

Planning Your Wolf Ridge Trip

2015-2016



Superior View Overlook



WOLF RIDGESM
ENVIRONMENTAL LEARNING CENTER

July 2015

Wolf Ridge Environmental Learning Center is an accredited residential environmental school for persons of all ages. It offers immersion programs which involve direct observation and participation in outdoor experiences and focus on ecology and science, human culture and history, personal growth, group building and outdoor recreation.

Our Mission

To develop a citizenry that has the knowledge, skills, motivation and commitment to act together for a quality environment.

Interested in scheduling a Wolf Ridge experience?

If you are a new school, or a school that does not attend every year, please contact us and provide the following information:

1. Name of group
2. Grade
3. Number of students and adults (a good guideline to go by is 2-3 adults for every 17 students.) Wolf Ridge has a 15 person minimum group size. Exceptions do exist.
4. Interest in a Three Day (2 nights) or Five Day (4 nights) stay.
5. Time of the year you are interested in coming

Together we will identify a date that works for you. You will receive a Program Contract due 30 days after receipt.

Wolf Ridge requires a credit card number to hold your reservation. The credit card will not be billed unless the Cancellation Policy is broken. If a credit card is not an option, we will accept a check for 10% of the estimated fee. The check will be cashed and applied to your bill. If your cancellation meets the cancellation policy requirements, we will refund your 10%.

We look forward to working with you!

Program Coordinator- Betsey Mead ext. 107
Wolf Ridge Environmental Learning Center
6282 Cranberry Road, Finland, MN 55603
218-353-7414
(MN WI ND Toll-free) 1-800-523-2733
FAX 218-353-7762
e-mail: betsey.mead@wolf-ridge.org
Web site: www.wolf-ridge.org

Scheduling

Before You Arrive

Once we have you scheduled, we will direct you to our website, where you can find all the forms you need for planning your Wolf Ridge trip:

• **School Program Information** This form asks for your participant numbers, broken into categories: students, chaperones and school personnel. It also gives you the opportunity to choose the classes (see list) you are interested in participating in while at Wolf Ridge. The School Program Information will be used to create your dorm assignment and class schedule. Your dorm assignment and group schedule will be emailed to you four weeks before your visit.

This form is due 6 weeks prior to your visit.

• **School Nutrition Program**

As a participant in the USDA/State of MN Food and Nutrition Service School Nutrition Program we are required to collect data on ethnicity and racial composition. Includes request for % of free and reduced students and roster of students (first and last names) who qualify for either reduced or free meals. **This form is due 2 weeks prior to arrival.**

• **Certificate of Insurance Request**

Certificate should include proof of work comp and general liability coverage (including sexual abuse and molestation coverage.) In regard to the general liability coverage, Wolf Ridge must be named as an “additional insured” for activities while at Wolf Ridge. **This form is due prior to your visit.**

• **Special dietary needs information.** First and last name of all attending adults and student, including teachers must be listed. (You too!) **Kitchen must be contacted by two weeks in advance of scheduled visit.**

You can also find forms to share with your parents and chaperones about Wolf Ridge and the responsibilities of chaperones while at Wolf Ridge.

At Arrival

• **Liability forms:** Adult chaperones, school personnel and students. (You too!) **This form is due at arrival.**

• **Roster of all participants.** First and last name of all attending adults and student, including teachers must be listed. (You too!) Billing will be based on this list, plan on verifying names at checkout on final day. **This form is due at arrival.**

During Your Stay

A person from your school is required to assure that all students and adults (not only those who receive free and reduced) take (Offer vs. Serve) 3 out of 5 items at each breakfast and lunch. A Daily Meals Served Record Form will be given to you by your liaison upon arrival at Wolf Ridge. This form must be completed and turned in at departure. All public and private schools are asked to complete the form, even if you are submitting no free and reduced names.

Before You Leave

School coordinators are asked to stop by the office for a formal check out. You will be asked to turn in a completed Daily Meals Served Record Form and confirm the accuracy of the roster for billing.

During your check out, we will confirm dates for next years visit and ask for an estimated participant number. The following week we will e-mail you a Program Contract and ask for its return 30 days after receipt. Wolf Ridge requires a credit card number to hold your reservation. The credit card will not be billed unless the Cancellation Policy is broken. If a credit card is not an option, we will accept a check for 10% of the estimated fee. The check will be cashed and applied to your bill. If your cancellation meets the cancellation policy requirements, we will refund your 10%.

Cancellation Policy applies only in the event of the group NOT attending Wolf Ridge for the reserved dates. Wolf Ridge must be informed of the cancellation no later than the 60-day deadline or the credit card will be billed 10% of the reserved participant numbers.

Billing

Fund raising

Wolf Ridge has a long tradition of printing and distributing calendars as fundraising products to raise money so school children can attend the 3-5 day on-site environmental enrichment programs at the Wolf Ridge campus. To order: call 1-218-353-7414 or email us at mail@wolf-ridge.org

Fee schedule

The Package Fee for students and adults provides lodging, food, equipment and shared instruction, plus all standard services indicated in this planner. This includes a first and last lunch (or bag lunch) on arrival and departure days. Weekend stays are an exception with 4pm arrival and first meal dinner.

Part-time or split participants

Participants that are at Wolf Ridge part-time or split-time are charged a rate of the total price divided by the number of days the group is at Wolf Ridge.

School Lunch and Breakfast Program

Wolf Ridge is enrolled in the School Lunch and Breakfast Program. Each child who attends Wolf Ridge, and is qualified to receive either free or reduced meals at school, will be charged a reduced fee for breakfasts and lunches taken at Wolf Ridge IF the following steps (as required by the Child Nutrition Services of the MN Department of Education) are completed. Wisconsin, North Dakota and Iowa schools have reciprocity with Minnesota.

These step must occur:

1. Submit a list indicating which students qualify for free or reduced meals. MDE Child Nutrition Services has supplied us with a compliance letter, which you may request. Complete confidentiality will be kept.
2. A person from your school is required to assure that all students and adults (not only those who receive free and reduced) take (Offer vs. Serve) 3 out of 5 items at each breakfast and lunch. A Daily Meals Served Record Form will be given to you by your liaison upon arrival at Wolf Ridge. This form must be completed and turned in at departure.

Teachers who have attended Wolf Ridge for at least ten years and are retired may attend as a chaperone for free. Maximum of two per school.

Costs for a three or five day stay can be found on our website.

Minnesota Educational Tax Credit

Wolf Ridge's understanding is that MN tax laws allow deductions to be taken by families whose children participate in educational enrichment programs outside of school. Only the cost of instruction qualifies for credit / deduction. Room, board and transportation do not qualify. Funds that have been raised by the student do not qualify for credit or deduction. A dollar for dollar credit can be given for families with a low income as designated by the state. For families with incomes above the designated level, they may take an itemized deduction.



CALENDAR 2016



Paul Sundberg

Scheduling Checklist

Before You Arrive

- Complete and return **School Program Information**. *Due 6 wks before visit.
Found on-line under Resources: Leaders Of School And GroupTrips.*
- Send a **School Nutrition Program Form** to your schools business office
Found on-line under Resources: Leaders Of School And GroupTrips.
- Direct parents and students with special dietary needs to our **Special Dietary Needs Information** *Resources: For Students Attending
Action steps required of parents or adult chaperones*
- Send a **Certificate of Insurance Request** to your schools business office
Found on-line under Resources: Leaders Of School And GroupTrips.
- Distribute and collect **Adult and Child Liability Forms**.
Found on-line under Resources: Leaders Of School And GroupTrips.
- Direct all adults and participants to our website for information:
*Resources: For Students Attending
Resources: Chaperone*

After You Receive Schedule and Dorm Map From Wolf Ridge *4 weeks before your trip*

- Assign students to learning groups
- Assign students to dorm rooms
- Assign Adult responsibilities using the Group Responsibility Checklist
Found in this planner

At Arrival

- Confirm number of participants with your liaison
- Meet and discuss details with your liaison
- Submit signed Liability forms for all adults and students
- Submit roster (first and last names) of all adults and students

Before You Leave

- Stop in the office for a final billing and scheduling for next year

Class Offerings

Class descriptions, outcomes and MN Curricular Standards can be found on our web site.


Daytime Class Offerings

Wolf Ridge instructors teach all daytime classes at Wolf Ridge, unless a visiting teacher requests to teach. Minimum class size is fourteen students. Daytime classes are scheduled from 8:30-11:30am and 1:30-4:30pm. Classes meet in the Education Building, the Science Center, or the lobby of the dorm. Students are expected to come to class prepared for the weather. Group meetings before classes are a good time to review how to be prepared for the day.

ANIMAL

Birds

Small Mammals (mid April-Oct)

 Animal Signs

Investigating Northwoods Mammals

 Beavers

PLANT

 Forest Ecology

Trees and Keys


Wetlands Ecology (May-Oct)

AQUATIC

 Fisheries Management (mid Apr-Oct)

Frozen Lake Study (January-mid Mar)

Lake Study (May-Oct)


 Stream Study (mid Apr-Oct)

OUTDOOR RECREATION

Beginning Orienteering

Canoeing (early May-mid Oct)

Competitive Orienteering


 Cross Country Skiing (Jan- Mar)


Superior Snowshoe (Jan- Mar)

Superior View Hike (Apr-Dec)

GPS & Geo Caching

FOOD AND FARMING

 Farming 101 (March-Nov)

 Plants & Pollinators (May-Sept)

Seeds of Change

All day Classes



Classes denoted with a tree may be combined into an all day immersion experience. at our remote Forest Ecology Building site. On-site lunch is provided. During the cold season we provide an on-site warm meal.



Classes denoted with a butterfly can be combined into an all day farm experience. Students will harvest vegetables for their personalized pizza to be cooked in our on site masonry pizza oven.

New class offering

Investigating Northwoods Mammals
Lions and tigers and bears, oh my. Well, perhaps we can leave out the lions and tigers and add porcupines, white tailed deer and snowshoe hare. During this class, students will focus on relationships of humans and wildlife. They will investigate the dynamic interrelationships of wildlife populations and their habitats. Through interactive demonstrations, explorations and field surveys. Students will learn about the components of habitats, carrying capacity, limiting factors and biodiversity.

ENVIRONMENTAL ISSUES

Energy in My Home

Changing Climate (mid April-October)

Renewable Energy

Acid Rain

Seeds of Change

TEAM BUILDING

Winter Survival (mid Nov-Apr)

Team Games

EARTH SCIENCE

Geology (mid Apr-Nov)

Weather

ART & ENVIRONMENT

Earth Works

CULTURAL HISTORY

Ojibwe Heritage (April-Nov)

Ojibwe Snowshoe (Jan-March)

Voyageur Life (April-Nov)

PERSONAL GROWTH

Adventure Ropes

Indoor Rock Climbing

NATURALIST CHOICE

Seasonal choices

In season, swimming in Wolf Lake is a possible activity for some groups.

Energy Classes

Energy in My Home

Students explore how to make decisions about consuming energy in their home.

Changing Climate (mid April-October)

Through photography and with a focus on phenology, students learn about the earth's changing atmosphere and its effects.

Renewable Energy (revised)

Students use activities and games to study wind, solar or Biomass renewable energy.

*Do these classes go outside? YES!
These classes take place in and out of the classroom.*

IMPORTANT!

Adult supervisors from your group are **REQUIRED** for Adventure Ropes Course and Indoor Rock Climbing. **THREE** adults, two of which are willing to go **UP** into the towers are needed for the Adventure Ropes Course. ***THREE** adults are needed for Indoor Rock Climbing.

*Exceptions do exist. Talk to the Wolf Ridge scheduler.

Wolf Ridge guarantees five-day schools both Rock Climbing and Adventure Ropes Course. Three-day schools may receive one or the other. Due to site limitations, not all students can participate in Voyager Life. This class is distributed between the groups in residence.

Evening Class Offerings

Evening activities are from 7:30-9:00. Your adults manage most evening activities. Lesson plans and equipment are provided by Wolf Ridge. Your liaison is available to teach one evening activity, at your request. However, if your group is scheduled for an evening Indoor Rock Climbing, Ropes Course or Star Lab your liaison will be scheduled to teach that class.

Inside

Block Printing
Woodland Art
Dream Catchers
Lake Superior Game
Owl Pellets
Paper Making

Evening Activities taught by Wolf Ridge staff

Star Lab (7:30-9:00 pm)
Indoor Rock Climbing (6:30-9:15pm)
Adventure Ropes Course (6:30-9:15pm)
Naturalist Presentation (6:30-7:15 pm)
Astronomy (9pm)

Outside

Team Games
Night/Light Hike
Volleyball
Voyageur Canoeing
(May to mid October)
Canoeing
(May to mid October)
Campfire 8pm or 9pm

An evening **Naturalist Presentation** is provided from 6:30-7:15 pm. Wolf Ridge staff will utilize slides, theatrics, and audience participation to highlight a specific piece of natural or cultural history. You do not need to sign up for these on the Group Schedule Request form. Naturalist presentations are scheduled the week prior to your visit and may include: The Night Sky, Fur Trade, History of the North Shore, Wolves, Raptors, Bats and Logging Camp Life.

Sample schedule

ARRIVAL & DEPARTURE

A five-day (four nights) typically starts on Monday with an 11 am arrival followed by lunch. Departure is Friday no later than 1pm, after breakfast or hot lunch/ bag lunch. You will indicate your first and last meal choices on the Group Information and Schedule Requests.

A three-day stay (two nights) is M-W or W-F or F-Sun. Check in for the Monday or Wednesday is typically an 11 am arrival followed by lunch. Departure is no later than 1pm, after breakfast or hot lunch/ bag lunch on Wednesday or Friday. Weekend groups check in at 4pm and dinner is their first meal. Departure is Sunday after breakfast or hot lunch/ bag lunch.

A **LIAISON** will be assigned to serve as a guide during your stay. Upon arrival, your liaison will meet your group at your dorm, help you settle in and lead a "Welcome" as well as a sit down lead teacher discussion of details. Throughout your stay, your liaison will make regular contact with you to answer questions, arrange necessary equipment, and coordinate evening activities.

Groups are assigned a **HOMEROOM** for meeting and gathering during their stay.

The **WOLF RIDGE STORE** may be open for time periods between 4:15-6:00pm. Use of the store will be scheduled in advance and an adult from your school must be present to monitor students.

DORM SPACE is provided in one of two dormitories, East or West. Groups are asked to place all luggage in an assigned **DEPARTURE SPACE** before morning classes.

MEALS are served in either the Lake Superior Dining Hall or our Fireplace Dining Hall. Your dining hall will be noted on your schedule. Meals are staggered by 5 minutes to reduce waiting time.

<u>SAMPLE DAILY SCHEDULE</u>	
7:00-8:15 am	Breakfast KP
7:30-8:15 am	Breakfast
8:30-11:30 am	Morning Class
11:45-1:15 pm	Lunch KP
12:15-1:15 pm	Lunch
1:30-4:30 pm	Afternoon Class
4:45-6:15 pm	Dinner KP
5:15-6:15 pm	Dinner
6:30-7:15 pm	Evening Program
7:30-9:00 pm	Evening Activities
9:00-9:30 pm	Campfires, Astronomy, Journal time
9:30pm-6:30am	Quiet time in dorm

October 21-23, 2014 **Sample Schedule**

#	School	Homeroom	Dorm Space	Meals	Arrival/Departure	Store	Liaison			
#4	Andersen School 6th/67 adults/students	Education Bldg 1 Sally Johnson	West Dorm: abj(female) cd(12-13)(male) Departure Space: West Dorm Lobby	Fireplace Dining Hall 7:30 12:15 5:15	Arrive: M11 Lunch Departure: W 1Lunch	Monday & Tuesday 4:15-5	Brooke			
Morning Class		Afternoon Class		Evening Program		Evening Activities		Night Class		
8:30-11:30 AM		Room	Instructor	1:30-4:30PM		Room	Instructor	6:30-7:15 PM		
Room		Room		Room		Room		Room		
Sub:		Sub:		Duty:						
Andersen	4a			First Games	ED6	Indoor Rock Climbing	SC6			
	4b			Skyview Adv. Ropes	ED1	Eve Presentation	SC 1	Night Hike	ED 9	
	4c			Indoor Rock Climbing	ED 2	Eve Presentation	SC 1	Night Hike	SC 5	
	4d			Ojibwe Heritage	ED7	Eve Presentation	SC 1	Night Hike	SC 1	
Tuesday		Sub:		Sub:		Duty:				
Andersen	4a	Changing Climates	SC 2	Ojibwe Heritage	ED4	Eve Presentation	SC 1	Dream Catchers	ED 9	East Ring Campfire
	4b	Food & Farming	SC3	all day class	Food & Farming	Farm	Indoor Rock Climbing	ED2		East Ring Campfire
	4c	Skyview Adv. Ropes	ED1	First Games	ED 3	Eve Presentation	SC 1	Dream Catchers	ED 7	East Ring Campfire
	4d	First Games	SC 1	Ridgetop Adv. Ropes	ED1	Eve Presentation	SC 1	Night Hike	ED 1	East Ring Campfire
Wednesday		Sub:		Sub:		Duty:				
Andersen	4a	Ridgetop Adv. Ropes	WDML							
	4b	First Games	WDML							
	4c	Ojibwe Heritage	ED5							
	4d	Indoor Rock Climbing	SC6							

SCHEDULE KEY

DAYTIME KEY

8:30-11:30 & 1:30-4:30

[Box]

Day time classes taught by Wolf Ridge staff unless otherwise indicated

All day class (includes lunch)

EVENING KEY

[Box]

Evening Rocks and Ropes classes that are taught by Wolf Ridge Staff, from 6:30-9:15 pm

Eve Presentation SC 1

Large group presentation for all schools, taught by Wolf Ridge Staff from 6:30-7:15 pm

[Green Box]

Night Classes 7:30-9:00 pm taught by visiting school OR an Eve Campfire led by visiting school

Star Lab SC 4

Evening Star Lab class taught by Wolf Ridge Staff, from 7:30-9:00pm

Astronomy

Night Class taught by Wolf Ridge staff

Note: If your liaison is not scheduled by Wolf Ridge to teach in the evening, he/she is available to lead one of your evening activities OR your campfire.

Lodging

Lodging is provided in one of two dormitories. The West Dorm has nine sections. Each section consists of co-ed hallways, sleeping rooms with 4-8 beds in each, shower and toilet facilities and one stone fireplace. The East Dorm is divided into four sections, has co-ed hallways, sleeping rooms with 6-8 beds and private bathrooms in each room. Both dorms contain coin-operated laundry facilities, a courtesy phone for outgoing calls, table and chair storage areas. In addition each dorm has a Health Room and Lounge.

Your dorm assignment

Specific dorm sections will be assigned for your group's use. Assignments will be made to maximize bed space in each room. Group size, and ratio of male to female participants, all influence dormitory assignments. If available, extra rooms can be requested at an additional cost. A map of the dormitory and your group's assignment will be sent with your sample schedule four weeks prior to your visit. Sections belonging to other schools are off limits to all other students, although they may need to travel through the hallways. Rooms have door locks, for which group leaders are given keys. There is a \$7.50 charge for each lost key.

Dorm Supervision

All dorm supervision is the responsibility of the adults who accompany each group. Students are not allowed in the dorm at any time without adult supervision. You are encouraged to schedule some adults to eat meals early (with KP/RP) if you wish to allow students to return to the dorm directly after meals.

Quiet Time

Wolf Ridge requires a quiet time of 9:30pm-6:30am for both students and adults. Group coordinators are expected to deal quickly with disruptive students. Adults should use a classroom for meetings after 10pm.

Lights

The West Dorm hallway lights are on timers, and are on from 6:30-9:00am and 4:00-9:30pm. Exit lights provide sufficient light to travel during other times. The East Dorm hallways have motion sensitive lights, which turn on when needed. Outside pathway lights are on from dusk to 11:30pm and 5:00am to sunrise.

Living in a dorm room

Personal storage in the dorms is limited. Plan on living out of a pack, or suitcase, which can be stored under your bed. Please be respectful of the housekeeping staff and clean dirty shoes off before entering the dorms. Bed linen normally is not provided. Students must bring their own sleeping bag, pillow and toiletries. Requests for linens (\$7.50/person) must be made at least two weeks in advance.

Fire Alarm

In case of a fire alarm chaperones should coordinate the removal of all students from the dormitory.

Electric Appliances

Wolf Ridge generally does not allow electronic appliances such as curling irons and hair dryers.

Departure Day

Groups are required to clean their dorm area prior to final departure. This includes picking up all trash and personal items. Dorm areas are checked and cleaned before your arrival. Prior to departure they will be checked again, and charges will be made for broken or damaged items, or insufficient cleaning. A per hour fee will be assessed if extra cleaning is necessary.

Departure Day Policy

You will be asked to move out of your dorm space before morning class on your departure day. A departure day space for luggage will be assigned. Adequate space in the dorm will be provided for your luggage. An appropriate number of male and female bathrooms will be open after your class for your group to use before they board the bus.

Food Service

Meals are served cafeteria style. To minimize waiting time, your group will be assigned a dining hall and meal times that may vary up to 15 minutes from the starting time. Teachers and chaperones are responsible for meal line order. Schools are required to monitor and tally each breakfast and lunch on a provided Daily Meals Served Record Form. Seconds will be announced when all groups have been served. Everyone is required to bus their trays and dishes. Adults closest to spills are requested to go to the kitchen and ask for a mop or rag to clean up. Departure day bag meals are available with prior notice. The menu for the week can be found on our web site.

Each school must provide **KITCHEN HELPERS (KP)**. The ratio is one helper for every 15 people in your group; a group of 150 is required to provide ten helpers for each meal. One adult for every 50 people from each group is required to accompany student kitchen helpers. Other adults may eat early if needed for dorm supervision, etc. KP should not be used as disciplinary action, unless one of your adults is prepared to supervise that student. Please note KP helpers are required to remain until 8:15am, 1:15pm and 6:15pm.

JUICE MACHINES are located in the entryway of the Science Center. Groups will be responsible for monitoring their own juice purchases and consumption. Caffeinated beverages are for sale in the office. This service is intended for adults only.

The Wolf Ridge Kitchen and Dining Halls are **PEANUT AND TREE NUT FREE**.

EVENING SNACKS may be ordered for your group in advance on the Food Service Form. **If bringing your own snacks, for the safety of all guests, please ensure that the snacks have no peanuts or tree nuts as ingredients.** Snacks can be stored in lounges or laundry rooms. No food is allowed in the dorm rooms.

INDIVIDUAL BIRTHDAY CAKES, if ordered in advance, will be prepared for participants who have a birthday while at Wolf Ridge.

COFFEE is available in the dining hall from 6:00 am until 6:00 pm.

BULK BAG LUNCHES. Wolf Ridge is now packing departure meals in bulk to reduce waste and offer you fresher and more nutritional food options. Paper plates and serving tools are provided. We will pack bulk items for each bus, please inform kitchen of numbers no later than the morning of the day before your departure.

Our **SPECIAL DIETARY NEEDS INFORMATION** can be found on our website under resources. Please instruct any adult chaperones or parents of students with dietary needs to read it carefully. It contains action steps that the parent or chaperone must take no later than 2 weeks prior to your scheduled visit.

Stewardship



While at Wolf Ridge, our groups participate in Recycling Patrol (RP) and Kitchen Patrol (KP). During RP, we ask that a recycling team from your group sort and deposit the recyclables at the outdoor recycling platform located by each dormitory. Students and adults participating in KP eat early and assist our kitchen staff in serving and cleaning up. Details in how to plan for this can be found in the Groups Responsibility section of this planner.

If you bring your own snacks, we ask that you choose items in reusable or recyclable packaging or accept the responsibility of disposing of the trash produced.

Most plastic water bottles are made from raw petroleum. Americans consume approximately 85 million bottles of water every day. Please consider using re-usable water bottles while here at Wolf Ridge.

THE CONSERVATION CHALLENGE is used to encourage groups to conserve heat, water and electricity, and to recycle. Your liaison will check your dorm section daily and write tickets for those infractions that do not meet the goals of the challenge. Picking up trash can reclaim points. Schools who score 100% on their challenge will receive a plaque, and those who score 85% or above will receive a ribbon.

With your help, we can reduce the amount of waste hauled away to landfills.
Thank you.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Group Responsibility (Organize BEFORE arrival)

In order to assure an appropriate standard of supervision, each school is expected to provide no less than 1 adult chaperone for each 15 students attending Wolf Ridge. Formal groups, schools, and others are required to have a sexual abuse policy, which defines group policy and procedure while attending Wolf Ridge. Wolf Ridge staff is required to report any indications of sexual abuse that they may observe while serving as instructors. Wolf Ridge also observes a "Two-person Rule", where no adult is left alone with any one child.

Students must be under adult supervision at all times while at Wolf Ridge, including the dorm. No corporal, or physical punishment is permitted at Wolf Ridge.

Daily Responsibilities:

SCIENCE CENTER STORE Twenty students at a time will be allowed in the store and an adult from your group must be present to monitor students. You may be scheduled at the same time as another group. Typically, scheduled store times are before dinner (4:15-5) and after dinner (5:15-6) Please indicate your interest in the store on the Group Information and Schedule Form. You can shop ahead of time on-line.

DORM SUPERVISION All dorm supervision is the responsibility of the adults who accompany each group. Students are not allowed in the dorm at any time without adult supervision. You are encouraged to schedule some adults to eat meals early (with KP/RP) if you wish to allow students to return to the dorm directly after meals.

MEAL TALLY Schools are required to provide an adult to monitor and tally each breakfast and lunch on a provided Daily Meals Served Record Form. All groups, with the exception of college and non school clubs such as Boy and Girl Scouts must complete the form. Minnesota has reciprocity with Wisconsin, North Dakota and Iowa. A podium is provided at the end of each Dining Hall line.

Each school must provide **KITCHEN HELPERS (KP)**. General guidelines are one KP student for every 15 students in your group and one adult every three KP students.

KP should not be used as disciplinary action, unless one of your adults is prepared to supervise that student. Please note KP helpers are required to remain until 8:15am, 1:00pm and 6:00pm.

MEAL AND KP TIMES

Meal Time	KP Time	Serving Time	KP Over
Breakfast	7:00	7:30	8:15am
Lunch	11:45	12:15	1:15pm
Dinner	4:45	5:15	6:15pm

RECYCLING PATROL (RP) Every other day and on departure day, Wolf Ridge requires each school to recycle. Small groups of students and an adult can eat with KP and then head back to the dorm to sort and deposit the recyclables at the outdoor recycling platform located by each dormitory. Recycling patrol usually takes less than 15 minutes with 5 students. Your liaison has recycling instructions. Conservation challenge awards are handed to the school only if all the recycling bins the school is responsible for, are empty. A Wolf Ridge staff member will not be present as the group recycles.

Daytime Class Group Responsibilities:

Adults, both teachers and chaperones, are encouraged to attend Daytime classes instructed by Wolf Ridge staff. **We suggest a minimum of one adult in each class.** More are welcome.

The exception to this is the Adventure Ropes Course and Indoor Rock Climbing. **THREE ADULTS are required for supervision of any scheduled Adventure Ropes.** Two of these adults **MUST** be prepared to go up in the towers.

Three adults are required for the supervision of the belayers in Indoor Rock Climbing. Two adults will work at the Indoor Rock Climbing, however, only four of the six climbs will be in use at a time.

Evening Class Group Responsibilities:

If your group is scheduled for Indoor Rocks, Adventure Ropes or Star Lab, your liaison will teach that class. In the event that your group has more than one Indoor Rocks or Adventure Ropes, we will provide adequate staff to cover.

If your liaison is not scheduled by Wolf Ridge for one of the above classes, they are available to teach one of the 7:30-9:00 pm evening activities or lead a Campfire. Astronomy, if scheduled, is always taught by your liaison.

Your staff is responsible for all of the other 7:30-9:00 pm evening activities. Your liaison will set the classroom up, but instruction and take down are your responsibility. Lesson plans are available for all Wolf Ridge evening classes on our website. Classes that are your responsibility are noted on the schedule as shaded. See sample schedule on page 9.

Some adults are required to attend the 6:30-7:15 pm naturalist evening program and to provide adequate supervision of their students.

Your staff is responsible for leading Campfires, be they 8 pm or 9pm. Your liaison will prepare the campfire.

Group Responsibility Checklist

Daily Responsibilities

- 1 adult scheduled for each store time
- Adult(s) scheduled for dorm supervision after meals
- 1 adult scheduled to complete meal tally at each breakfast and lunch
- Kitchen Patrol (KP) scheduled for each meal
- Recycling Patrol (RP) scheduled for every other day and departure day

Daytime Class Group Responsibilities

- Adults scheduled for daytime classes
- THREE adults scheduled as supervisors for each Adventure Ropes Course
- THREE adults scheduled as supervisors for each Indoor Rock Climbing

Evening Class Group Responsibilities

- Adults scheduled to teach Eve activities from 7:30-9:00
- THREE adults scheduled as supervisors for each Adventure Ropes Course
- THREE adults scheduled as supervisors for each Indoor Rock Climbing
- Adults scheduled to attend the eve program from 6:30-7:15pm(led by WR)
- Adults scheduled to attend Astronomy (led by WR)
- Adults scheduled to lead campfire

Details

ALCOHOL is not allowed on the Wolf Ridge campus. SMOKING is not allowed in or near any Wolf Ridge building. Smoking is allowed in the lower parking lot, below the main office.

Wolf Ridge generally does not allow TECHNOLOGY such as ipods/mp3 players, ipads/notebooks and cell phones as they tend to be distracting. We understand that some students may use their cell phones as their cameras and that you may use technology as a learning tool. Ultimately the decision, the rules and the consequences are your responsibility. If being used inappropriately during a Wolf Ridge taught class, our staff will remove device until after class.

STUDENT MAIL is delivered each evening at dinner. Please address to the student (including your SCHOOL'S name) at Wolf Ridge, 6282 Cranberry Road, Finland, and MN 55603. Mail should be sent a minimum of four days prior to your stay. Mail arriving after departure will be returned if return address is provided. Emails are NOT accepted nor delivered.

WIRELESS SERVICE is available on campus. AT&T cell coverage works best, Verizon is spotty.

ELECTRICAL OUTLETS are available for buses. Teachers may plug them in the evening before departure. One private vehicle per group may also be parked in the bus lot and plugged in the evening before departure. This service is not available for other private vehicles, and Wolf Ridge does not provide a car starting service.

FIRST AID AND MEDICAL FACILITIES Each group is required to bring first aid supplies. Medical care, such as dispensing medications, caring for sick children, decisions as to the need for emergency care for students and the administering of basic first aid to their group members, is the responsibility of the visiting school or group. Schools and groups should bring the supplies needed to address these basic medical care needs. All Wolf Ridge program staff is trained in Standard First Aid and CPR. Wolf Ridge maintains first aid kits at key locations around the 2000-acre site. AED's can be found in each dorm and at the office. The closest Emergency Room and Hospital is in Two Harbors (one hour away). Emergency transportation and medical care is available from the Lake County Rescue Squad, based out of Finland (EMT First Responders with a 15 min. response time) and the Silver Bay Ambulance (30 min. response time). **Wolf Ridge asks that you bring a car or other vehicle in the event of an emergency room visit.**

INSURANCE is carried by Wolf Ridge for facilities and liability exceeding one million dollars. Students and adults are responsible for their own health insurance. Our insurance requires all groups to provide us with a Certificate of Insurance.

HANDICAPPED ACCESSIBILITY The buildings at Wolf Ridge are accessible to handicapped persons, although the gravel pathways may be difficult. The lakes and outlying areas are not easily accessible. We encourage all students to attend Wolf Ridge and we request to be informed of any students in your group with special needs of which our instructors should be aware. This will help us provide a safe and valuable experience for each student.

CHILD PROTECTION is a commitment Wolf Ridge makes to its participants. Wolf Ridge enforces a "zero tolerance" policy for sexual and/or physical abuse. It shall be a violation of this policy for any teacher, parent, employee, volunteer, or other adult, to sexually or physically abuse any student or child participating in or present at Wolf Ridge activities. Any violations should be made known immediately to one of the teaching staff, the Executive Director, or the Education Director. The investigation will be led by the Executive Director or the Education Director in accordance with the mandatory reporting provisions of MN Stat. 626.556 subd.3 (1997).