

cyclingschools.org



A Bike Adventure For Kids!

Information Packet

Essential information for a successful field trip to the Cuyahoga Valley National Park

Cycling Schools Information Packet

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Introduction to Cycling Schools

Mission Statement

Cycling Schools is an all-volunteer program that provides a day of bicycling along the Towpath Trail in the Cuyahoga Valley National Park (CVNP) for 4th, 5th and 6th graders from urban schools. The Cycling Schools program allows elementary school age children to experience bicycling as a safe and challenging yet enjoyable physical activity. By using informal educational techniques at appropriate times during the ride, we aim to instill a personal connection with the area's history and environment so students may better appreciate their role in the community. Through the students, we also believe that the Cycling Schools experience helps to connect the population as a whole with the recreational and educational assets provided by the Cuyahoga Valley National Park.

About Us

Cycling Schools Volunteers come from all walks of life. We have firefighters, airline pilots, flight attendants, engineers, project managers, computer programmers, judges, lawyers, teachers and retired people. We do this because we love sharing our enthusiasm for the Cuyahoga Valley National Park. This National Park is very special. It is one of the few National Parks in a major city, and one of the most beautiful parks in the country. Our volunteers are all about biking, hiking and getting exercise in the great outdoors. But the Students are the real reason we are all here for the Cycling Schools Program. We really enjoy spending time with the Students and sharing our passion for the CVNP.

Cycling Schools Contacts

Website:	CyclingSchools.org	
E-mail:	CSCVNP@gmail.com	
Persons to contact:	Scott Stuetzer	(330) 321-9623
	Kathy Coady-Sansone	(216) 965-4141
	Fred Wise	(440) 248-8558
	Pamelia Williams	(216) 402-7219

Cuyahoga Valley National Park Contact

Person to contact:	Ranger Pamela Machuga	(440) 343-7035
		Pam_Machuga@nps.org

Overview of the Program

Before the day that the Students arrive in the Cuyahoga Valley National Park, there needs to be planning, communication and coordination between Cycling Schools and the participating School. A Cycling Schools liaison is assigned to work with a School contact to assure that the planning process goes smoothly. Bus transportation needs to be arranged. Students should have classroom preparation before the event. In the classroom, Students should be prepared for what they will see and what they will do. Then each

Introduction to Cycling Schools

Student will read and sign a Safety Pledge. Parents or Guardians must sign a Cycling Schools permission slip. Also, the Parent or Guardian may choose to participate in the event. The School is to provide lunches for the Students. Teachers should pre-arrange Students into riding groups, usually by social compatibility and physical ability.

Once the Students arrive in the CVNP, experienced Cycling Schools Volunteers will conduct a Safety Briefing for the Students, Teachers and Parent Volunteers. Then the riding groups will be assembled and the Students will be properly fitted with bicycles and helmets. Before starting the ride, Cycling Schools will provide a snack, usually a banana, so that no one starts out on the trail hungry.

Cycling Schools Volunteers will lead and model a safe, courteous and enjoyable bicycling experience. Teachers and Parent Volunteers will also ride and assist. There will be frequent stops along the Towpath to provide educational enrichment. We will take the time to observe and discuss the ecology, history, geography and the environment that is found in the CVNP. Cycling Schools Volunteers will be sensitive to what the Students see, hear, smell or express an interest. This can lead to teachable moments. At about the halfway point of the ride, there will be a break and Cycling Schools will provide a snack, to assure that the Students have the energy to complete the ride.

When the ride is completed, the Student will be responsible to wipe down and clean their bike and helmet before returning them to a Cycling Schools volunteer. Then the Students will have their lunches and await the bus return to their school.

Following the day's events, Students are encouraged to send us notes with their thoughts and reflections. Teachers and Parent Volunteers are encouraged to suggest improvements or to fill-out an evaluation form.

Preparation Before the Ride

Preparation by the School

Kick-off Meeting with the School and Cycling Schools

When it is decided that a School will have a bicycling field trip to the Cuyahoga Valley National Park, a Cycling Schools representative will contact the School to schedule a meeting. The purpose of the meeting is to review the Program, and to begin the planning process for the event. Attending the meeting might be the School Principal or designate, and ideally the Teacher or Teachers who will be planning and attending the ride.

The first order of business in the meeting will be to exchange contact information between the primary point contact for the School and for Cycling Schools. Our experience at Cycling Schools tells us that Physical Education Teachers make an excellent choice for the point of contact as they often have a good idea of the Student's riding/physical abilities. The meeting's agenda will follow the contents of this Information Packet. Copies of this packet will be left with the School. For those Schools that have previously participated in rides, this meeting may be accomplished over the phone with the Cycling Schools point of contact.

Schedule the Event

Cycling Schools conducts Towpath rides in both May and in October. There will be approximately ten rides in the last two weeks in May, and approximately five in the first week in October. It is important to set a date for the School field trip as soon as possible.

Arrange Transportation

Cycling Schools will work with the School to provide money for transportation from the School to the CVNP and back the day of your ride. Because most busses we use hold a maximum of 72 students and we only allow a maximum of 60 students, Cycling Schools will only cover the cost of one bus. If two busses are needed, the second bus is the School's responsibility. We have worked closely with both the Cleveland and Akron school transportation offices and with private contractors. Cleveland Metropolitan Schools District schools are required to use the CMSD transportation office and Akron Schools are required to use the APS transportation office. Private schools generally have more latitude in transportation choices.

The reservation and coordination of the bus is the responsibility of the School. The School is to contact its field trip transport provider for the Cycling Schools event. The bus reservation should be accomplished within one week of having set the date for your ride.

Criteria that may be used in contracting bus transportation is:

Destination: 1538 Boston Mills Road West, Peninsula, Ohio, 44264

Approximate amount of time at Cycling Schools: 5 Hours

Preparation Before the Ride

Advise Cycling Schools of the School's Transportation Plans

Please provide your Cycling Schools point of contact with the following information by April 1st for the May rides and by the 21st of August for the October rides in order to ensure we have planned an adequate number of Cycling Schools Volunteers for the day of your ride.

The estimated time of arrival at Cycling Schools

Estimated number of students

Estimated number of teachers and adults

Estimated time of departure from Cycling Schools

If your transportation funding source is from the "Every Kid In a Park" (EKIP) grant, please provide the following additional information:

Estimated number of fourth grade students

Date of your pre-visit with a Ranger

Date of your post visit with a Ranger

Deciding Who Should Attend

The School is the sole decision maker on which Students will attend the event. Here are some factors the School should consider to make their decisions. The Student needs to know how to ride a bike. The Cycling Schools Permission Slip does ask for the Parent or Guardian to indicate if the child knows how to ride. Inevitably, we sometimes end up with a Student who cannot ride well or not at all. Cycling Schools does not teach Students how to ride. We simply do not have the volunteer staff to provide the one-on-one necessary. It will be the School's responsibility to provide adult supervision for those Students who cannot ride.

We are a very inclusive group. Occasionally we are asked to accommodate a Special Needs Student. We have had a Student with autism ride with his father on a tandem bike that we provided. We had a dad bring a special three wheeled bike using his own trailer and vehicle to get to the park and ride with us. We will attempt to accommodate special requests, but understand that the Parent or School official must be responsible. We can provide a tandem bike, but the Parent or Teacher must ride with the Student.

There are cases where the School has to bring Students who cannot ride because there is no one to supervise them at the School. Please understand that the School is responsible for providing adult supervision and activities for the Students who cannot ride. Your Cycling Schools point of contact can give some ideas and put you in touch with one of the Park Rangers to help you plan your activities.

Assign Teachers and Invite Parent Volunteers

Participation of Teachers and Parent Volunteers is necessary and greatly appreciated by Cycling Schools. Ideally there should be at least one Teacher or Parent for every six to eight Students. Teachers and Parents together with the Cycling Schools Volunteers will be assigned to a bike riding group. Cycling Schools has

Preparation Before the Ride

a limited number of bicycles and helmets for Teachers and Parent Volunteers. Often Teachers and Parent Volunteers drive separately and bring their own bicycles and helmets if they can do so.

Bring Lunches

Cycling Schools will provide a snack for the Students prior to beginning the ride. Usually this is a banana. Cycling Schools will also provide a healthy snack at the mid-point of the ride. Examples of snacks that we may carry in our back-packs are: carrot sticks, celery sticks, graham crackers, apples, raisins, pre-packaged energy bars.

Students will normally have their lunch at the end of the ride. The lunch is either provided by the School, or brought by the Student. In the area where Students have their lunch, there are picnic tables, but the tables are not close to potable water. So, Cycling Schools will provide a large jug filled with drinking water.

The Cycling Schools bicycles do not have water bottle cages. For this reason, the Students will not be allowed to carry their own water bottles. However, Cycling Schools Volunteers always carry plenty of water and there are water fountains at several of the stops during the ride. Students may bring a water bottle or beverage for their lunch, but it will remain at the staging area until lunch time.

Preparation of the Students

Classroom Preparation

To get the most out of Cycling Schools, some classroom time should be devoted to what will be encountered while in the CVNP. One way to do this is to invite a CVNP Ranger to come and visit your School. The Rangers will typically explore the scope of America's National Parks through an interactive session of games and activities. Then the Students will learn about the Cuyahoga Valley National Park, the Ohio and Erie Canal and the Towpath Trail. The Ranger's talk is about 30 to 40 minutes.

Some topics which may be presented by the Teacher to Students in the classroom:

Ecology: Discuss the animals and their habitats which students may see, such as:

Birds – Eagles, Herons, Owls, Woodpeckers, Cardinals and Bluebirds

Mammals – Deer, Beavers, Muskrats, Squirrels and Chipmunks

Reptiles – Turtles, Frogs, Garden Snakes and Black Snakes.

Geography: Locate Cleveland, Akron, the CVNP, the Cuyahoga River, the Ohio and Erie Canal.

History: The Ohio and Erie Canal - Its importance to Ohio's development.

Why is the canal in ruin, and not used today?

Science: What is a canal? Why a Towpath? Why are there locks, how do they work?

Environmental: The Cuyahoga River - The way it was and how it recently has improved.

Preparation Before the Ride

Permissions and Ride Safety

Before the ride, the Teacher will hand-out a two-sided Cycling Schools document to each Student. On one side is the Parent or Guardian Permission Slip, on the other side is the Student Safety Pledge.

The Student will be instructed to take the form home for their Parent or Guardian to sign, granting permission to participate in the bicycle ride. Note that the form has a space for the Parent to check-off and acknowledge that the Student knows how to ride a bicycle. The form also has a space to check if the Parent or Guardian chooses to participate in the event. When the student returns the form to their teacher, Cycling Schools requests that the teacher checks that the signature was obtained and that the Student was judged to know how to ride a bicycle by the Parent or Guardian.

Then the Teacher should take the time to review each point in the Student Safety Pledge in class and reinforce why it is necessary for safety on the ride. With an understanding of the pledge, the participating Student should sign the document.

If there are Students participating in the Cycling Schools day in the CVNP who do not know how or cannot ride a bike, other activities will need to be planned and supervised. Cycling Schools requires that a Teacher is assigned to take on this responsibility.

Cycling Schools understands that the School may have its own permission slip to participate in field trip activities. The Parent or Guardian's sign-off on the School's form is in addition to and cannot replace the Cycling Schools permission slip.

Assign Students to Riding Groups

Cycling Schools can accept a maximum of 60 Students for their day in the CVNP. Ideally, Students should be assigned to riding groups of six to eight Students per group. Ultimately, the group sizes will be determined by the number of Volunteers, Teachers and Parents. On an ideal ride, we will have two Cycling Schools Volunteers and one Teacher or Parent per group. If we have the maximum of 60 Students, split into 10 groups of 6, then we would need 20 Volunteers and 10 Teachers or Parents. On a day when we do not have enough volunteers to support 10 groups, the number of groups will be reduced in order that there are at least three adults per group. It is best to plan which Students will be in which group a few days before the ride. Then it will be easier to make minor adjustments to the group size on the day of the ride, when it is known how many Students actually show-up, and how many Teachers and Parent Volunteers will accompany the Students.

There are two things to consider in assigning Students to groups. First and most importantly, consider how the Student will ride. Some prefer the challenge to ride fast and far. Others prefer a ride in short segments, with time to take-in the sights, sounds and smells of the CVNP. Second, consider how the Students will get along in the group. Our experience show that fast riders placed in a slow-moving group get bored and begin passing slower riders and not exercising proper trail etiquette. The best grouping is when friends of similar interests and ability ride together and have fun.

An observed best practice (this is not a requirement): One of our Schools not only has the Students broken into groups, but each group is assigned a color. Each student is wearing a name tag of his/her group color

Preparation Before the Ride

so our Volunteers not only know what group the student belongs in, but we can refer to them by name. This Teacher also gives the Students a biking test prior to the ride to better access their skill level and place them in like groups.

Address the Special Needs of Students

There may be Students who have allergies, asthma, diabetes or other issues that may need attention during the ride. Please assure that any necessary medical supplies are available for these Students. Assign a Teacher or Parent Volunteer to their riding group who is able to recognize and address an issue that may occur. The Cycling Schools Volunteers carry first aid kits in their back-packs for minor cuts and scratches.

Advise Students How to Dress and to Comb Hair Down for Riding a Bicycle

The ride will take place rain or shine, hot or cold. So, the Students need to dress for the weather. Students should also be told not to wear baggy pants or flowing skirts as these present safety issues when riding. Students also need to be advised that they must wear a helmet to ride. For the helmet to fit properly, hair should be combed down. Big, highly styled hair will not fit within a bicycle helmet. Pony tails also pose a problem for the helmet to fit. The pony tail must be gathered low at the neck and not high on the head where the helmet goes. Students should be advised that they will not be allowed to ride with back packs or any audio devices or iPhones.

The Day of the Ride

Before Boarding the Bus and the Bus Ride

Review the Day of Ride Checklist

On the day of the ride, the time just before getting on and loading the bus can be the most hectic. For this reason, Cycling Schools has prepared a check list of items that either need to be on the bus before leaving, or what needs to be done on the bus before arriving at Cycling Schools. The Day of Ride Checklist is found in the Appendix.

Cell Phone Call from the Bus

Cycling Schools needs a cell phone call from the School Liaison while on the bus. This is to advise Cycling Schools how many Students are coming, in how many riding groups, how many Teachers and Parent Volunteers are coming, and the estimated time of arrival and scheduled time to depart. This call is of great importance to Cycling Schools in order to be ready with its Volunteer assignments and to stage the right bicycles before the School arrives. Again, refer to the Day of Ride Checklist which is in the Appendix.

Directions and Map to Cycling Schools

A detailed map to Cycling Schools is found in the Appendix. Please inform the Bus Driver that when arriving at Cycling Schools, there will be one of our Volunteers stationed in the lot to direct the bus to the area where it should stop and park. We call the place where all activities begin “The Hub”.

A Typical Day at Cycling Schools

The Safety Briefing

When off-boarding the bus, the Cycling Schools Volunteer stationed in the lot will show the Teachers and Parent Volunteers where the Safety Briefing will occur. Please assist us in directing all Students, Teachers and Parent Volunteers to attend the Safety Briefing.

A list of topics covered in this discussion is found in the Appendix.

The Leadership Briefing

Each Cycling Schools Group Leader will brief the Adult Supervision in his/her group, to focus on the leadership and guidance needed to assure a safe ride.

A list of topics covered in this discussion is found in the Appendix.

Assemble into Riding Groups

Following the briefings, Students and Adults will assemble together into their riding groups. After introductions, the Students proceed with the Adults to get their bicycles and helmets.

The Day of the Ride

Select and Adjust the Bicycle Helmet for the Student

Helmets are color coded by size and are found in bins near the bicycles. The Student, with help from an Adult, will select and fit a helmet. The helmet should be chosen to fit snugly on the top of the Student's head. Then the chin strap will need to be adjusted. The strap is to be adjusted so that two fingers fit between the strap and the Student's chin.

Select a Bicycle and Adjust the Seat Height for the Student

Bicycles will be lined up in rows and there will be an orange cone placed at the end of each row. The number on the cone corresponds with the number that was assigned to the riding group. Cycling Schools provides bicycles in three wheel sizes, 20-inch, 24-inch and 26-inch. The Student, with help from an Adult, will select a bicycle appropriate for the size of the Student. Then the seat height is to be adjusted. To properly adjust the seat height, the Student should sit and have both hands on the handle bars. The seat is then raised or lowered so that the Student is able to balance the bike, touching the ground with both feet on tip-toes. If there is not a bike available that can be adjusted to fit a Student, the Cycling Schools Volunteer is responsible to find a bike that will fit properly.

Teachers and Parent Volunteers Select their Bicycles

Once the Students in the group are fitted with their helmets and bikes, they will have their pre-ride snack. While Students are eating their snack, the Teachers and Parent Volunteers may then proceed to get their helmets and bikes.

Pre-ride Check-out

When ready, the group will proceed to the Towpath Trail. A Cycling Schools Volunteer will be the Leader for the group. The Leader will ride at the front of the group, setting the pace and making stops at points of interest. Ideally, a second Cycling Schools Volunteer will be the Sweeper for the group. The Sweeper rides at the end of the group to assure that all Students are riding safely and that no one falls too far behind. Teachers and Parent Volunteers will normally ride within the group. If a second Cycling Schools Volunteer is not available, the Teacher or Parent may be asked to assume the responsibilities of the Sweeper.

The Leader will begin the ride going only a short segment. The purpose of this initial segment is to determine if Students know how to ride, and are able to stop a bike with coaster breaks. If there are any problems, they can be resolved before getting too far into the ride. It may take several short segments for the Students to get familiar with riding their bikes.

Riding Northbound on the Towpath Trail

Here are some of the points of interest:

Red Lock No. 34 – There is a placard that has an excellent description of locks and how they work. The lock may also contain frogs and snakes.

The Cuyahoga River – The “Crooked River” parallels the Towpath. Herons are often seen wading and waiting for a fish.

The Day of the Ride

The Canal – Frogs and turtles can be seen sitting on logs, usually on sunny days. North of Station Road is a shallow portion of the canal where catfish can be spotted.

Station Road Pond – Beavers and muskrats have been seen in this recently created pond.

Route 82 Bridge – The bridge itself is a magnificent site, but just beyond it is where the bald eagles nest. Also, nesting in this vicinity are herons and a barn owl has been seen.

Pinery Dam – The dam was used to control water flow into the canal. The dam will soon be removed to give spawning fish the opportunity to go further upstream.

Brecksville Station – The Cuyahoga Valley Train Station is a good place to take a break for restrooms, water and a snack.

Riding Southbound on the Towpath Trail

Here are some of the points of interest:

The I-271 and Turnpike Bridges – Ride under these towering bridges and look for herons in the river.

The Canal – Just past the bridges is a segment of the canal where beavers have been spotted, as well as many turtles and frogs.

Stumpy Basin Swamp – Ride on a near mile-long wooden deck and look for swamp critters.

Cuyahoga River Rapids – Ride the Towpath along the rapids and look for the man-made tree dam that was created to change the course of the river.

The Tunnels – There are two tunnels under railroad tracks. When passing through it is fun to scream.

Peninsula – This is a good place to stop for water and restrooms. There is a tall lock that can be entered from below. Read the placards describing how the lock was built. Look for the stone cutter signatures.

Beaver Marsh – There is a boardwalk to stop and see fish, frogs, turtles, lily pads and a lot more.

Hunt Farm – This is a good spot to stop for a snack, water and restrooms.

What Happens if Students are not Riding Safely

The Cycling Schools Volunteers, Teachers and Parent Volunteers need to monitor behavior and gently remind students to obey the safety rules. Normally a gentle, firm reminder is effective. When it is not effective and safety is compromised, the Leader will stop the group and call a time-out. The Leader will explain why the time-out was called, and the group will walk with their bikes for a few minutes. Then the ride will resume. If unsafe behavior continues, another time-out may be called. Then the ride will resume

The Day of the Ride

again. If the unsafe behavior is flagrant, a Teacher will be asked to take responsibility for the offending Student or Students, and return them to the Hub.

Activity for Non-riders

No matter how well you attempt to screen those students who do not possess good bike riding skills, there may be students who come to Cycling Schools and are unable to ride a bike. For these students, a hike on the Towpath can be a fulfilling experience. Some of the points of interest are within walking distance on the Towpath going south. Also, the Towpath Museum in the Boston Store is a good place to spend some time to learn about the Ohio and Erie Canal. Cycling Schools requires that a Teacher takes responsibility for the non-riding Students.

The End of the Ride

The ride ends at the Hub. Before arriving at the Hub, Students will be told to walk their bikes to the garage. There they will be given a towel to wipe the bike clean and turn it over to a Cycling Schools Volunteer. Then the Student will return their helmet to the bin with the color code that matches the helmet.

As riding groups return to the Hub, Students will have lunch. If there is time available after lunch, the Students may be escorted in small groups to visit the Towpath Museum at the Boston Store. This is a short walk from the Hub. There is also a drinking fountain and restrooms in a building just outside of the Boston Store.

When it is time to go, assemble the Students, board the bus and head back to School.

Follow-up after the Ride

Student Reflections

Students often send notes with their thoughts and reflections following their day at Cycling Schools. Our Volunteers eagerly await their notes and read them all. It makes the Volunteer experience so worthwhile. We learn a lot from the Students.

Teacher and Parent Volunteer Evaluation and Suggestions

The Cycling Schools Program is the result of more than 20 years of experience and constant evaluation with the goal to continuously improve the program. A significant amount of our improvement over the years has come about from Teacher's suggestions. Our Volunteers debrief after every ride. Some Teachers drive separately from the bus in order to join us in our post-ride debriefing. If any Teacher or Parent Volunteer has an idea or constructive criticism, we want to hear it either in person or by filling out our Evaluation Form. Your comments and suggestions are greatly appreciated. The Evaluation Form is found in the Appendix.

Appendix

Student Safety Pledge

As a participating cyclist:

- I will wear my helmet properly fastened at all times while on my bike.
- I will obey all Towpath signs and signals.
- I will keep both hands and both feet on my bicycle at all times while riding.
- I will use common sense and courtesy toward everyone on the Towpath.
- When I stop for any reason, I will move with my bike completely off the Towpath.
- I will ride single file on the Towpath.
- I will leave a safe space between myself and other riders on the towpath.
- I will report any problems with equipment to a Volunteer Leader so that repairs can be made.
- I will follow instructions from Cycling Schools Volunteers at all times.
- I will clean off my bike at the end of the ride.
- I understand that I will be removed from the ride if I repeatedly violate the Safety Pledge.

I understand and agree to obey this Safety Pledge.

Signed: _____ Date: _____



Parent or Guardian Permission Slip

Your child _____ has been selected to go on a Towpath Bicycle Field Trip on _____ with the Cycling Schools Program. Cycling Schools is a Cleveland-based program with the goal of introducing children to the Cuyahoga Valley Nation Park. We leave your child's school at _____ and travel to the Cuyahoga Valley National Park. You are also invited to come to ride and assist with your child's class. A bike and helmet can be provided for you.

Yes No

- My child knows how to ride a bicycle.
 I would like to come, ride a bicycle and participate in the day's activities.

PLEASE NOTE THE FOLLOWING AND PREPARE YOUR CHILD ACCORDINGLY:

We will ride rain or shine, so please provide your child with clothes appropriate for the weather.

Children should not wear baggy pants, flowing skirts or open toe shoes.

For safety, children will be asked to leave purses, backpacks, etc. at the staging area while riding. So please discuss this with them before the day of the ride.

Students may bring non-glass water bottles. However, bottles must remain at the ride staging area while children are riding. Cycling Schools Leaders will provide water during the ride.

All Students are required to wear a helmet, which will be provided. Students who normally wear braids styled on top of the head, pony tails, topknots etc. are asked to wear their hair down to achieve a proper and safe fit of the helmet.

Please encourage your child to eat a good breakfast before they come out to ride.

Teachers should be made aware of any health-related issues (allergies, asthma, diabetes etc.) and these should be presented to a Cycling Schools group leader.

Photos may be taken of the group on the field trip. Please check this box if you DO NOT want your child photographed.

By signing this permission ship, Parents agree that their participating Student personally assumes all associated risk and will hold the Cycling Schools program and the Cuyahoga Valley National Park harmless from any and all claims related to participation in this program and the use of all equipment lent for this purpose.

Signature _____ Emergency phone _____

(Parent or Guardian)

Day of Ride Checklist

Before leaving the school:

- Bring the signed Parent or Guardian Permission Slips
- Bring lunches for the Students
- Address special needs, such as allergies, asthma, diabetes etc.
- Assign Students to riding groups
- Assure drivers have directions to: 1538 Boston Mills Road West, Peninsula, OH, 44264

The destination is the Boston Trailhead Overflow parking lot located a quarter mile east of the intersection of Riverview and Boston Mills Road, on the south side of Boston Mills Road.

Before arriving at Cycling Schools:

Phone or text the following information to either Kathy (216-965-4141) or Fred (440-248-8558):

Estimated time of arrival _____, and scheduled time to depart _____.

Total number of student riders: _____

If EKIP, how many 4th are grade: _____

How many Teachers: _____

How many Parent Volunteers: _____

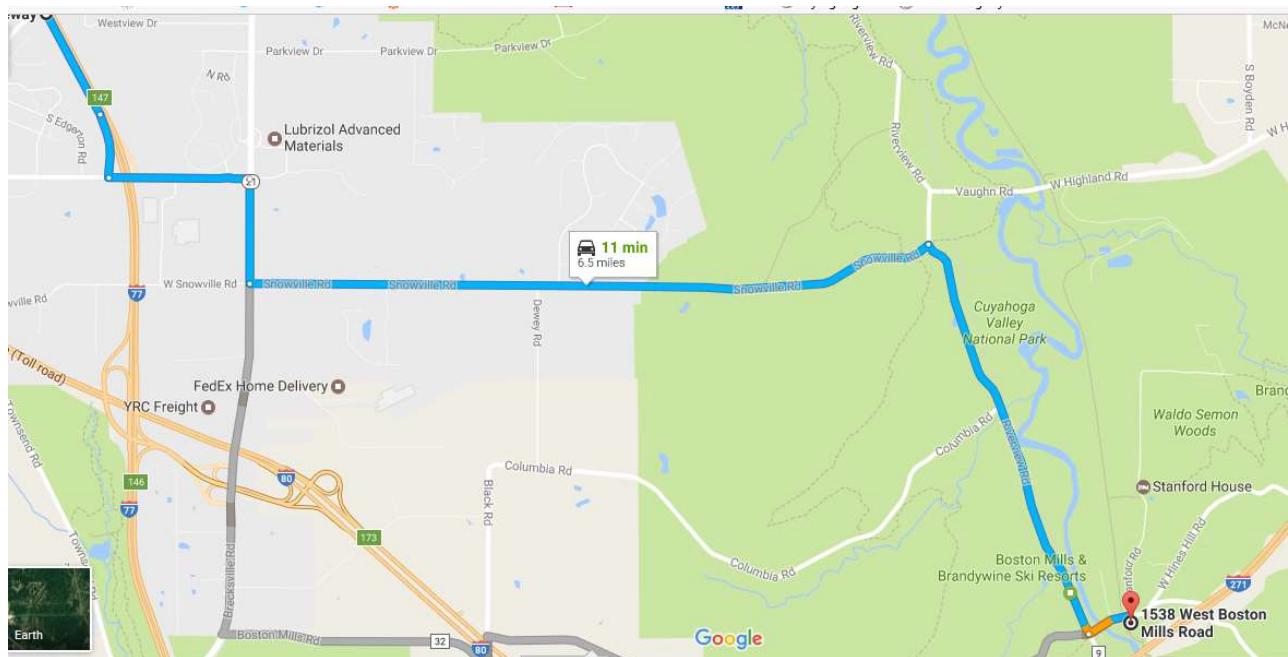
How many Groups: _____

How many Non-riders _____

When arriving at Cycling Schools:

1. Look for the Cycling Schools Volunteer in the parking lot who will help direct the bus.
2. Immediately upon unloading the bus, direct Students, Teachers, and Parent Volunteers to assemble for a Safety Briefing.

Map to Cycling Schools from Cleveland



Head South on I-77

Take exit 147 for Miller Rd toward OH-21

Use any lane to turn left onto Miller Rd 0.6 mi

Use the right 2 lanes to turn right onto Brecksville Rd 0.4 mi

Turn left onto Snowville Rd 2.8 mi

Turn right onto Riverview Rd 1.7 mi

Turn left onto W Boston Mills Rd 0.2 mi

Destination will be on the right

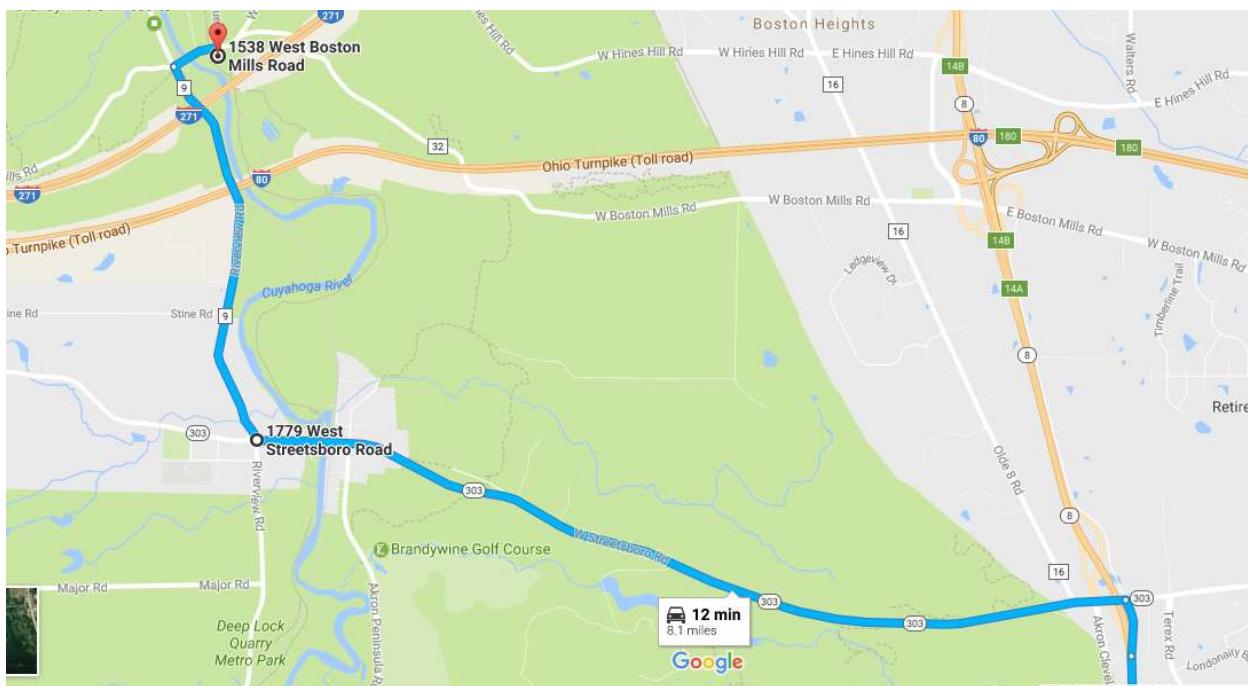
Arrive at:

Boston Trailhead Overflow Parking lot

1538 W Boston Mills Rd

Peninsula, OH 44264

Map to Cycling Schools from Akron



Head north on OH-8 N

Take the OH-303 exit toward Peninsula/Hudson 0.2 mi

Turn left onto OH-303 W/W Streetsboro St 3.5 mi

Turn right onto Riverview Rd 1.6 mi

Turn right onto W Boston Mills Rd 0.2 mi

Destination will be on the right

Arrive at:

Boston Trailhead Overflow Parking lot

1538 W Boston Mills Rd

Peninsula, OH 44264

Safety Briefing

1. Make sure the helmet fits you. Your Group Leader will help you make adjustments. Helmets must be worn with the chin strap buckled while riding.
2. Make sure the bike fits you. Your Leader can adjust your seat. Ask questions if unsure of how to use the breaks.
3. Walk your bike to the Towpath. No riding is allowed in the staging area.
4. Walk your bike when crossing all roads.
5. Ride single file, with enough room between you and the rider ahead.
6. If your wheels are not turning... be off the path.
7. Be courteous, call out "passing left" when passing.
8. Ride safely, no horseplay. These bikes are donated. Treat them with respect so others can ride them after you are done. No skidding the tires. Keep both hands on the handle bars and both feet on the pedals while riding.
9. Watch for animals, if your Leader points out an animal, pass it back so everyone gets a chance to see it.
10. Tuck your shoe laces into your shoes so they don't get caught in the chain.
11. If you have long pants on, tuck your right pant leg into your sock, use a rubber band or roll up your pant leg so it doesn't get caught in the chain. No backpacks, no water bottles. Give essential (inhaler) to an adult in your group.
12. You see things that you do not normally see, such as the wildlife, the Cuyahoga River, historical buildings and more.
13. The Cuyahoga Valley National Park is a special place open to all of us. We share the park with plants and animals. If it was here when you came, leave it here. If you brought it with you take it home.
14. Ask lots of questions.
15. Have lots of fun.

Leadership Briefing

Cycling Schools appreciates the help of its Volunteers, the Teachers and Parent Volunteers who make this day a safe and memorable experience for the Students.

Here are some of the things that we as the Adult Leaders should be doing:

- Following the Safety Briefing, assemble Students, Teachers and Parent Volunteers into their Riding Groups.
- Introduce ourselves, shake hands with the Cycling Schools Volunteers, Students, Teachers and Parent Volunteers. Your group will be spending the rest of the day together.
- Keep the group together as we go to the assigned row of bicycles and helmets.
- Assist Students with helmet selection and adjust the straps for them.
- We believe in leadership by example, therefore all Adults must wear a helmet on the ride.
- Assist Students with selection of the right size bicycle and adjust the seat height for them.
- Encourage each Student to eat their pre-ride snack, so that they have the energy necessary for the ride.
- There will be a pre-ride check-out. Look for and address any problems the Student may have riding or stopping the bike using its coaster brake. It usually takes time to get used to the bike.
- Remind Students to ride the Towpath Trail in single file, and to the right.
- Look-out for Towpath joggers, walkers and other bike riders. When you see them, call out loud that there are joggers or others coming so that the Students are aware of them.
- Stop at all road crossings and dismount the bike. Guide the Students when walking across the road.
- If there is horse-play, gently remind the Student of the safety rules before it gets out-of-hand. We depend on the Adults to correct unsafe or improper behavior. If uncomfortable in communicating with the Student in question, advise the Cycling Schools Leader and let them handle the situation.
- When taking breaks, the Students will scatter when going to water fountains and restrooms. Always know the where-about of the Students in your group.
- At the end of the ride, assist each Student in getting their bike cleaned and returned to Cycling Schools.
- Assist each Student in returning their helmet into the correct color coded bin.
- Following the ride, there may be time available to go to the Canal Museum in the Boston Store. Accompany a small group of Students while going to and from, and while in the store.

Teacher and Parent Volunteer Evaluation and Suggestion Form

Thank you for joining us in the Cuyahoga Valley National Park today. Please take a moment to complete this brief evaluation from so that we can continue to improve our program.

1. What went well during this day?
 2. If you could recommend one thing that could be improved on your next Towpath Trail ride with Cycling Schools, what would that be?
 3. What was of most interest or value to the Students?
 4. Respond: 1- Agree, 2- Neutral, 3- Disagree
 - Cycling Schools provides a learning experience for the Students.
 - Cycling Schools Volunteers were kind, courteous and attentive to the Students.
 - I would recommend the Cycling Schools Program to others schools.
 - Cycling Schools is a good Student introduction to the Cuyahoga Valley National Park.
 - The Students had a safe, physically challenging yet enjoyable experience.

School: _____ Date: _____