! If it's feasible for your school, instead of making photocopies and handing out blank student registration forms, direct the parents to the MarineLab website. They can access the form there and fill it out by hand, or fill it in online and then print it out for a signature.

Have a notary present at a parent information meeting! This makes it easy for busy parents to get their signatures notarized.

### CHECKLISTS

You must complete a STUDENT ROSTER. A blank roster is part of this package, or you may access a formatted Excel spreadsheet on our website under Teacher Resources.

If you have more than one boat reserved, your group must be broken down into boat assignments before your arrival. A blank BOAT ASSIGNMENT LIST is part of this package, or you may access a formatted Excel spreadsheet on our website.

### CERTIFICATION CARDS

All participants who are going to be SCUBA diving must present their certification card upon arrival. These will be collected at your facility orientation. Chaperones who have been here in previous years do not need to submit their C-cards, but do need to complete a new Registration Form & Waiver.





Pages 10-17 can be photocopied and distributed to parents and potential chaperones, or you may direct them to our website at [www.marinelab.org](http://www.marinelab.org). Tell them to click on the link for "Teacher and Parent Resources."

## PROGRAM

### YOUR PROGRAM ITINERARY

Every MarineLab SCUBA Program includes a skills-check dive in the lagoon, as our instructors and divemasters need to assess the student's comfort level in the water, possibly change their weights due to the buoyancy of the salt water, and provide a refresher on hand signals and some skills.

Our MarineLab divemasters accompany every dive, providing an in-water guide for your students' enjoyment, educational experience, and safety.

Jules' Undersea Lodge and the MarineLab Undersea Laboratory are both located in our lagoon. Every SCUBA program includes a visit to these two underwater habitats. This visit is called a "Mini Adventure." This is the only facility in the world where recreational divers may visit an operational underwater habitat, and we want to make sure your divers do not miss this opportunity!

MarineLab has standard programs, but we can customize them to a certain extent if the group leader so desires. Our core program of seagrass, mangrove, and coral reef ecology cannot be changed, but additional activities can be included.

Customization can include:

- Changed arrival and departure times
- Different selection of evening activities
- Free time to visit other areas of the Keys, such as Key West or the Turtle Hospital in Marathon
- 

If you wish to discuss customizing your program, please contact Ginette at [coordinator@marinelab.org](mailto:coordinator@marinelab.org). Changes to your program must be made as far in advance as possible; we cannot easily change the program while you are here, since we make staffing assignments a month in advance.

### CHECK IN/CHECK OUT TIMES

Like a hotel, MarineLab has people checking in and out at specified times to allow staff to clean and prepare for the next group.

Please be **punctual about arriving at the specified time** on your schedule. If you arrive early our staff will still be working with previous groups. We cannot accept groups arriving after 6:00 PM in order to allow time for facility orientation.

We may request you to move out of your dorm rooms prior to your last field trip. This is to allow our housekeeping staff to clean the dorms prior to the next group's arrival. You will have the use of the labs for storing luggage, etc., and the use of the showers and rest rooms for changing before your trip home.

## FACILITIES

### ROOM ASSIGNMENTS

Rooms are sex-segregated. We attempt to place schools in separate wings; if this is not possible, we lodge boys in one wing, girls in the other. We will email you your room assignments about a week in advance so that you may assign your students to their rooms. This saves time at orientation!

*Space restrictions may require us to lodge chaperones with the students, or chaperones with chaperones from other groups.* If you have a concern about this, please contact the reservations office well in advance of your trip. Very rarely, when we have several small groups, we may need to house students from different schools in the same large room. Please be aware of and prepared for this possibility. **IF THERE IS A PROBLEM WITH CHAPERONES SHARING ROOMS WITH STUDENTS, OR IF YOU REQUIRE YOUR CHAPERONES IN THE ROOM, PLEASE NOTIFY US AT LEAST 30 DAYS IN ADVANCE.**

### TOBACCO/ALCOHOL POLICY

Tobacco is not allowed on or near program areas such as the boats, cafeteria, volleyball court, labs or classrooms. Any chaperones that wish to smoke must leave the property to do so; however, students may not be left UNSUPERVISED for any reason.

We prohibit alcohol possession or consumption on-site by chaperones of groups with underage students. This has not been an issue with most of our groups, but lately we have found it to be a problem with some groups, especially those that have a large number of parent chaperones. **Please notify your chaperones and adult participants before you arrive at MarineLab, thank you!**

### SECURITY

The MarineLab campus is now a gated facility! We have a security gate that is closed overnight and on the weekends. Additional "clickers" are available for loan if your group needs one, but it is limited to one clicker per group.

### MEALS AND FOOD POLICY

Meals are served in the cafeteria. We serve **INSTITUTIONAL type meals**. A typical day's meals consist of: scrambled eggs, bacon, or dry cereal with milk and juice for breakfast (student's choice); tacos, salads, fruit and iced tea or punch for lunch; baked chicken, rice, vegetable, salad, bread and dessert with iced tea or punch for supper. Please note the space for special dietary restrictions on both the student and adult registration forms. We can provide vegetarian meals with advance notice, but are limited in our ability to accommodate extensive dietary restrictions. **Please call if you have questions.** Limited refrigerator space is available for medicines **ONLY**.

**We do not allow any food or drink in our dorm rooms.** PLEASE do not allow individual students to bring food or drinks with them. If you are bringing snacks for the group, we will provide you with a storage area. A soft drink machine and a snack machine are on the premises. Chaperones, please enforce the no-litter rules for your group!

# DIRECTIONS

From the north, leaving Orlando, take the Florida Turnpike south past Ft. Pierce and continue to just past Ft. Lauderdale to the HOMESTEAD/KEY WEST split. This is the Turnpike extension that ends in Florida City on US 1 which is the Overseas Highway that will bring you to Key Largo, approximately 30 minutes south of Homestead.

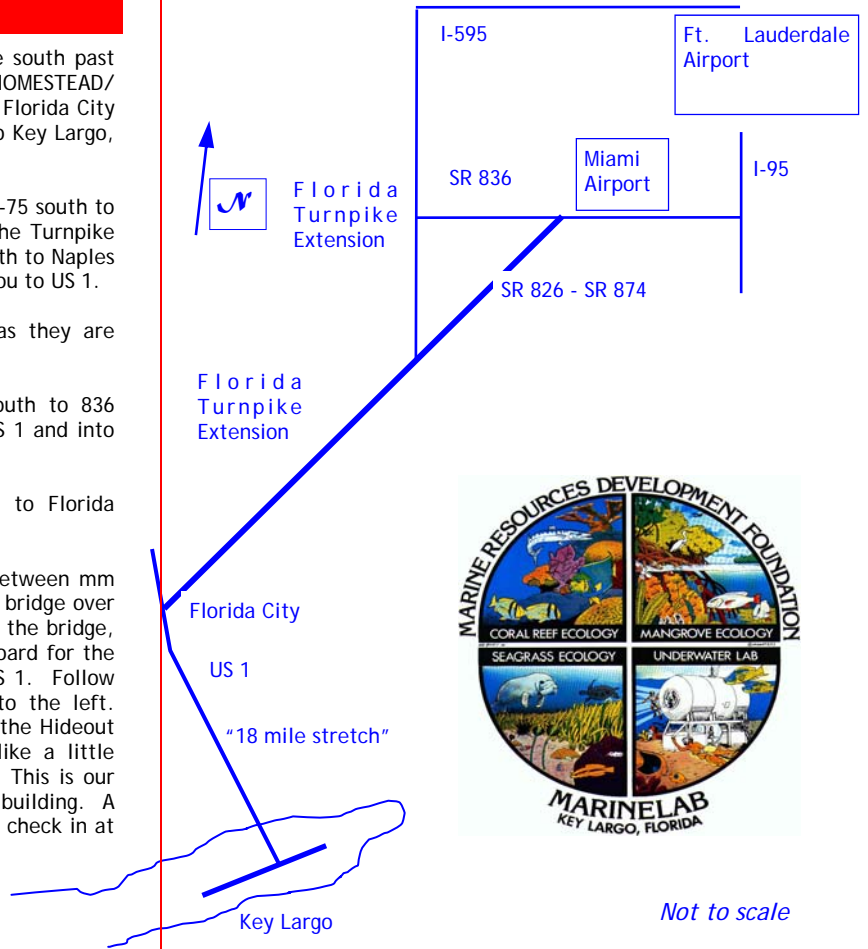
From the west, leaving Tampa, there are two routes: take I-75 south to Naples and then east along Alligator Alley (I-75 south) to the Turnpike extension (exit #4 Homestead/Key West). Or take US 41 south to Naples and east to the Florida Turnpike extension which will bring you to US 1.

NOTE: please verify exit numbers with a current map as they are continually changing.

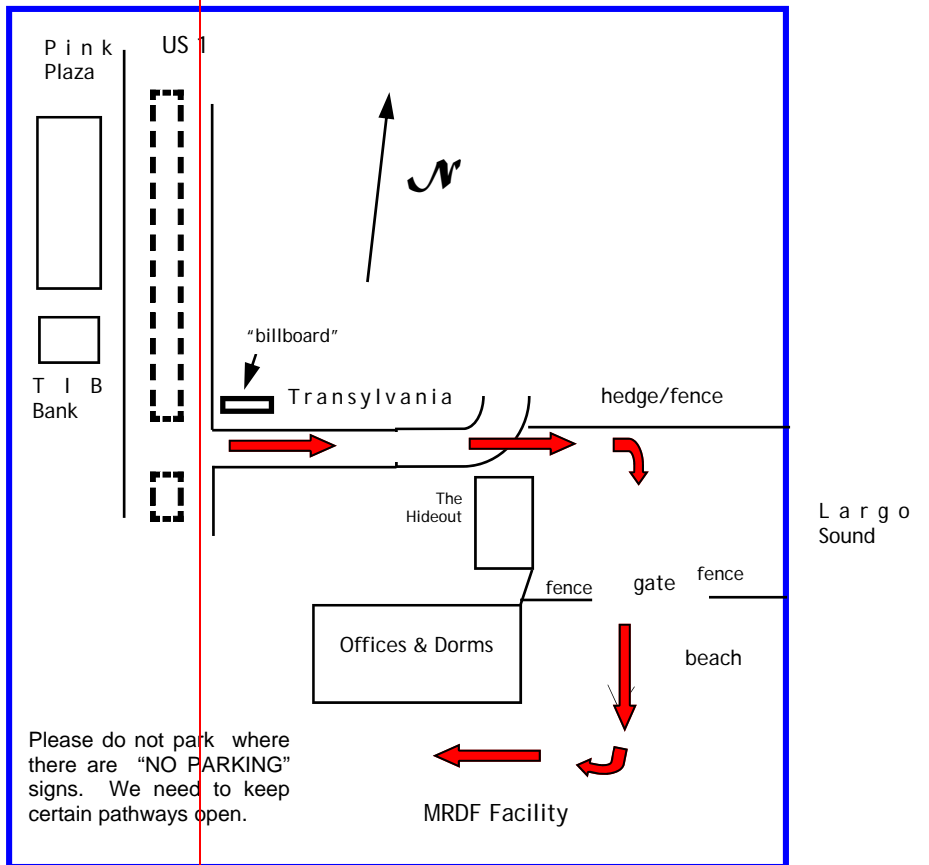
From Miami International Airport take LeJeune Road south to 836 WEST, then take the Turnpike extension and go south to US 1 and into the Keys.

From Ft. Lauderdale/Hollywood Airport take 595 West to Florida Turnpike south to US1.

Once you're in Key Largo, MRDF is located at mm 103.2 between mm 104 and mm 103. After you see mm 104, start looking for a bridge over the Marvin D. Adams Waterway. Take your second left after the bridge, which is Transylvania Avenue. A large red and white billboard for the Hideout Restaurant is on the corner of Transylvania and US 1. Follow Transylvania Avenue to the end; the road turns sharply to the left. However, you need to drive straight into the parking lot of the Hideout Restaurant. Just past the Restaurant building (it looks like a little house) the drive turns to the right, paralleling the water. This is our driveway; follow it into our parking lot, in front of the big building. A staff member should be on hand to greet you; if not, please check in at room #6 on the second floor of the big building.



Enlargement showing Key Largo area



## What is a MILE MARKER?

Because there is only one *long* road running through the Keys, it's much easier to find buildings by tracking the mileage on this road. Therefore, addresses in the Keys are given using mile markers (mm). The Overseas Highway (US 1) runs from Florida City (mm 126) to Key West (mm 0) for a length of 126 miles. North Key Largo starts at about mm 107. On the right shoulder of US 1, look for small (18" h x 6" w) reflective green and white numbered mile post signs. As you head SOUTH, the numbers will decrease. If an address has fractions of a mile, 103.2 for example, it is between the mile given and the next highest mile. So look for mm 104 and then start tracking the mileage downward until you reach 103.2.



# HOTEL ACCOMMODATIONS IN THE KEY LARGO AREA

Here is a list of accommodations in Key Largo should your travel arrangements require **early arrival or late departure**. They are also useful in the event that you have to provide your **bus driver** with a room during your stay. While we may have room at MarineLab for a bus driver, our accommodations are very Spartan (bunk beds, no television or phone) so they often prefer to stay at a local hotel.

The following local motels are listed in order from smaller “mom & pop” type places to the more expansive/expensive chain motels. For reference, we are located at Mile Marker (MM)103.2 Oceanside. This listing is for your convenience are not recommendations. Additional accommodations may be found by visiting the Key Largo Chamber of Commerce website [www.keylargo-chamber.org](http://www.keylargo-chamber.org).

## **BUS PARKING AVAILABLE**

**Ed & Ellen’s Lodgings**—MM 103.3 Oceanside, very small, affordable, within walking distance of our facility. CALL FOR BUS PARKING AVAILABILITY. 305-451-9949, 888-333-5536.

**Popp’s Motel**—MM 95.5 Bayside, small family-owned, cottages, dock, beach. 305-852-5201.

**Stone Ledge Paradise Inn**—MM 95.3 Bayside—small, quiet, kitchens, dock, beach. 305-852-8114 or book online at [www.stoneledgeparadiseinn.com](http://www.stoneledgeparadiseinn.com).

**Sunset Cove Beach Resort**—MM 99.7 Bayside—small, full kitchens, dock, beach. Limited to 1 bus only. Pet friendly, free use of canoes, kayaks and snorkel equipment. 305-451-0705, 800-451-0705.

**Holiday Inn**—MM 99.7 Oceanside—usual amenities, pool, fitness center, playground, restaurant, home of the “African Queen” (yes, the real one!) Close to other restaurants, shopping, etc. 305-451-2121, 866-464-0908

**Key Largo Key West Inn**—MM 100 Oceanside on Ocean Drive—full kitchens, patios, pool, dock. 305-451-5081, 800-462-6079

**Hampton Inn-Key Largo** MM 102.4 Bayside—Beach, pool, dock, restaurant. Pet friendly, breakfast included. 305-451-1400

**Marriott Key Largo Bay Beach Resort** MM 103.8 Bayside—usual amenities, pool, fitness center, beach, several restaurants, clubs and shops. 305-453-0000

## **NO BUSES ALLOWED (VANS OKAY)**

**Bay Harbor Lodge**—MM 97.7 Bayside—quiet setting, dock, pool. 305-852-5695, 800-385-0986, or book online at [www.bayharborkeylargo.com](http://www.bayharborkeylargo.com).

**Tarpon Flats Inn & Marina**—MM 103.2 Oceanside, 29 Shoreland Drive Key Largo—within walking distance of our facility. Beautiful, tasteful, bed & breakfast, small, waterfront, dock. 305-453-1313, 866-546-0000 or book online at [www.tarponflats.com](http://www.tarponflats.com)

**Amy Slate’s Amory Dive Resort** MM 104.5 Bayside—efficiencies, suites, dive packages. 305-451-3595, 800-4-AMORAY or book online at [www.amoray.com](http://www.amoray.com).

## **TAXI**

Mom’s Taxi Service, 305-852-7999

## **AIRPORT SHUTTLE SERVICE**

Airporter, 305-852-3413, 800-830-3413

# MARINELAB STUDENT ROSTER

*DIRECTIONS: Make as many copies as you wish to accommodate the number of students you have registered. PRINT the names in the blocks. Use the blocks below CHAPERONES to list your adult chaperones. A pre-formatted Excel version of this checklist is available from our website.*

**SCHOOL:** \_\_\_\_\_

**DATES** \_\_\_\_\_

## STUDENTS

	LAST NAME	FIRST NAME	AGE	SEX	NOTARY
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

## CHAPERONES

1					
2					
3					
4					
5					

# MARINELAB BOAT ASSIGNMENTS

SCHOOL: \_\_\_\_\_

DATES: \_\_\_\_\_

**DIRECTIONS**

Please write or type in the names of your students and adults assigned to each boat. Although all 8 boats are listed here, please only use as many boats as you have deposited for. Use S or AC to indicate type of person on that boat. Call or write if you have questions.

**S = student**  
**AC = Adult Chaperone**

BOAT 1		BOAT 2	
#	NAME	#	NAME
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	

BOAT 3		BOAT 4		BOAT 5	
#	NAME	#	NAME	#	NAME
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
9		9		9	
10		10		10	
11		11		11	

BOAT 6		BOAT 7		BOAT 8	
#	NAME	#	NAME	#	NAME
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
9		9		9	
10		10		10	
11		11		11	



# Parent Information

Dear Parent,

Your child is about to have the experience of a lifetime at MarineLab! This information sheet is to provide you with as much information as possible to make his or her trip a success.

## WHAT WILL MY CHILD BE DOING AT MARINELAB?

MarineLab is a marine education center. We believe that students learn more through directly experiencing and observing the underwater world. First, we teach students about ecology concepts using Powerpoint discussions and laboratory activities in the evening. After a skills review dive in our lagoon, students board a charter dive boat for the reef excursions, or snorkel in the mangroves and seagrasses off our 26' Twin Vee boats. Our instructors lead the students on all field trips and point out interesting animals and plants underwater. They find small invertebrates, such as crabs, sea stars, and sea urchins, and bring them back to the boat for the students to handle and investigate more closely.

Our staff instructors are all American Red Cross Lifeguard certified, CPR & First Aid certified, have attended special boat safety courses and are very experienced in supervising students in and out of the water. MarineLab's Divemasters have additional training in dive supervision. They all have degrees in marine science or a related field, and are very knowledgeable about our local flora and fauna.

## SCHEDULE

Your child will be out on field trips from 8 am - 12 pm and again from 1 pm - 5 pm. Students are in evening programs from 7:30 - 10:00 pm. There is very little down time for your child!

## REGISTRATION FORMS

A Student Registration Form & Waiver is required of ALL students.

- These forms are available from your child's teacher or from our website ([www.marinelab.org](http://www.marinelab.org)). Follow the link to "Teacher and Parent Resources."
- The Registration form must be **SIGNED AND NOTARIZED**.
- If your child will be 18 years old at the time of their MarineLab experience, they must complete an **ADULT** form.
- The Waiver must be signed by both you and your child!

## WHAT TO PACK?

There is a packing checklist on the next page. It helps if your child's name is on his/her belongings!

*In the unlikely event of an accident or emergency, students are taken to Mariners Hospital, Tavernier, (305) 852-4418.*



# Student Packing Checklist & Contact Information

## CONTACT INFORMATION FOR PARENTS

We are located at Mile Marker 103.2, oceanside, 51 Shoreland Drive, PO Box 787, Key Largo, FL 33037.

Office phone (305) 451-1139 or (800) 741-1139. This number is staffed from 8:30 am to 5:00 pm Monday through Friday. An answering machine will pick up after 5:00 pm and on weekends.

## TOILETRIES & PERSONAL ITEMS

- Pencil and notebook
- Protective sunblock (Waterproof, SPF 30 or higher—no oil!)
- Insect repellent
- Toiletries (shampoo, soap, toothpaste, etc.)
- Motion Sickness Medicine (if motion sickness has been a problem, or if you aren't sure)
- Medication
- Calling card to use with pay phone (does not accept coins!)
- Change for snack, soda machines
- Water bottle
- Camera (optional—put your name on it!)

**Don't send large beach towels** - they take up too much space on the boats, and don't dry as quickly. Standard bath towels work fine.

## CLOTHING & LINENS

- Sleeping bag or twin bed linens, and a pillow
- 2 Towels (one for shower, one for boat)
- Personal clothing and swimwear
- Old T-shirts or rash guards for snorkeling (sun protection-*this is required*)
- Windbreaker or rain coat
- Plastic bag to carry wet items home!
- Sweatshirts or jackets for cooler months

## PERSONAL ELECTRONIC DEVICES

Cell phones and music players are not allowed on the boats or in the classrooms. Please be sure your child knows to store them securely in their baggage while they're out on the water.

## EQUIPMENT

**SCUBA gear is included in your program!** As divers, we assume that you will have your own mask, fins, and snorkel, but if you don't we have plenty to choose from. If you have a new mask, scrub it with toothpaste before using it or bringing it with you.

## WETSUITS

Wetsuits are included in your program.

## PLEASE DO NOT SEND:

- |                            |                            |          |
|----------------------------|----------------------------|----------|
| Food                       | Slurp gun                  | Speargun |
| Dive gloves or dive knives | Cheese Whiz or "fish food" |          |
| Fishing equipment          | Gum                        |          |

## THE FOLLOWING ITEMS ARE AVAILABLE FROM OUR GIFT SHOP:

- |            |        |                           |               |
|------------|--------|---------------------------|---------------|
| Post Cards | Stamps | Souvenirs                 |               |
| T-shirts   | Books  | Film/batteriesU/W cameras | Water Bottles |

## Thinking of being a chaperone for a MarineLab trip?

First, let us thank you for considering chaperoning a group to MarineLab. Without parents and teachers such as yourselves, our programs wouldn't be possible. We all want the students to have a great time here, learning while having fun and picking up some new skills along the way, and your help is invaluable in this effort.

Before and after your arrival, please feel free to communicate any problems, expectations, or observations to any of the educational staff. We, in turn, will do the same. Remember - we are here to give you and your students an enjoyable, educational, and safe exploration of the marine world around Key Largo.

Here are a few things you should know prior to your trip:

- Chaperones participate fully in the program, from the swim test to the final field trip.
- Chaperones, like students, are required to wear snorkel vests while snorkeling.
- You must attend the coral reef ecology lecture in order to snorkel or dive the coral reef.
- At least one chaperone must be on each boat!

## Chaperone Responsibilities

- Help enforce discipline during discussions or labs. Know and remind students of the safety rules for boat trips - and don't forget to model them!
- "Shepherd" students from one location to another according to the posted schedule.
- During lunch break, dinner break, and overnight, we ask you to keep close tabs on your group. Know the facility rules given during the facility orientation and review the students' options with them.
- Know the students assigned to your boat group.

## Other Groups

We often have more than one school attending MarineLab at the same time. At your first meal, the staff person on duty will introduce you to the chaperones from the other group. We urge you to get to know the other chaperones, follow the rules and cooperate with each other to make sure everyone has the same great MarineLab experience!

The next page has specific guidelines. Please familiarize yourself with these before arrival! We'll hand you an on-site information sheet as well.

This is preliminary information. All chaperones will receive a detailed information sheet upon arrival at MarineLab.

### DORM TIME

CHAPERONES MAY BE LODGED WITH STUDENTS if group sizes or girl/boy ratios require it. Chaperones may also be housed with chaperones from another group. Please be aware of and plan for this event.

Help enforce the “no food, no drinks, no wet items in the rooms” policy. This really helps cut down on odors, insects and stains.

It is your consensus opinion as to the “lights out” bedtime hour, but we do require quiet time after 10:00 PM. It helps if you coordinate the lights out time with the chaperones from any other groups.

Do not allow reckless or irresponsible behavior in the dorm room; people get hurt and facilities damaged when children are rowdy and/or unsupervised.

If there are other groups attending MarineLab concurrently, make sure your students are aware of this. Extra attention to manners and behavior may be in order as the groups interact.

### TOBACCO / ALCOHOL POLICY

Tobacco is not allowed on or near program areas such as the boats, cafeteria, volleyball court, labs or classrooms. Any chaperones that wish to smoke must leave the property to do so; however students may not be left unsupervised for any reason.

We prohibit alcohol possession or consumption on-site by chaperones of groups with underage students. This has not been an issue with most groups, but occasionally we find this to be a problem with some groups, especially those with a large number of parent-chaperones.

### RECREATIONAL/FREE TIME

Students are allowed the following options for free time:

**Volleyball** - don't let it turn into tackle football. Chaperones will have control of the volleyballs allotted to the group.

**Beach relaxation** - but no climbing on the seawall, no swimming or wading; and please be aware of sunburn danger.

**Ordering pizza** - to be eaten after the evening activity, around 10 pm. Those who do the paying do the eating.

**Relaxing under the pavilion** or other areas where there is relief from the sun EXCEPT for the boat docks. Try to encourage everyone to stay out of the noonday sun during lunch break. Sunburn prevention is a constant concern.

#### ***Options not allowed:***

Leaving campus, past the beach entrance, without a chaperone.

Walking the private docks.

Jumping off any dock into the water.

Snorkeling or swimming without staff supervision (they'll get a full dose of supervised snorkeling!)

Fishing

### MEAL TIME

Please have at least one of the chaperones accompany the students going into and out of the cafeteria. Students may not be unsupervised at any time in the cafeteria. Students and chaperones must wear shirts and shoes and must clear their own table; please help enforce





# STUDENT SCUBA Registration Form & Waiver 2011

**PARENTS: THIS FORM HAS THREE PAGES. PLEASE COMPLETE ALL THREE PAGES.**

STUDENT NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ AGE \_\_\_\_\_ SEX \_\_\_\_\_  
FIRST MIDDLE LAST

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

SCHOOL \_\_\_\_\_ PROGRAM DATES \_\_\_\_\_

**MEDICAL INFORMATION** List ANY medical problems, allergies, chronic symptoms, or medications presently being taken.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MEDICATIONS PRESENTLY TAKEN: \_\_\_\_\_

MY HEALTH/ACCIDENT POLICY IS WITH \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_ PHONE \_\_\_\_\_

POLICYHOLDER NAME \_\_\_\_\_ THIS POLICY COVERS MY CHILD: \_\_\_ YES \_\_\_ NO

**SPECIAL DIETARY NEEDS** \_\_\_\_\_  
(Vegetarian, allergies, etc.)

**EMERGENCY TREATMENT RELEASE**

I hereby give permission for MRDF to provide any medical assistance they feel appropriate for my child named above. I also give permission for Mariner's Hospital or any other medical personnel to treat my child in the event of an emergency. I will be responsible for any and all medical expenses incurred.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

This person is personally know or provided identification: Driver's License # \_\_\_\_\_

Notary Signature \_\_\_\_\_ Notary Stamp \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_ My commission expires \_\_\_\_\_

***PLEASE COMPLETE THE 2-page MRDF/MARINELAB SCUBA WAIVER  
AND ATTACH TO THIS FORM.***



**ADULT**  
**SCUBA Registration Form**  
**& Waiver 2011**

PLEASE TYPE OR PRINT CLEARLY.

NAME \_\_\_\_\_ SEX \_\_\_\_\_  
SCHOOL/GROUP \_\_\_\_\_ PROGRAM DATES \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ AGE \_\_\_\_ HOME PHONE \_\_\_\_\_  
WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
NAME OF PERSON TO CONTACT IN EMERGENCY: \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_ PHONE # (\_\_\_\_) \_\_\_\_\_  
MY HEALTH/ACCIDENT POLICY IS WITH \_\_\_\_\_  
WHOSE PHONE # IS \_\_\_\_\_  
POLICYHOLDER NAME \_\_\_\_\_ POLICY NUMBER \_\_\_\_\_

**MEDICAL INFORMATION** List ANY medical problems, allergies, chronic symptoms, or medications presently being taken.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_

Medication presently taken: \_\_\_\_\_

**SPECIAL DIETARY NEEDS** \_\_\_\_\_

(Vegetarian, allergies, etc.)

**PLEASE COMPLETE THE 2-page MRDF/MARINELAB SCUBA WAIVER  
AND ATTACH TO THIS FORM.**

**MRDF/MARINELAB SCUBA WAIVER**

Participant Name (please print) \_\_\_\_\_

Hereafter known as Releasor

SCHOOL/GROUP \_\_\_\_\_ Program Dates \_\_\_\_\_

**BEFORE SIGNING THIS DOCUMENT, I AM GIVING UP ALL RIGHT TO SUE MARINELAB/MARINE RESOURCES DEVELOPMENT FOUNDATION INC., (MRDF) KEY LARGO UNDERSEA PARK INC., JADE DIVERS LLC DBA ISLAND VENTURES (hereafter known as RELEASED PARTIES), THEIR EMPLOYEES, AGENTS, DIVE BOATS, GROUPS OR INDIVIDUALS ASSOCIATED WITH ANY PROGRAMS OPERATED BY THESE ENTITIES, FOR BOTH MYSELF AND MY HEIRS, ASSIGNS, OR PERSONAL REPRESENTATIVES. I UNDERSTAND THAT THE PURPOSE OF THIS DOCUMENT IS TO HOLD THESE ENTITIES HARMLESS FROM ANY AND ALL LIABILITY ARISING AS A CONSEQUENCE OF ANY ACT OR OMISSION ON THEIR PART INCLUDING, BUT NOT LIMITED TO, ACTIVE OR PASSIVE NEGLIGENCE.**

I am aware that MRDF arranges trips which involves participation by myself or my child. I wish to participate in these trips, or for my child to participate in these trips, and I acknowledge that during those trips, I or my child may be exposed to certain risks which are inherent in the activity and cannot be eliminated without destroying the unique character of the activity, such as travel by boat, swimming in or near the ocean, snorkeling in the ocean, accidents or illness in remote places without immediate access to medical facilities, and the forces of nature, including the sun, wind and rain. I understand that the description of these risks is not complete and that other unknown or unanticipated inherent risks may result in injury or death.

**Releasor**, in consideration of the permission granted to **Releasor** by **Released Parties** for my participation in these expeditionary trips, diving activities and any other related activity the **Released Parties** may not be held liable or responsible in any way for any injury, death, or other damages to me or my family, heirs, or assigns.

**Releasor**, for himself/herself and his/her personal representatives, heirs, next of kin, executors, administrator and assigns, hereby forever releases, waives, indemnifies, holds harmless, discharges and covenants not to sue **Released Parties** from any and all actions, causes of action, damages, claims, demands or other liabilities, either in law or in equity, arising from or by reason of bodily injury or personal injuries known or unknown, including death and/or any property or equipment damage known or unknown which may occur as a result of or in connection with **Releasor's** participation in these diving activities or any other related activity, caused by the ordinary negligence of any party including the **Released Parties** whether active, passive or otherwise.

**Releasor** understands that participation in certain education activities, may consist, in whole or part, of SCUBA diving, Snorkeling, Skin Diving and/or living and working in an underwater laboratory and/or underwater hotel, diving with a surface supplied air system (hookah), boat diving, diving in the Emerald Lagoon, and training in the surrounding areas, the receipt of which permission is hereby acknowledged, and for other good and valuable considerations, the receipt of which is hereby acknowledged, **Releasor** hereby personally assume all risks in connection with said course for any harm, injury, or damage that may befall he/she while enrolled as a student of this course or after completion of the course, including all risks connected therewith, whether foreseen or unforeseen.

**Releasor** acknowledges that he/she has been fully advised of and has actual knowledge and conscious appreciation of the particular risks associated with diving with compressed gas, including but not limited to those risks and dangers which could result in death, drowning, air embolism, illness (physical or mental), or damage to him/herself, his/her property, or to other third parties, and all other risks and dangers naturally inherent in diving, including the risk of decompression sickness or bends, embolism, or other hyperbaric injuries which can occur that require medical treatment in a recompression chamber. **Releasor** understands that the open water dive trips may be conducted at a site that is remote, either by time or distance or both, from such a recompression chamber. **Releasor** still chooses to proceed with such dives in spite of the possible absence of a recompression chamber in proximity to the dive.

**Releasor** acknowledges that Skin and SCUBA Diving are physically strenuous activities and that he/she will be exerting himself/herself during this instructional program, and that if he/she is injured as a result of a heart attack, panic, hyperventilation, etc., that he/she expressly assumes the risk of said injuries and that he/she will not hold the **Released Parties** responsible for same. **Releasor** will inspect equipment, whether personally owned or rented from Released Parties, and will obey all safety directives issued by employees or agents of the Release Parties.

**Releasor** realizes that he/she is responsible for any and all injury to persons or damage to property which may occur as a result of or in connection with his/her participation in said activities. **Releasor** hereby acknowledges that he/she is fully advised of and has actual knowledge and conscious appreciation of the particular risks and dangers involved in said activities, including but not limited to those risks and dangers involved in traveling by automobile and boat to research and education locations, and spending periods exposed to the sun and weather in the research/education area or boat with its concomitant risks of motion sickness. **Releasor** hereby acknowledges that he/she elects voluntarily to fully assume all risks and confront all dangers, and is aware that he/she **should not** fly for 24 hours, dive for 12 hours, or dive deeper than 30' for the 12-24 hours after emerging from a habitat stay.

**PARTICIPANT NAME:** \_\_\_\_\_  
**(RELEASOR)**

**Releasor** expressly agrees that this Agreement/contract is intended to be as broad and inclusive as permitted by the laws of the State of Florida, and that if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full force and effect. Should Release Parties, or anyone acting on their behalf, be required to incur attorney's fees and costs to enforce this agreement, Releasor agrees to indemnify and hold them harmless for all such fees and costs. In the event that Releasor files a lawsuit against the Released Parties, it is agreed that it will be done solely in the State of Florida, and that the substantive law of that state shall apply in that action without regard to the conflict of law rules for that state.

**Releasor** hereby represents and warrants that he/she is a qualified and certified SCUBA diver or is taking SCUBA lessons from a certified instructor, and is in good health and physically fit to SCUBA dive, and has no health conditions that would prevent compressed gas diving, and is at least 18 years of age and has carefully read this agreement and understands all of its contents, and executes it voluntarily and with full knowledge of its significance. If he or she is not 18 years of age, then this release must be read and signed by a parent or guardian of the participant.

**Releasor** further agrees that all ancillary rights, including but not limited to, publicity, movies, television, photo, literary, and replica rights, are exclusively the property of Marine Resources Development Foundation. Releasor may make public mention that he/she has participated in the the MarineLab Environmental Education Program, MarineLab Undersea Laboratory, and/or marine ecology programs, but must credit the Marine Resources Development Foundation as operator of the facility.

By way of my signature on this document, it is my express intention to give up my right to sue all individuals, entities or vessels referred to herein, whether specifically named or not. It is also my intention to exempt and relieve the vessel, its employees, agents and dive boats whether owned, operated, leased or chartered from all liability arising as a consequence of any act or omission including, but not limited to active or passive negligence. I fully agree to indemnify and hold these entities named within this document harmless from any and all liability for personal injury of any sort, property damage or wrongful death by myself, heirs and assigns, and expressly assume all risks in connection with activities of snorkeling and scuba diving. I have read and understand this document in its entirety. If I have any questions with respect to the contents of this document, I certify that I have fully informed myself before signing my name below. I fully agree to the terms and conditions herein and realize that they are given in exchange for MRDF, Key Largo Undersea Park Inc., and Jade Divers, LLC and the vessel allowing me to participate in this activity. I understand that this is a legally binding contract.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS WAIVER OF LIABILITY/EXPRESS ASSUMPTION OF RISK FORM BY READING IT BEFORE SIGNING IT.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

IF PARTICIPANT IS UNDER AGE 18: In consideration of \_\_\_\_\_  
(Print Minor's Name)

("Minor") being permitted by Release Parties to participate in the above activities and to use equipment and facilities, I further agree to indemnify and hold harmless Released Parties from any and all claims brought by, or on behalf of Minor, and which are in any way connected with such use or participation by Minor.

PARENT OR GUARDIAN SIGNATURE: \_\_\_\_\_

WITNESS: \_\_\_\_\_