

2012 MarineLab Program Leader's Handbook

For Snorkeling Field Trips

Dear Teachers and Group Leaders,

Welcome to MarineLab! We have been providing exciting, fun, and educational marine science education to students from 4th grade through senior citizens since 1985, right here at our location in Key Largo. Our programs are aligned with the US National Science Education Standards and all fifty states' standards. Our staff are highly trained and gifted with the ability to instill wonder and understanding of our fragile marine ecosystem. Our facility boasts air conditioned dorms, labs, and classrooms, and a fleet of eight research vessels to take students to their discovery sites.

This Handbook is designed to help you coordinate your MarineLab program. Everything you need to know, including forms to distribute to parents, should be in here, or you can always go online to www.marinelab.org and click on the Teacher Resources link. The Handbook is accompanied by your Program Confirmation and itinerary.

Please review this information carefully. If you have any questions, call us at 800-741-1139 or email us at coordinator@marinelab.org. We look forward to seeing you soon!

Ginette Hughes & Liz Wood
MarineLab Coordination Team



Forms and pages that you can copy and distribute to parents, chaperones or students will show this icon!

Contact Info

Office hours: Monday–Friday, 8:30 am–5:00 pm

Phone 800-741-1139

Fax 305-451-3909

Local Phone 305-451-1139

Email coordinator@marinelab.org

Mail: PO Box 787, Key Largo, FL 33037

Delivery: 51 Shoreland Drive, Key Largo, FL 33037

TABLE OF CONTENTS

Let's Get Started	Page 3
What's included in my program fee? Optional items (Linens, etc.)	Page 4
Money Policies	Page 5
Recruit Your Students	Page 6
Parent Letter	Page 7
Student Information & Consent Form	Page 8
Student Packing Checklist	Page 9
Recruit Your Chaperones	Page 10
Chaperone Information & Consent Form	Page 11
Chaperone Guidelines	Pages 12–13
Student & Chaperone Roster	Page 14
Your Program Itinerary	Page 15
The Facility: Meals & Accommodations	Page 15
Your Balance Payment & What Goes With It Boat Assignments	Page 16 Page 17
How are you getting to MarineLab?	Page 18
What to expect upon your arrival	Page 18
Directions	Page 19
Hotels in Key Largo (for your bus driver)	Page 20
Checklist	Page 21

Let's Get Started!

FIRST: Review your confirmation page, fees statement and program itinerary CAREFULLY! Especially look for those extra items, like LINENS, WETSUITS, or GROUND TRANSPORTATION.

SECOND: Complete the DETAILS form and either mail, fax, or email it back to us at MarineLab. This form will help us really customize your group's MarineLab Experience!

Now you can really start working on your program!

To have the most successful MarineLab Experience, you will need to:

1. Determine your overall program cost. How will you be getting to MarineLab? Include everything you can think of in that cost!
2. Hold an information meeting for parents & students. We have brochures, posters, and a DVD to help you recruit!
3. Collect deposits from your students, and mail before your deposit deadline. Include a student roster and your deposit contract.
4. Recruit chaperones. Please ensure they understand the responsibilities of a MarineLab chaperone. We have handouts to help you here, too.
5. Distribute Student Information & Consent Form and Parent Info/Packing Checklists.
6. Update the Student Roster and organize your students into Boat Groups.
7. Send the balance payment, all Information & Waiver forms, Student Roster & Boat Group Assignment about a month before your program date.
8. Complete the Transportation Form and fax or email to the MarineLab office.
9. Arrive at MarineLab and let the fun and education begin!
10. After your program is over, we will ask you to complete a program evaluation. We really want to hear how you liked the program and if you have any suggestions for improvement!

QUESTIONS? Just call us at 800-741-1139 or
email coordinator@marinelab.org!

What's included?

Your MarineLab program fee always includes:

- Snorkeling & land based field trips
- Evening programs
- Meals as listed on your confirmation
- Accommodations
- Snorkel gear
- One FREE chaperone per boat

BED LINENS: \$7 per set. Chaperone linens are FREE if the entire student group rents linens. The set includes a pillow with case, twin bed top and bottom sheet, and blanket. **TOWELS ARE NOT INCLUDED.**

WETSUITS: Shorty wetsuits are available for rent by individual students or for the entire group. The cost is \$5 for a 1-day program, \$10 for a 3 day, 2 night program, and \$15 for longer programs.

Please advise your students to bring cash if they're going to rent a wetsuit. If you collect in advance, we can distribute them much faster! Alternatively, we can add the wetsuit rental fee to the student program fee and bill your school. **CHAPERONES MUST PAY FOR WETSUIT RENTALS.**

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.

OPTIONAL ITEMS

You can add a variety of options to your program. See the information below for details and prices. Email us at coordinator@marinelab.org for more information.

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. Please note that MarineLab uses an outside vendor to book and organize this transportation, so there are service fees involved.

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.

New This Year



WATER BOTTLES

We want to reduce the number of disposable water bottles that groups bring to MarineLab, so we're offering your very own **MARINELAB WATER BOTTLE!** Pre-order these white, BPA-free

bottles for only \$3 each. If you buy them individually from the gift shop, they may be as much as three times that!

Don't worry about standing in line at our old water fountains—we plan to have at least two high-speed, chilled water bottle filling stations! Water bottles can be ordered up to one month in advance of your program.

SUN PROTECTION

Order your 32 oz pump bottle of SolRX Sunscreen SPF 44 and have it waiting here at MarineLab. This non zinc formula is TRULY waterproof and highly recommended by our own MarineLab staff. Also used by the Boy Scouts at Sea Base, this formula does NOT wash off in the ocean, thus eliminating adding extra chemicals that could adversely affect our fragile marine ecosystem.



This bottle will be used solely by your students! If you're flying, you won't have to worry about packing any sunscreen. Only \$45 for 32 oz. A great deal! Also available in smaller sizes in our gift shop.

Your Deposit Confirms Your Program, or MONEY POLICIES

FEES

Unless otherwise noted, all MarineLab fees include meals, accommodations, field trips, evening instruction, and snorkel gear.

Program fees are based on having 9 students in the boat. It costs the same to send out a boat with 6 students as it costs to send one out with 9 students, so the non refundable deposit covers that boat fee.

One chaperone per boat is allowed free of charge. One additional chaperone PER GROUP pays room and board fees. All other chaperones or adults pay full price and are subject to the same cancellation policies as full paying students.

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 30% of the program fee, 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.

# students (min-max)	Max Number, including chaperones	# boats
9-10	11	1 boat
18-20	22	2 boats
27-30	33	3 boats
36-40	44	4 boats
45-50	55	5 boats
54-60	66	6 boats
63-70	77	7 boats
72-80	88	8 boats
80+	Call MarineLab	Call MarineLab

EXAMPLE: You have reserved three boats with MarineLab. You have 25 students signed up. You need that third boat, because 20 is the maximum number of students on 2 boats. You have to send in 27 deposits to secure your third boat, but you'll only pay for 25 student balance payments. If your program fee is \$370, this is what your program invoice will look like:

27 deposits @ \$111	=	\$2,997
25 balances @ \$259	=	\$6,475
Total due	=	\$9,472

As you can see, you're paying an additional \$222 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 \$222.

Keep your group size in mind when accepting deposits!

*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.

DEPOSIT CONTRACTS & STUDENT ROSTER

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.

Please complete the student roster and send it in with your deposit contract and payment.

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 (70% of the program fee) 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 70% refund. Cancellations 13 days or less before the program start date will receive a 50% 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 70% refund will be issued UPON APPROVAL.

CHAPERONES

One chaperone/teacher may participate FREE for every boat reserved with a deposit. One additional chaperone per group is charged room and board. This fee is shown on your confirmation letter. ANY additional chaperones per group must pay the full program fee.

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

SOME HELPFUL TIPS ON TRIP PLANNING

Budgeting

- Plan an all-inclusive trip where the cost includes all meals, transportation, etc.
- MarineLab recommends wetsuits for programs held from November through March. Consider including that cost if your program falls in that time frame.
- Plan charter bus transportation on a smaller number of participants than are initially interested (to account for cancellations)
- If there are any chaperone fees involved, include them in the student fee—if your school policies allow it!
- Take the deposit from students early in the year
- Arrange a monthly payment schedule for students throughout the year

Group Sizes

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.

Parent Meetings

- Publish the MarineLab website in the parent meeting announcement, so they can browse it and be prepared with any questions.
- Suggest that the parents download the Student Consent Form directly from the website and complete it prior to the meeting.
- Have a notary present to notarize the Student Consent Forms. Saves having to collect them later, too!



NEXT: Recruit your students!

When you hold an information meeting with your students, feel free to distribute the parent information form (next page).

MarineLab also has brochures for distribution, a poster to advertise your meeting or the program weeks, and a DVD that shows exactly what a MarineLab program is all about.

Set a deadline for deposits to be turned in by the students. Make sure the parents know that the deposits are non-refundable!

Students will need to complete a Student Information & Consent Form. Even though this form is not due until 30 days prior to the program, it might be a wise idea to have these available at the second meeting, if not the first.

The screenshot shows the MarineLab website interface. At the top, there's a navigation menu with links: HOME, CALENDAR, PARENTS & TEACHERS, STUDENT PROGRAMS, ADULT PROGRAMS, PARTNERS, FACILITY & STAFF, ABOUT US. Below the navigation is a 'MARINELAB NEWS' section with a headline: 'MarineLab is proud to announce it received funding for the Coral Reef Classroom Program and to purchase water quality monitoring equipment from the Protect Our Reefs grant program, administered by Mote Marine Lab.' To the right of the news is a 'PARENT PAGE' section with a 'Contacting your child' notice: 'You may call the office at (800) 741-1139 or (305) 451-1139 to leave a message for your student during regular office hours, from 8:30 AM to 5 PM Monday through Friday.' Below this is a 'Water Safety and Snorkeling' notice: 'Most of the questions we hear from parents are about the swim test and snorkeling. MarineLab staff members are very encouraging to all students, and usually a timid student can end up being the best snorkeler in the group! Visit our water safety page for details.' On the far right, there's a sidebar with links: 'Info for students with dietary restrictions', 'Packing Checklist for snorkeling programs', 'Student Registration Form (snorkel)', 'Student over 18 Registration Form (snorkel)', 'Packing checklist for SCUBA programs', 'Student Registration Form (SCUBA)', 'Student over 18 Registration Form (SCUBA)', and 'Forms for students under 18 must be NOTARIZED!!!!'. At the bottom of the page, there's a weather forecast for Key Largo, FL: '90 °F Clear at 10:49 AM'. A red arrow points from the text below towards the website screenshot.

<http://www.marinelab.org>

Make sure your parents know about the MarineLab website! It contains lots of information on our programs, facilities, and safety procedures. It also has all Student and Adult Information & Consent Forms, packing checklists, and more!

Dear Parent,

Your child can 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. MarineLab's focus is on EDUCATION while having FUN and being SAFE!

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 snorkeling orientation, we take the students into the field aboard our 26' Twin Vee boats, and supervise them as they snorkel in the seagrasses, mangroves, and on the coral reefs of nearshore Key Largo. Our instructors lead the students 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. 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 9 am - 12 pm and again from 2 pm - 5 pm. Students are in evening programs from 7:30 - 10:00 pm. There is very little down time for your child!

MEALS & ACCOMMODATIONS

Your child will be sleeping in an air-conditioned dormitory, on bunk beds. Children of the same gender from the same school are housed together, they will not be mixed with other schools.

Meals are provided in our cafeteria. There is a place on the Information & Consent Form to note any special dietary restrictions.

INFORMATION & CONSENT FORMS

A Student Information & Consent Form is required of ALL students.

- These forms are available from your child's teacher or from our website (www.marinelab.org). Follow the link to "Teacher and Parent Resources."
- Please include all medical and special dietary information requested.
- This 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.

WHAT TO PACK?

A packing checklist will be provided. It is helpful to put your students' names on their belongings!

*In the unlikely event of an accident or emergency, students are taken to Mariners Hospital,
Tavernier, (305) 434-3000.*





2012 STUDENT INFORMATION & CONSENT FORM

PARENTS: Please sign on the line noted below. This signature must be NOTARIZED in order for your child to participate in a MarineLab program.

STUDENT NAME _____ DATE OF BIRTH ____/____/____ SEX _____
FIRST MIDDLE LAST

ADDRESS _____ CITY, STATE, ZIP _____

PARENT/GUARDIAN NAME _____

WORK PHONE _____ HOME PHONE _____

CELL PHONE _____

SCHOOL _____ PROGRAM DATES _____

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

MEDICATIONS PRESENTLY TAKEN: _____

SPECIAL DIETARY NEEDS _____

MY HEALTH/ACCIDENT POLICY IS WITH _____ THIS POLICY COVERS MY CHILD: YES NO

POLICYHOLDER NAME _____ POLICY NUMBER _____ PHONE _____

RELEASE AND WAIVER OF LIABILITY/IMPLIED CONSENT FORM In signing this form, I understand that I waive the right to sue Marine Resources Development Foundation Inc. (MRDF), or any group or individual associated with MRDF, for both myself and my heirs, assigns, or personal representatives.

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.

I am aware that MRDF arranges expeditionary trips which may involve participation by my child. I wish my child to participate in these trips, and I acknowledge that during those trips, 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.

In consideration of the right to participate in these activities, and the services arranged for me, for myself and my minor child, I have and do hereby assume all risks and will forever indemnify, hold harmless, and covenant not to sue MRDF, Key Largo Undersea Park, Inc., its employees, property owners, business owners, directors, officers, and members from any and all liability, actions, causes of action, debts, claims, demands or other liability of every kind and nature whatsoever which may arise from or in connection with my child's trip or participation in any activities at MRDF, Key Largo Undersea Park, Inc., whether caused by ordinary negligence or otherwise. This signed agreement shall serve as a release or assumption of risks for my heirs, executor, and administrators, assigns, next of kin and for members of my family. This agreement is meant to be as broad and inclusive as allowed under the state of Florida. If any portions of this release are found invalid, the balance shall remain in full legal force and effect. I give permission for staff members to take photos or videos of my child participating in these activities, which will remain the property of MRDF to be used in promotion in paper and electronic media. I have read and fully understand this agreement.

Signature of Parent/Guardian _____ Date _____

This person is personally known or provided identification: Driver's License # _____

Notary Signature _____ Notary Stamp _____

Printed Name _____

Date _____ Commission # _____ My commission expires _____

Form updated 8/2/2011



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
- Sunblock (Waterproof, SPF 30 or higher—no oil or sprays, please) unless you are buying SolRX through us
- Insect repellent
- Toiletries (shampoo, soap, toothpaste, etc.)
- Motion Sickness Medicine (if motion sickness has been a problem, or if you aren't sure)
- Medication, including inhalers if you use them
- Change for snack, soda machines
- Reusable, refillable water bottle (unless you are getting a MarineLab 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
- 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 (November—March; you will be chilled when you get out of the water!)

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

Snorkel gear is included in your program! Only bring your own equipment if you already own a high quality set—don't get the beach toy special in the grocery store, ours will be better! If you have a new mask, scrub it with toothpaste before using it or bringing it with you.

WETSUITS

Shorty wetsuits are available for rental. Check with your child's teacher for details.

PLEASE DO NOT SEND:

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

THE FOLLOWING ITEMS ARE AVAILABLE FROM THE GIFT SHOP:

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



Recruit Your Chaperones!

First, THANK YOU for leading a group to Marine-Lab! We love to educate our students, but we couldn't do it unless teachers like you coordinate the trips.

Chaperones go through all aspects of the Marine-Lab program—including the swim test! During the field trips and discussion/labs, our instructors will be in charge and you can mostly enjoy the lessons and learning. Help support them in their responsibilities by providing crowd control, if necessary.

You will need at least one chaperone per boat. Additional chaperones are subject to program fees (see your statement). Depending on your group size, if you have more than one chaperone per boat, the chaperones may have to rotate taking turns on the field trips.

Every group should have one Lead Chaperone on-site. This Lead Chaperone's duties include:

- Coordinating with chaperones of any other groups here at MarineLab regarding lights out time, shared volleyballs, etc.
- Assigning an adult to be the group leader for each boat group, in case you have more than one adult in a boat group.
- Coordinating with MarineLab staff regarding schedule changes or group issues

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. Include a copy of the handout provided on pages 12 & 13.

Chaperone criteria include:

- Chaperones must be able to swim and are comfortable in the water.
- Chaperones should feel able to control the group's behavior and guide them through the program.
- Chaperones should model the correct behavior by following all facility rules while participating in the program. This includes being on time for meals and programs.

Chaperones must also complete the Adult Information & Consent Form. Please note the area for medical and special dietary information.

Give each prospective chaperone a copy of the Chaperone Guidelines included in this handbook. Any questions, just give us a call!

Again, THANK YOU for volunteering as a chaperone! Without adults like you and other chaperones to lead the groups, MarineLab could not exist!

FUNDRAISING SUGGESTIONS

Finding money to fund your MarineLab program can be the hardest part of the trip! Below are some suggestions. We can provide brochures, posters, and a DVD to help you out.

Fundraising is great for parent involvement and teacher-parent interaction

coupon books - local businesses pay to be advertised in the book, sell books for \$20-\$30 with coupons worth up to \$2,000, students get \$10 per book toward their trip

cookie dough/treat sales - sell by the tub through fundraising companies but avoid companies that require payment up-front

local or chain restaurants - eg: Outback, O'Charlies, etc., ask for a percentage of meals sold to go to students

host events - eg: Haunted House

Grants may be available from your local Rotary or any community foundations that may be in your area.



ADULT or STUDENT OVER 18 2012 INFORMATION & CONSENT FORM

Please PRINT the information requested below. Complete all blanks and sign on the bottom. Please have someone other than your spouse WITNESS your signature. Return to MRDF, P.O. Box 787, Key Largo, FL 33037. Thank you!

Please indicate the dates you are attending this program: _____

Name _____ FIRST _____ MIDDLE _____ LAST _____ Sex _____

Address _____

City _____ State _____ Zip _____

Date of birth _____ Employed by _____

Home phone (_____) _____ Bus phone (_____) _____

Person to contact in the event of an emergency: _____

Relationship _____ Phone (_____) _____

GENERAL MEDICAL INFORMATION

 Please list ANY medical problems such as allergies, chronic symptoms, etc in the space below:

Medication presently taken: _____

Any dietary restrictions? _____

My health/accident insurance policy is with _____

Policy # _____ Group/Plan/ID# _____

Policyholder name _____ Relationship _____

RELEASE AND WAIVER OF LIABILITY/IMPLIED CONSENT FORM

In signing this form, I understand that I waive the right to sue Marine Resources Development Foundation Inc. (MRDF), or any group of individuals associated with MRDF, for both myself and my heirs, assigns, or personal representatives.

I am aware that MRDF arranges expeditionary trips involving snorkeling and swimming in the ocean and traveling by boat. I wish to participate in these trips, and I acknowledge that during those trips, I 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 sun, wind, and rain. I understand that the description of these risks is not complete and that these and other unknown or unanticipated inherent risks may result in injury or death.

In consideration of the right to participate in such activities, and the services arranged for me, for myself and my heirs, assigns, or personal representatives, I have and do hereby assume all risks and will forever indemnify, hold harmless, and covenant not to sue MRDF, Key Largo Undersea Park, Inc., its employees, property owners, business owners, directors, officers, and members from any and all liability, actions, causes of action, debts, claims, demands or other liability of every kind and nature whatsoever which may arise from or in connection with my trip or participation in any activities at MRDF, Key Largo Undersea Park, Inc., whether caused by ordinary negligence or otherwise. This signed agreement shall serve as a release or assumption of risks for my heirs, executors and administrators, assigns, next of kin and for members of my family. This agreement is meant to be as broad and inclusive as allowed under the state of Florida. If any portions of this release are found invalid, the balance shall remain in full legal force and effect. I give permission for staff members to take photographs or videos of me while participating in these activities, which images shall remain the property of MRDF for use in promotion in print or electronic media. I will be responsible for any and all medical expenses incurred during my stay. **I have read and fully understand this agreement.**

SIGNATURE: _____

WITNESS: _____

DATE _____

DATE _____



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.

This handout is designed to help you understand what is expected from a chaperone, and what you can expect at MarineLab. Please feel free to communicate any problems, expectations, observations or concerns to your Program Leader or any of the educational staff, both before and after your arrival. We will do the same. We are here to give you and your students an enjoyable, educational, and safe exploration of the marine world around Key Largo.

The chaperone group generally includes the LEAD CHAPERONE, who is the usually the teacher in charge of the program, GROUP CHAPERONES who are in charge of their boat group, and any other adults or designated chaperones. We require at least one chaperone per boat.

Chaperone Responsibilities

- Know how to swim and be comfortable in the water, especially snorkeling in the ocean. You will be taking our "Swim Test" along with your students!
- Help enforce discipline during discussions or labs. Know and remind students of the safety rules for boat trips and snorkeling - 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.
- Wear a snorkel vest at all times in the water.
- Be prepared for hot conditions on the boat. Stay hydrated and remind the students to hydrate!

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!

Facilities

You will be staying in our air conditioned, carpeted dorms. They contain twin sized bunk beds. Depending on your particular school's guidelines, you may or may not be staying with your students. There is always a chance that you will be sharing a dorm with chaperones from another group, so please be prepared for that!

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



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.

Gift Shop is open from 8:30 a.m. until 2:00 p.m, Tuesday through Sunday. Students must be accompanied by a chaperone.

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

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.

ACCOMMODATIONS

OUR DORMS CONTAIN TWIN SIZED BUNK BEDS. Rooms are carpeted and air conditioned. Dorms are on the second floor, rest rooms are on the first floor.

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

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

Help enforce the "no food, no drinks, no wet items in the rooms" policy. This really helps cut down on odors, insects and stains. Repair fees will be assessed if there is excessive staining or damage to walls, doors, floor, ceilings or furniture.

It is QUIET TIME after 10:00 PM. It helps if your lead chaperone coordinates the lights out time with the chaperones from any other groups.

If there are other groups attending MarineLab concurrently, make sure your students are aware of this and behave courteously to students from other schools.

We have campus-wide WI-FI for chaperone use. You will receive details on how to log on upon arrival.

MEAL TIMES

At least one chaperone must 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 this rule.

Please be on time for your meals, thank you!



MARINELAB ROSTER (Include with Deposit)

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 on 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					



Your Program Itinerary

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. 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. **LOOK AT YOUR ITINERARY CAREFULLY WHEN YOU RECEIVE IT, THANKS!**

Facilities: Meals & Accommodations

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.

SECURITY

The MarineLab campus is 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.

Please be aware that we do not have staff sleeping on campus overnight, but we do have "on-call" staff. Phone numbers will be given to you upon arrival. Also, our Maintenance Director lives literally across the street.

DORMITORY 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 can 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.**

WI-FI

There is campus-wide wireless internet access at MarineLab. A password will be given to you and your chaperones upon arrival.

DAMAGE FEES

Please enforce our facility rules about no food or drink in the rooms. Damage fees will be assessed for intentional or excessive damage to walls, floors, ceilings, and furniture.

Also, if a student loses or breaks snorkel gear, there will be a charge. We do not consider normal wear and tear "breakage," but sometimes students do not follow the directions about not walking in fins, and end up tearing them.

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!**

MEALS AND FOOD POLICY

Meals are served in the cafeteria. We serve basic, cafeteria-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. Peanut butter and jelly are put out at every meal, unless a student is here with an EXTREME peanut allergy. We can provide vegetarian meals with advance notice, but are limited in our ability to accommodate extensive dietary restrictions. There is an information sheet available on the website with details on our meals. **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. Water bottles and a refilling station are available, a soft drink machine and a snack machine are on the premises. Chaperones, please enforce the no-litter rules for your group!

Your Balance Payment and What Accompanies It

BALANCE PAYMENTS

The balance for your program and all student Information & Consent 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 (70% of the program fee) 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 70% refund. Cancellations 13 days or less before the program start date will receive a 50% 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 70% refund will be issued UPON APPROVAL.

Refund checks are issued back to the organization or individual who cut the payment check. If the school sent a check for the program, then the refund check will be cut back to the school, NOT to the individual.

INFORMATION & CONSENT FORMS

Every participant is required to complete an Information & Consent Form. 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 Form.
- All chaperones must complete an Adult Form.

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.

ROSTER

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

You should have sent in an initial roster with your deposit. Make sure the roster you send with the Consent Forms is the most up-to-date one!

BOAT ASSIGNMENTS

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. These students will be assigned to the same boat throughout their program, except when a student is switched to another boat due to behavior issues or skill level.

In addition, if you have more than 40 students and have 5 boats reserved, please be aware that your group will be split into Group A and Group B. Group A is always the larger of the two groups.

Please tell your students their Group and Boat assignments prior to your arrival at MarineLab—it helps expedite getting them out on their boats!



MARINELAB BOAT ASSIGNMENTS (with your balance payment)

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	
#	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 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	



How are you getting to MarineLab?

We'll be sending you a Transportation Form to complete prior to your arrival at MarineLab. We need this information to make any program changes due to flight time arrivals or departures, to ensure storage for buses on site if necessary, or to make arrangements for additional parking off property in the event of an overflow.

This information is especially important if you are flying in and your flight times get changed so that you will be arriving earlier or later than originally scheduled!

MarineLab has very limited parking, so if you are planning on using private vehicles to get to MarineLab, we strongly encourage CAR POOLING. Otherwise, we may ask you to park some of your vehicles off-site.

If you are coming down by bus, does your bus driver need a place to stay? We can provide room & board for your bus driver if there is room here, but please be sure that they know our dorms are very Spartan!

Twin sized beds
NO cable TV or telephone
Shared baths across the breezeway

If they would prefer a hotel, we have provided a list of local accommodations, including information on whether bus parking is available or not. This list is for your convenience and does not constitute recommendations. These are just a few of our many hotels in Key Largo; please visit the Key Largo Chamber of Commerce website at www.floridakeys.org for more options.

What to expect upon arrival...

First, please do your best to arrive on time—not early! In season, MarineLab will often have two buses departing just before the next two buses arrive, and our parking lot simply cannot accommodate that kind of traffic.

Also, our instructional staff will be busy with the outgoing group, and your dorm rooms may not be ready for you yet either.

If you find that you are ahead of schedule, please find ways to dawdle during lunch, or plan on making a visit to one of Key Largo's attractions. John Pennekamp Coral Reef State Park is right next door. If you are a Florida school and fax a request for an entrance fee waiver ahead of time, you will be able to get in free.

If you are out of options, please call the office ahead of time so we can make arrangement. If you are running late, please call us too, so we can be prepared!

Upon arrival, you will be met by a MarineLab instructor. The instructor will direct you where to temporarily place luggage and then give a complete facility orientation. Students are usually going to get wet right away, so it may be worthwhile to have the students wear their swimsuits under their clothes on the bus ride down!

And when you leave...

It's your last day at MarineLab—bummer! We know that you will want to have plenty of time to allow the students to shower and change for their trip home. For midday departures, we request that your vehicles be pulling out for home no later than 12:30 pm, due to incoming programs that are scheduled for 1:00 pm. A staff member will be on hand to say goodbye and check on any last-minute concerns!

If you have any concerns about your departure time, please contact us at 800-741-1139 or by email at coordinator@marinelab.org.

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.

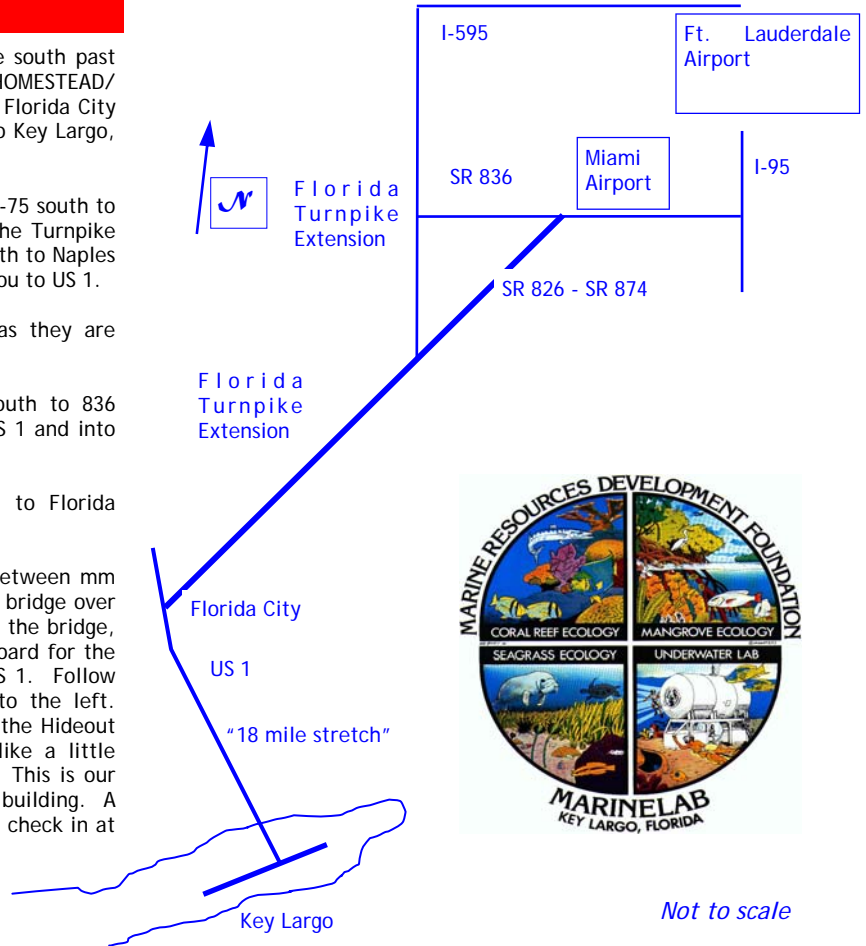
From the west, leaving Tampa, there are two routes: take I-75 south to Naples and then east along Alligator Alley (I-75 south) to the Turnpike extension (exit #4 Homestead/Key West). Or take US 41 south to Naples and east to the Florida Turnpike extension which will bring you to US 1.

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

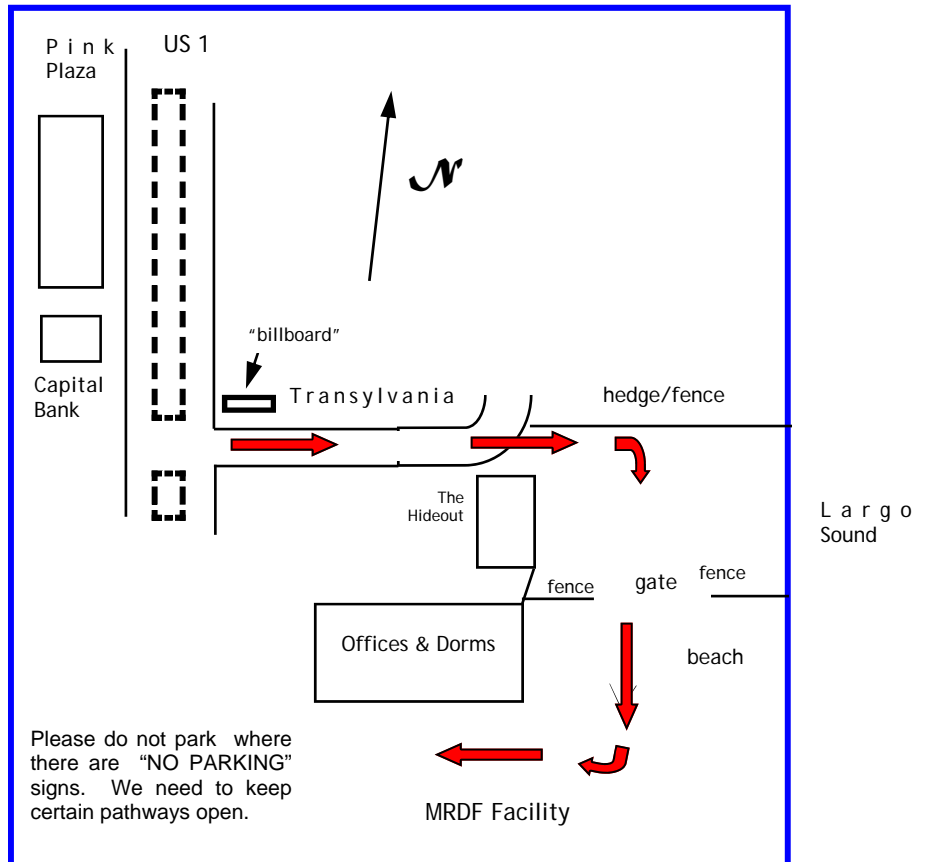
From Miami International Airport take LeJeune Road south to 836 WEST, then take the Turnpike extension and go south to US 1 and into the Keys.

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.keylargochamber.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.

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.

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

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.

TAXI

Mom’s Taxi Service, 305-852-7999

AIRPORT SHUTTLE SERVICE

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

CHECKLIST

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, logbooks, water bottles, etc.
- ___ Review your program schedule *carefully*. Check dates and arrival/departure times.
- ___ Return Program Details Form. 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, Roster and deposit check to address below.

60 DAYS BEFORE YOUR PROGRAM

If you have not already done so,

- ___ Distribute the *Student Information & Consent Form* and *Parent Information* to your students
- ___ Distribute the *Adult Information & Consent Form* and *Chaperone Information* to chaperones

45 DAYS BEFORE YOUR PROGRAM

- ___ Collect all *Information & Consent Forms*.
 - Check for notary seal and signatures.
 - Collect the balance payment from your students.
- ___ Finalize your *Roster* and *Boat Assignments*.

30 DAYS BEFORE YOUR PROGRAM

Mail forms, rosters and money to:

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