**WELCOME CABIN LEADERS!!!**



*Outdoor Science Camp* at Camp Whittier welcomes you to a week of adventure, learning, hiking, bonding, leadership, and fun! When you arrive, you will have a training session with the Program Coordinator. BUT before you arrive, YES BEFORE, you need to read this guide so that you are prepared and know what we expect out of you. All you need to bring (besides the long list in the back of the book) is an open mind, a desire to work with children, and boundless energy. Thank you in advance for devoting your time to the students and our program.

***Your main duties as a Cabin leader include:***

• Monitoring cabin behavior

• Assisting the Naturalists on curriculum hikes.

 • Supervising meal behavior, set-up, and clean-up.

• Supervising shower time.

• Leading team building activities in your cabin.

 • Communicating any concerns or questions with the Naturalists, Program Coordinator, and Teachers.

• Escorting your students to their activities on time.

• Creating a community within your cabin, in your hiking group and with all students.

\*\*\*\**Cabin leaders are expected to remain at Outdoor Science Camp from arrival on Day 1 until departure on Day 4. If a Cabin Leader needs to leave during the week (e.g. prior scholastic obligation) they will need their departure to be pre-approved by the Education Director and must sign out appropriately (this policy is the same for both high school students and adults). Cabin leaders will have a couple of hours of designated off-time on Day 2 and Day 3. Cabin Leaders are expected to stay on the local site at this time and are welcome to catch up on school work. If you would like to earn community service hours, please speak with the Program Coordinator.\*\*\*\**

***Here are some tips, tricks, and techniques…***

1. Learn everyone’s name in your cabin the first day – play a name game, make name tags, give them nature names

2. Include everyone – do not let anyone sit out

3. Set boundaries – be firm on day one and the students will respect and listen to you all week

4. Be fair – listen to both sides in arguments

5. Do not allow any roughhousing in the dorms

 6. Earn cabin inspection points

7. Create unity – play group games, do riddles, tell stories, share your day, make up a cabin song, design a poster

8. Give energetic students tasks to keep them occupied

9. Ask for HELP – Teachers, Naturalists, Education Director – we are here to HELP You!!!

*The school’s teachers retain administrative control of students while at Outdoor Science Camp (this is a field trip). Therefore, the teachers enforce all the policies and procedures from their school while visiting. Our approach to* ***discipline*** *is positive reinforcement (STARS) – although sometimes it is necessary to have consequences for behavior (CHECKS). When a student exhibits negative behavior, they will receive:*

 1 check – warning and discussion with Naturalist of what student did that was inappropriate.

 2 checks – the student is the last person to sign up for a special activity.

 3 checks – the student misses a special activity, and a behavior contract is created with the teachers, Education Director or Program Coordinator.

 4 checks – the student misses a special activity and must call home.

 5 checks – the parents/guardian of the child are notified and the child is sent home.

***Need to Know Information:***

**First Aid**- Cabin leaders do not administer any first aid or medication to the students. All student medications are kept with the teachers. Student injuries are treated either by Naturalists on the trail or by the teachers. Please call the Education Director, Program Coordinator or a teacher if there is a first aid emergency.

 **Homesickness** – Distraction!!! Distracting the child is the key when dealing with homesickness. Do not give the student excessive attention as this tends to exacerbate the problem.

**Bedwetting** – Bedwetting is a common incident and should be treated with the greatest sensitivity. Every morning, the cabin leaders check all the bunks for bedwetting. When you find wet bedding, inform the Education Director or Program Coordinator as soon as you’re done checking the rest of your cabin for other soiled bedding. The bedding will be laundered during morning hikes.

**Keeping Your Cabin Together** – Your cabin should always travel together. No student should be allowed to go anywhere alone (send partners to the infirmary).

**Sleepwalkers –** Identified sleepwalkers need to sleep on the bottom bunk to prevent injury. If you encounter a sleepwalker, gently wake them up and guide them back to their bed. Do not shake or yell at the student to awaken them. This will only frighten them.

**Rumors –** You must discourage the students from spreading rumors. It draws the students’ focus away from the experience and onto petty social problems. This includes refraining from telling personal stories, spreading gossip or answering questions about your girl/boyfriend, alcohol, drugs, or sex

**Raids –** We do not permit raiding another cabin area, cabin, or someone else’s belongings. If your cabin is involved in a raid the CABIN LEADER will be immediately sent home.

***F.A.Q.***

**Accommodations –** Cabin Leaders stay in dormitories with as many as twenty students. The dormitories have individual showers and bathrooms – you will shower during your free time.

**Cell Phones –** Cell phones are permitted for cabin leaders. However, they must be used with discretion. Please keep them out of sight while around students and, if possible, keep your phone on airplane mode until your free time.

**Drugs/Alcohol/Tobacco –** The State Education Code expressly forbids drugs, alcohol, and tobacco and requires Outdoor Science Camp to contact the Sheriff about any incident involving possession or use of drugs or alcohol.

**Visitors –** Cabin Leaders may not receive visitors.

**Time Off –** You will have a couple hours during the afternoon to do your homework, relax, make important phone calls, and shower while students are not near. THIS IS YOUR ONLY TIME TO SHOWER.

**Student gifts –** You may bring team building gifts for your cabin – matching bandannas, hair ribbons, name cards, streamers, construction paper, markers, etc.). BUT you may not bring gum, candy, soda or food for the students.

**Dietary Restrictions –** If you have dietary restrictions please let us know the week before you attend so we can prepare. Please prepare a list of foods you cannot and can eat. Every meal has a vegetarian option.

What To Bring

DRESS CODE: SCHOOL APPROPRIATE ATTIRE WITH LONG PANTS & CLOSED TOED SHOES ON ALL HIKES!

IT CAN BE VERY COLD AT NIGHT. PLEASE COME PREPARED!!

Sleeping bag AND sheets with blankets (twin) - Pillow - Shampoo/soap - Toothpaste/toothbrush - Hair brush - Sunscreen - Towel - Chapstick - Water Bottles (2 or 3 for a total of at least 36– oz.) - Flashlight - Backpack for hiking - Ear Plugs - 2 short sleeve t-shirts - 2 long sleeve t-shirts - Sweatshirt/sweater - Jacket - Rain gear (we hike in the rain so be prepared) - 4 pairs of long pants (which are mandatory for hikes and most activities) - 1 pair of shorts - Pajamas - 2 pairs of shoes/boots - Underwear - 4 pairs of socks - Hat (for sun and warmth) - Gloves (for warmth) - Dirty clothes bag

 If you’re coming during the winter months, please bring **EXTRA warm clothes/rain gear.**

**We have a store…**

                           ***Item                                 Price\****

|  |  |
| --- | --- |
| Bandana……………………………………………………….. | $5 |
| Lip Balm……………………………………………………….. | $3 |
| Beastie Baby (Stuffed animal with OSC T-shirt) | $10 |
| Camera…………………………………………………………. | $15 |
| OSC Beanie…………………………………………………. | $15 |
| OSC Postcard (Postage included)............. | $2 |
| OSC T-Shirt………………………………………………. | $10 |
| OSC Hooded Sweatshirt………………………... | $25 |
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\**Tax included*