

Welcome!



Thank you so much for giving up a week of your life to be an inspirational and positive role model for the students at Exploring New Horizons Outdoor School!!

We are forever grateful that you are able to be here. Without you, the outdoor school could not survive!!

This handbook is a necessary component to your success at outdoor school.

Please use it!!

Enclosed you will find:

1. A general schedule of the week
2. Counselor Responsibilities – what is expected of you.
3. A detailed schedule of each day's events...your memory bank of your responsibilities and how to prep the kids for activities, meals, etc.
4. Recreation Duties – detailed account of your job.
5. Helpful tips for encouraging positive behaviors
6. A fabulous supply of games and activities to build positive relationships and have fun during cabin time!!

Have a great week and remember that we are all in this together to create a positive outdoor school community. Please feel free to communicate any problems or needs you have with the outdoor school staff. We are here to help you have an uplifting, inspirational, and positively Fabulous week!!

CHARACTERISTICS OF A GREAT COUNSELOR:

They WANT to be here to facilitate positive student experiences!

They are enthusiastic and participate in group games and activities!

They are eager to explore and enjoy nature and the outdoors!

They are good role models, both in behavior and appearance.

They can effectively manage student behaviors in a positive way.

They ask for help when needed and take initiative.

They supervise students at all times and are attentive to students' needs.



REMEMBER...

As an Exploring New Horizons counselor, you are a role model for young people. You may not realize it, but they will be watching *EVERYTHING* you do. They will want to dress the way you dress, comb their hair just like yours, and act just like you!

This gives you a big responsibility! You have a huge impact here!

So, please, remember to have a positive ACT while you're here!

YOU ARE THE KEY TO THE SUCCESS OF OUR PROGRAM!

PLEASE READ!!

GENERAL RESPONSIBILITIES:

Child Care at ALL TIMES!:

- Rest is very important for everyone's well-being. Not only do children tend to stay awake later at the outdoor school, but they also wake up earlier, **ESPECIALLY ON THE FIRST MORNING!** Please keep your cabin quiet until 7am wake-up.
- The time between wake-up and breakfast is to make sure everyone takes care of personal health/hygiene routines (using the toilet, brushing teeth, washing hands, etc). Encourage them to take at least 2 showers during the week. Your cabin will smell better!
- Be aware of each child's well-being. Effectively and promptly talk to a student who seems to be unusually ill or upset. Show them that you care. Ask for assistance from an ENH staff member if you are unsure how to handle a situation.

Meals in the Dining Hall – Breakfast (7:45am) and Dinner (5:45 pm) :

- Please be prompt to each meal. Think ahead and make sure your group is ready and on time. This is especially important if your cabin has KP duty before the meal!
- Meal times should be pleasant for you and your cabin. It's a good time to share stories from the day. Be an example of good manners and encourage kids to do the same. Remember: you are the host/hostess of your table.

On Trail with your Hiking Group (9-ish – 3pm):

- Your enthusiasm and active participation is extremely important! Your example will encourage the kids to participate and increase their interest in the activity. It is **NOT** a time to hang back and socialize with your co-counselor! You are a Role Model!
- Be aware of where each student is at **ALL** times. Your naturalist **NEEDS** your extra set of eyes to ensure the students are following rules and directions and being safe!!
- If you start to fall behind the group in waiting for a slower child, please let the naturalist know right away.
- Encourage students to use the restroom before a hike. If a child needs to go during the hike, be supportive – using the restroom outside is often a new and uncomfortable experience for kids.
- You are considered part of the team on trail. Please encourage students to participate in activities **with** you, and assist your naturalist with organizing students for activities. If you

want to lead a game or activity on a hike, discuss it with your naturalist ahead of time – your initiative is appreciated!

- Beach day is exciting, but it can be very dangerous if good judgement and caution are not exercised. Please make sure you and the students are following specific rules given.
 - Do not go into the water
 - Stay within set boundaries
 - Keep a safe distance from any wildlife

Recreation Time (3-4 pm)

- Counselors supervise the students during this time – you should be where the children are when you are on duty, rather than socializing with other counselors.
- This is the time for students to take showers, write letters, rest, socialize, and play games. The cabin area is for quiet activities, while the rec field is for loud, active games.

Counselor Meetings (4-5 pm)

We will meet each day to discuss what's going on and help you with any questions you may have. It's an opportunity to discuss issues in your cabin with the staff and the other counselors, and give and receive feedback. Also, you get to eat your snack food!

Evening Activities – 7:15pm – 9:00pm – Night Hike, Town Hall, Boogie, & Skit Night!

Again, your enthusiasm and participation sets an example for the kids. Be aware of students not participating – sometimes it just takes a word or a smile to get them involved.

PARTICIPATE AND ENCOURAGE THE KIDS TO SING & DANCE AT CAMPFIRE!

Getting Ready for Bedtime – Lights Out/Voices off at 9:30 pm!!

- Make sure the kids use the bathroom, brush their teeth, and wash their hands before bed. Keep the peace in the bathroom when there are a lot of excited kids getting ready for bed.
- EVERYONE SHOULD WEAR CLEAN CLOTHING TO BED. Clothes that are wet and dirty from the day will make kids cold and uncomfortable all night – they can also spread poison oak into their sleeping bag.
- Usually the kids are too excited to fall asleep right away, especially on the first night. Read a story slowly and quietly, or sing a mellow song for them with the lights off. There

are stories in this handbook you can read, or get some homework done and read something boring from your school books.

- **On the first night you will go to bed when your cabin does** – take advantage of the extra sleep, you'll need it! It's important for kids who are homesick or nervous about being in a new place at night to know you are there with them.
- For the rest of the week, you may leave for your time off at 9:45 pm IF AND ONLY IF your cabin is quiet. The students will still be supervised at all times by the counselors on nighttime village patrol from **9:45 pm to 11:15pm**.
- **Please be on time for your scheduled patrol!**
- Use your time off with common sense – this is your time to take a shower, call home, do homework, hang out with the other counselors, or sleep. See specifics later in this guide.

Monday!

- **Cabin Time 4:45 pm – 5:20 pm**
 - Learn names, get-to-know each other
 - Work on cabin rules/agreements
 - (e.g. respect each other’s feelings; cabin is quiet place; no food)
 - Assign bunks if necessary
 - BW & SW on the Bottom Bunks!!
 - Bathroom run before dinner, don’t forget to have the kids wash their hands
- **Dinner 5:25 pm**
 - Chaos control – have your students line up in front of the dining hall
 - Sit in middle of table facing forward
 - Try not to leave the table, send the gopher if you need something
 - Remember to give banner awards if they were earned
- **After Dinner – back to the cabin to prepare for evening activity**
 - Get LAYERS, water bottles, back packs, flashlights.
 - Bathroom run/water
 - 7:15 pm – BE AT DESIGNATED MEETING PLACE FOR EVENING ACTIVITY
- **Campfire -- 8:30 pm**
 - Sit in the middle of your cabin group, perhaps by the chatty kids
 - Participate fully, remember you are a role model. HAVE FUN!
 - Remember that the point of campfire is to eventually wind the kids down to sleep, so it is to your benefit to keep the kids quiet during quiet stories or songs
- **Getting Ready for Lights Out at 9:30 pm.....**
 - Make sure that all of the kids use the bathroom before bed.
 - Do a count-down to lights-out. “You have 5 minutes left...5 seconds...”
 - Remind students that lights out also means voices OFF.
 - Read a story, or even your homework, it makes them sleepy
 - Encourage good behavior by talking up the quiet cabin award
 - Be firm and consistent with the no talking after 9:30 pm rule. Give checks to individual students, if they repeatedly ignore the direction to not talk.
- And now deep thoughts...don’t feel bad giving checks to kids who deserve them, you’ll feel even worse by Friday if you don’t...

Tuesday, Wednesday, and Thursday

- **7:00 AM – WAKE UP!!**

Check your sheet the night before to see if you are assigned to Breakfast KP. If you are, be there 5 min. early if you do and wake up the rest of your village.

- Remember! -- No showering in the morning
- Brush teeth, wash face, get dressed
- IF your group is going to the beach this day, students must go to breakfast prepared for the day with their water bottle, layers, backpack, etc. because you're leaving after breakfast and will NOT come back to the cabin!
- Check for wet sleeping bags
 - Make a quick note of the color and location of wet bags so you can tell a staff member at breakfast.

- **7:45 am – BREAKFAST – Have students line up in front of the Dining Hall.**

- Here's your chance to sing songs, tell jokes, or play games with the kids while you wait for a naturalist to invite you in.
- BEACH DAY groups will NOT go back to their cabin after breakfast 'cuz you're already prepared for your day BEFORE coming to breakfast!!
- **Back to the Cabin After Breakfast to Prepare for your hike in the forest!**
 - Gather backpacks, water bottles, LAYERS, rain gear for the day
 - Tidy cabin, turn off heater and lights, close door!
 - Stop at the bathroom with your whole group on your way to meet your naturalist.

- **9:15 AM – Meet for Oak/Redwood hike in designated spot (grove or picnic tables)**

- **Recreation 3:00 pm – 4:00 pm**

- Check the office porch for your assigned Recreation Duty
- Be at your duty at 3:00 pm. (as soon as you return from the hike)
- Be alert, make sure students are following rules and being safe.
- 3:45-4:00 pm : SEND ALL KIDS TO DINING HALL TO LINE UP FOR TEACHER TIME. THEY SHOULD BE THERE BY 3:55!

Recreation Duties

- **Villages**
 - The village is a quiet place. Please maintain the peace.
 - Keep circulating through the village to keep an eye on things
 - Start sweeping the kids out of the village by 3:45 pm to go to the dining hall
 - You should be the LAST one out of the village. ** CHECK ALL CABINS!!
- **Checks**
 - On the Check sheet (at office porch), Sign the students in and record the time. Release students after they have served the appropriate time and make sure they are sitting silently. “You should be sitting here silently, reflecting upon why you are here, and how you can avoid getting another check in the future.”
 - Note how many checks they have. Notify admin staff if there is a student with 2 or more checks and/or if there are students who did not report to the deck.
- **Village Bathrooms**
 - Monitor the bathrooms; encourage efficiency and peacefulness.
 - 3 minute showers – encourage efficiency so that everyone who is waiting has a chance to shower.
 - No showers after 3:35. Showers are “CLOSED”.
 - Start sweeping the kids out of the village by 3:45
 - You should be the last one out of the village, check all cabins
- **Recreation Field and Rotary Lodge**
 - Safety First! Make sure students are following rules and being safe!
 - Rotary lodge person hands out and collects rec equipment.
 - Supervise students at all times and Play games with the kids!
 - Do not play or allow football.
 - Role model and encourage good sportsmanship.
 - Have the kids return the equipment to the rotary lodge porch at the end of rec time
- **Basketball and Volleyball Courts**
 - Safety first! Monitor; play!
 - Equipment is kept on the porch of the rotary lodge. Please make sure it gets back.
 - Don't allow schools to compete against each other
 - Role model and encourage good sportsmanship
- **Share Box (at the dining hall porch)**
 - Supervise and assist students in getting a snack out of share box
 - NO FOOD OR WRAPPERS MAY LEAVE THE PORCH
 - Kids can take one item at a time – encourage sharing if there are more kids than snacks.
 - Trash goes in the trash cans (inside dining hall)
 - Compost goes in the compost bucket (in dining hall back closet, bring it out!)
 - At the end of Recreation time
 - Return the share box and compost bucket to the staff table in the dining hall
 - Please clean up any food or trash left behind and put in in appropriate place.

THE REST OF THE SCHEDULE FOR TUESDAY-THURSDAY IS AS FOLLOWS:

- **4-5 pm -- Counselor Meeting** (at the office AFTER you count your kids at dining hall)
 - Line up and count kids in front of dining hall BEFORE coming to office
 - Wait for principal to come before you leave your kids!

- **Cabin time – 5:00 – 5:40 pm**
 - Work on skits that are 100% school appropriate, follows outdoor school rules, etc.

5:45 PM -- DINNER

7:15 PM – EVENING ACTIVITY

9:00 PM – GET READY FOR BED

9:30 PM -- LIGHTS OUT/VOICES OFF

9:45-11:15 PM – COUNSELOR TIME-OFF AND NIGHT PATROL DUTY

Time Off and Night Patrol Duty:

- Do NOT leave your cabin until 9:45 pm and only IF they are silent and on their way to sleep!!
- During your time off, you may be in one of the following places:
 1. In the Dining Hall chillin' with the Counselor Coordinator and other counselors
 2. At the Dining Hall payphone
 3. In your cabin sleeping or reading or writing or doing homework, etc.
 4. In your own village bathroom, to shower, etc. (ladies living in the boys village may go to the girls village bathroom to shower).
 5. At your Night Patrol duty in one of the villages. (where you will be **actively** supervising the villages to ensure everyone is silent and safe)

Wednesday is Boogie Night!!

- Remind students that this is not a boy/girl dance; no dates allowed! We are all going together. It's like a dance party!
- Feel free to dress silly, but appropriate, for the occasion
- Let loose; dance, sing!! Encourage students to HAVE FUN!
- Be a role-model, take a chance, and be free to DANCE!!

Thursday is Skit Night!

- Practice your skit at cabin time and after dinner throughout the week
- Encourage students ideas to be shared and heard by others. Creating a skit with a group of people requires serious cooperation!
- You'll give a brief "speech" at the end of your group's skit.
 - What to say? Give thanks and appreciation, make the kids feel special. Be Positive!



FRIDAY SCHEDULE

- **Wake-up 6:45 AM**
 - Have everyone pack up at least one item to bring down to luggage drop off
 - Sleeping bag recommended for easy and quick pack up.
- **Breakfast 7:30 AM**
 - The first groups down to breakfast will help to set up
- **Moving Out after Breakfast**
 - Have kids pack up personal stuff and put it outside so the floor can be swept
 - Delegate duties to each student:
 - Sweep floor (under beds, too!)
 - Check under beds and in cubbies for belongings and trash
 - Flip mattresses up so they lean against the wall next to bed
 - Gather litter from outside and inside of the cabin
 - Empty trash can in dumpster in the village
 - Turn heater thermostat all the way off (to the left)

** Wait for a naturalist to officially check you out of your cabin, then bring all luggage to the gazebo next to the dining hall. Then wait with your group in front of the dining hall until your naturalist comes!

True story of what it was like to be a child in Loma Mar in the early 1900s.

Enchanted Childhood, by Mary Clark Brown

A pleasure to dream – or shall I call it remembering, remembering those days so long ago when we rode in a stagecoach to Grandfather’s house. It was an all-day journey, jostling and bouncing over dusty roads.

Grandfather Woods had been a surveyor. On one of his trips to the Pacific Coast he apparently became infected with “California Fever.” It must have been catching, for when he returned home to Iowa, he persuaded Grandmother to pack up their six small children and board a train for San Francisco. That was back in 1873, just four years after the driving of the Golden Spike.

Mother and her sisters and brother grew up in San Francisco under Grandmother’s watchful eye while Grandfather continued his surveying. They acquired 80 acres in the redwoods along Pescadero Creek, some 30 miles south of the city. In 1892 they built themselves a redwood house and named it Forest Home. A few years later, my twin brother Edward and I were born there at Forest Home. A few years later, my twin brother Edward and I were born there at Forest Home. Although our own home was in San Francisco, we spent many never to be forgotten summers and holidays visiting our grandparents in that enchanted forest.

In those days, to travel the 30 miles from San Francisco to Forest Home was an all-day adventure. We first took an early train south as far as Redwood City. There, a big lumbering stagecoach awaited our arrival. Happy and jolly old Sam Sloan, the driver, always greeted us with gusto, as Edward and I were special friends of his. For several hours of the trip he would perch us up beside him, high on the driver’s seat, while he entertained us by spinning tales of his encounters with bears.

Our route took us through Woodside and from there high into the Coast Range. By midday we would reach the summit. Next came a stop for lunch in an old wooden building where the passengers all sat together at a long table laden with food. Then through the woods to La Honda where the horses were changed.

The following pages are a collection of useful suggestions, games to play and stories to share with your students during cabin time and/or bedtime! USE THEM!! THEY WILL HELP YOU!!

HELPFUL TIPS TO ENCOURAGE POSITIVE BEHAVIOR

1. Give the kids the rules on the first day – set the tone. Let them know you are here to help them have a great week. Your job is to make sure they are following rules and being safe. That is also their job!
2. Be consistent – don't play favorites. Be fair and honest.
3. *Follow through with disciplinary action.* Kids won't take you seriously if you don't follow through. "If you do this behavior again, you will get a check." And stick to it!
4. Be forgiving. – once the matter is resolved, forget it and start fresh. Help the student understand that they are not bad people, they just made an inappropriate choice.

YOU MAY NOT TOUCH A CHILD OUT OF ANGER!!!

Aggressive handling of children is ABUSE and is grounds for dismissal from the program.

YOU MAY USE:

- * Positive, redirecting words of encouragement to change their undesired behavior.
- * The check system
- * Support from the ENH staff.
- Establishing Cabin Agreements on the first day are

LET KIDS KNOW WHEN THEY ARE DOING A GOOD JOB!

PRAISE AND ENCOURAGE POSITIVE BEHAVIOR AND BE SPECIFIC!

"I REALLY APPRECIATE HOW YOU HAVE COME HERE TO BE A COUNSELOR TO FACILITATE POSITIVE EXPERIENCES HERE AT THE OUTDOOR SCHOOL!"

HOW TO TALK SO KIDS WILL LISTEN AND HOW TO LISTEN SO KIDS WILL TALK

HELPING CHILDREN DEAL WITH THEIR FEELINGS

Children Need to Have Their Feelings Accepted and Respected

1. You can listen quietly and attentively.
2. You can acknowledge their feelings with a word: "Oh..I see.."
3. You can give that feeling a name: "That sounds frustrating!"
4. You can give the child her/his wishes in a fantasy: "I wish we could stay up all night, but I need my sleep."
5. All feelings can be accepted. Certain actions must be limited: "I can see how angry you are at your friend. Tell him what you want with words, not with fists."

TO ENGAGE A CHILD'S COOPERATION

1. Describe what you see, or describe the problem: "This cabin is a mess."
2. Give information: "It's going to be very hard to find our clothes when we need them."
3. Describe what you feel: "I would be embarrassed if anyone else saw this cabin."
4. Say it with a word: "Okay gang, the CABIN!" (Often, one word says it all without lecturing.)
5. Write a note. On cabin door: "Gasp! I'm choking in all of this stuff laying around. Please help me breathe easier and put your things away. Thanks. Signed, Your Cabin."

INSTEAD OF PUNISHMENT

1. Express you feeling strongly – without attacking them! "I feel frustrated because..."
2. State your expectations. – "I expect all of you to be respectful to others."
3. Give them a choice. – "You can be respectful and listen or you can move next to someone you will not be tempted to talk to when it's a listening time."
4. Solve problems. – "What can you do differently to avoid this from happening again?"

Outdoor School Rules and Check System

1. RESPECT
2. No put-downs or roughhousing
3. Other cabins and villages are off-limits.
4. Sticks and rocks are leavitrates (leave it right where you see it).
5. Running on the Recreation field only.
6. Stay within boundaries.
7. HAVE FUN!!

Check System

The check system is in place for students who disregard Outdoor School rules. Generally they are given either for repeat offenses after being warned that their ignoring of directions will lead to a check or if a student does something that is completely inappropriate. The goal of this system is to help students think of more positive ways to handle specific situations. They should not be given to entire groups at once and the student should be told the specific behavior they are receiving the check for. Please use them sparingly, but when necessary. Some students may just test the limits to see what they can get away with...in cases when this is obvious, do not hesitate to give a check if it is deserved.

1 Check = 15 minutes served on the check deck during recreation time

2 checks = Additional 15 minutes served on check deck and student must have a conference with the principal or Assistant Principal to discuss how to improve.

3 checks = Report to office during recreation time. Principal will call home to discuss the issue with a parent or guardian.

4 checks = Student is removed from the program and a parent/guardian must come get them.

EMERGENCY PROCEDURES

GENERAL GUIDELINES

- Do not perform first aid or cardiopulmonary resuscitation (CPR)
- Do not touch blood or other bodily fluids
- Stay with the injured person and send TWO students for help
- When staff members arrive, be prepared to be sent back to your group. Please don't take this removal personally, your cabin group needs you.
- DON'T PANIC. REMAIN AS CALM AS POSSIBLE. Only one emergency at a time please!

LATE NIGHT EMERGENCIES

- Stay with the injured person until relieved by teachers or staff
- Send TWO responsible students to get another counselor for help with information to relay: who what where when. BE BRIEF, BUT ACCURATE
- Other counselor and two students go to old dining hall or ENH office to call on-call staff member with information
- When relieved from the situation, play down the event as much as possible—RUMOR CONTROL! Rumors can lead to panic, which can lead to more accidents

REMEMBER: DON'T LET PANIC CAUSE A SECOND EMERGENCY!

SECRET MEDICAL CODES

For your eyes ONLY! You'll find on your cabin list any dietary restrictions and medical concerns for specific students. These are important for you to know, but please don't spread this information any further than your naturalist...

B= breakfast meds

A= allergies

ST= sleep talker→BB

T= trail meds

AS= asthma

***SW= sleep walker→BB

D= dinner meds

INH= inhaler/ NEB= nebulizer

***BW= bed wetter→BB

C= campfire meds

NB= nosebleeds

***BB= bottom bunk

* please help remind students taking meds at meals or other times of day

SD= special day student

***PU= pullup

**campfire meds: leave pairs to get meds, the rest of your cabin can prepare for lights out

HS= expected home sickness

***on the first day, check in with these students so you have open communication for the entire week, but keep it secretive!

CS= car sick

