



Dear Teachers,

The Mosaic Project's staff eagerly awaits your class's arrival at our Outdoor Project! You will join us at Camp MayMac in Felton, California for a rich, exciting week. We are dedicated to providing your students with an inspiring learning experience with rewards they will carry to the classroom, on the playground, and throughout their lives.

We greatly appreciate your assistance in providing this unique opportunity for your students and want your involvement to be as fulfilling and enjoyable as possible. **On the "teachers" section of our website (www.mosaicproject.org/teachers), you will find all the information you need to help you prepare for the program.** Please be sure to utilize it!

Student Registration

We need your help to ensure all your students get registered on time. **No student will be permitted to attend the program unless their parents/caretakers have completed the registration process.** Please direct their parents/caretakers to the "families" section of our website (www.mosaicproject.org/families) where they will find the link to register their child. There, they will also find the link to sign up for one of our Zoom info sessions along with everything they need to prepare their child for this experience. We can let you know which info session the majority of your families signed up for so you can attend that one as well if you are able. It will also be helpful for you to read through all the information provided on the families' webpage.

We want to emphasize the importance of getting your students registered as soon as possible. Assuring that we have all the necessary information from you on time enables us to complete all of our paperwork, arrange appropriate student groupings, and equip our staff with essential student information. This is crucial to running safe, well-organized, and meaningful sessions and providing each of your students with best possible care. Thank you for helping us do our best possible job!

Transportation Arrangements

Please remember that **you and your school are responsible for arranging transportation** for all your students (by school bus, carpools, or other arrangements). Remember to triple check your session dates and times with the transportation company. Our favorite transportation company is **Bay Area Transport Services**. You can reach the owner, Marlon McWilson at 510-564-5677. Please note that this company requires all passengers to wear **N95 masks** while on the bus.

Please plan to **arrive at Camp MayMac between 11 and 11:30 am** on the first day of your session. Students must have a negative COVID test before leaving the school, and it generally takes about 1½ to 2 hours to get to Felton from Oakland or San Francisco. Please plan accordingly.

You should plan to leave Camp MayMac at 12:30 pm on the last day of the session. Our closing is an important part of our program. **We will NOT be able to end the program early** to accommodate early departures. You can reassure your bus company that our program ends at noon so that if they arrive early, our staff can load the students' luggage ahead of time, and the students can be on the bus by 12:15pm.



Our experience is that the only buses that struggle to make it to their next pick up are the ones who arrive to Camp MayMac late.

Certificates of Insurance

We will need a copy of the Certificate of Insurance from your **school's insurance company** naming The Mosaic Project, their members, directors, officers, employees, agents, and independent contractors as additional insureds. (See Section 2(a) in Terms and Conditions of the Service Agreement).

We will also need a copy of the Certificate of Insurance from the **transportation company you will be utilizing**, naming The Mosaic Project, their members, directors, officers, employees, agents, and independent contractors as additional insureds. (See Section 2(d) in Terms and Conditions of the Service Agreement). If you are using carpools, please provide us with a list of drivers, insurance companies, and policy numbers.

Additional Reminders

Please remind your students/families to pack a lunch on the first day! (Dinner is the first meal our site provides.) Students will eat their bag lunches as soon as they arrive at the site.

Please also remind your students/families to bring **N95 masks** along in their daypack. Many transportation companies require them on their buses and we will ask students to wear them for one of our indoor activities.

Be sure to be in close communication with us about **which teachers are planning on coming to the Outdoor Project and which sessions they will be attending**. This is particularly important if you have students attending multiple weeks.

We require schools to cut one check for payments (rather than sending us individual cash and checks from parents). Please communicate this to your school's Accounts Payable department.

Finally, play our music (www.mosaicproject.org/music) for your students to get them ready for Mosaic campfires! We released our second album recently, and this season is going to ROCK!

We are extremely excited to welcome your class to The Mosaic Project and look forward to sharing this unforgettable experience with all of you. If you have any questions or concerns, please do not hesitate to contact us at any time at (510) 452-3377. Thank you for joining us!

Sincerely,

Lara Mendel
Executive Director

Jamika Abair
Outreach & Administrative Director