



General Information for School Groups

I - Food and Lodging

We provide three meals a day, seven days a week for our courses. These are served buffet style in our dining hall. We try to make every effort to serve wholesome, nutritious meals that feature locally grown produce and imported organic bulk foods. We have a vegetarian option available at every meal and we request that you specify in advance if you have other dietary requirements or allergies that we should know about. We do also provide snacks during the day in the eating area, but we ask that you do not prepare your own meals.

Our dorms are open style dorms with several bunks per room. Depending on the campus availability, there will be 6 to 12 bunks per large open room and a shared bathroom. We have accommodations to offer separate bunk rooms for men and women and private bathing areas for each gender. We do not have at this time private spaces to accommodate couples who are course participants.

Depending on the availability of housing, instructors may be housed in separate, semi-private spaces.

II - Communications and Mail

Instructors can bring their personal laptops. Students should not bring their laptops and students will likely not have access to the internet. This minimizes the risk to our network and also to your laptop. We have 12 computers that are available for email when the Island School is not in session. We do not allow visiting students to use chat programs or Skype, as these programs take up much of our limited bandwidth.

Phones will, of course, be available for any emergency or administrative needs throughout the course or on special occasions such as family birthdays, etcetera.

Mail can take up to 2 weeks to reach the campus, so it may not be worth trying to have letters sent down, but if you want to have a letter sent in advance, they can be addressed to:

Your Name
Island School c/o Twin Air
498 SW 34th Street
Fort Lauderdale, FL 33315.

Please note that we request that you DO NOT send packages with food and other items down. They may not make it in time and customs agents charge duty on all imported goods. Our experience has been that these items tend to be left behind and forgotten and this creates a waste management problem on our small island.

Our emergency contact information is as follows:

- 1 - On campus internet phone: 609-945-2322
- 2 - On campus cell phone: 242-359-7625
- 3 - New Jersey office phone: 609-620-6700
- 4 - Fax 954-252-2440
- 5 - E-mail aaronshultz@CEIbahamas.org

III - Safety and Medical

We are on a remote island and from a risk management perspective, consider ourselves to be in a wilderness setting. This means that we are more than one hour from a hospital and definitive medical care. Because of our wilderness setting, we try to minimize our visitors to risks without detracting for their research or courses. In addition, all staff are medically trained and at least one trained Wilderness First Responder (WFR) is on campus at all times. There is also a doctor on the island at a local clinic approximately 40 minutes away. In the event that an evacuation is required, we have a comprehensive protocol for air evacuation to either Nassau or Florida within several hours time. A realistic transport time, from the time a person becomes ill, to the time the patient is delivered to the emergency room, is approximately six hours. All Cape Eleuthera Institute staff are aware and trained about these protocols.

Medical Forms: We do recognize that all risks cannot be eliminated and that accidents can happen that are beyond our control. We require **all visitors** to sign up for a Divers Alert Network (DAN) basic membership, complete a medical history form and sign a liability release form. These need to be returned to us **2 weeks before** arriving on campus.

All foreign (non-Bahamian) visitors (students, instructors, visiting scientists, etc.) are required to have Divers Alert Network (DAN) BASIC MEMBERSHIP. This

membership, which can be purchased for approximately \$29, includes TravelAssist evacuation service.

24-Hour DAN TravelAssist

"As a DAN Member, you automatically receive DAN TravelAssist and up to \$100,000 of evacuation assistance coverage. Effective for both diving and non-diving injuries, this benefit is provided by MedAire, a world leader in emergency evacuation services. Your evacuation coverage begins when you are traveling at least 50 miles/80 km from home and call DAN TravelAssist to arrange your evacuation."

For any visitor that is SCUBA diving, we request people buy the MASTER LEVEL MEMBERSHIP which includes enhanced benefits over and above the basic level. To sign up call 1-800-446-2671, or visit the DAN webpage at www.diversalertnetwork.org

Medical history and liability release form can be returned to us by Fax 954.252.2440 or by email to aaronshultz@CEIbahamas.org

Immunizations Hazardous Animals & Plants: There are no required immunizations for travel to The Bahamas but we do recommend that your Tetanus shot is up to date. There are few hazardous creatures here and most are rarely seen.

IV - General Expectations and Policies:

The Cape Eleuthera Institute and neighboring Island School campuses are focused on community and cooperation. We expect everyone who participates in our courses to help out both in formal daily chores and general assistance with maintenance on the facility. This includes:

- Daily cleaning of dorm spaces and bathrooms
- Daily cleaning of common and classroom spaces
- Assistance with dish-washing at meals
- General tidiness and respect of property.

Alcohol: The campus is a dry campus and alcohol is not allowed in any on-campus spaces. This is not a flexible policy. For adults over the legal drinking age, we may host events off-campus where controlled social drinking may be allowed. Alcoholic consumption is not allowed under any circumstances for minors and will result in dismissal from the program.

Drugs: Illegal drugs or the abuse of legal drugs are also cause for immediate dismissal - this will not be tolerated.

Smoking: We strongly discourage smoking anywhere on campus. Smoking is not tolerated in any buildings whatsoever.

V - Payment

We require 30% of the total cost of your course to be with us 3 months before your course date. This will secure your required dates and is a non refundable deposit. The final 70% of your fee is due on arrival. Unfortunately until we have received your deposit we cannot secure your dates.

VI - Suggested Packing List

Please pack according to the duration of your stay. There is a list below of items you should bring and feel free to add to this list. Depending on the time of the year and focus of your course, some items listed below may be inappropriate. Please consult your parents and use your own best judgment!

- Water bottle
- Sunscreen (30 or better)
- Hat/sunglasses
- Bug spray
- Bedding (twin sheet set and blanket or sleeping bag - it gets cool at night)
- Alarm clock (Optional)
- Pens, Pencils, Notebook(s)
- Mask, Fins, Snorkel
- T-shirts
- Long-sleeve T-shirt
- Shorts
- Sweatshirt or Fleece
- Pants or jeans
- Exercise clothes (shorts and t-shirt)
- Socks
- Swimsuit
- Sneakers (able to run in them)
- Flip-flops
- Water-friendly sandals that strap on tightly (Tevas or Watersocks)
- Towel
- Toiletries
- Personal medication (please let your instructors know what these are)
- Bug Bite Soothing Cream (Hydrocortisone)
- Rain gear
- Flash light

- Camera
- Extra Batteries

There is a school store that sells swimming shorts, T-shirts, polo shirts, hats, and such necessities as soap, sunscreen, and school supplies. There may be minimal opportunity for souvenir shopping so bringing large amounts of cash is therefore unnecessary and unwise.

We do not encourage excessive electronics and we do not support hairdryers (our campus is fully solar powered) or other large loads. If there is a question about something you should bring, please ask. The airlines allow only limited weight (50-60lbs), so please pack accordingly.

If you are participating in an extended course (i.e. longer than a week) then a laundry service is available in town to course participants and we will make one drop-off there per week. The laundry costs \$6.00/load for wash and dry.

VII - Conclusion

Our campus is an exciting place to live and learn and we look forward to welcoming you to our community. We are confident that your experience will be rewarding and challenging. This general information sheet does not completely cover all aspects of what you might like to know - so we encourage you to conduct some research on your own about Eleuthera and also to visit our websites.

MAPS:

Map of Eleuthera - <http://www.eleuthera.com/maps.html>