

# TEACHER'S HANDBOOK



## **Exploring New Horizons at Loma Mar**

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Dear Wonderful Teachers!

Thank you so much for all your effort and hard work to get your students to outdoor school. We hope this field trip allows you to take a step back and have the opportunity to see your students gain scientific knowledge and more independence through hands-on and place-based learning.

This handbook is divided into 2 parts. The first half (pages 3-15) is designed to give you information about the logistics of our program. The second half (pages 16-28) are resources you can print and give to students and parents or use for cabin leader recruitment. We also urge you to read the Service Agreement (Contract) that we have with your school group to update you with any changes or procedures your school has agreed upon with participating in our program. Please give us a call 650-879-0608 if you have any questions and we look forward to seeing you soon!

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# SPECIFIC DUTIES REQUESTED OF THE CLASSROOM TEACHER

## **PRIOR TO ATTENDING THE OUTDOOR SCHOOL:**

### **1. SET UP A PRESENTATION DATE WITH OUR PROGRAM COORDINATOR (PC)**

Our PC will contact you to set up a date for a parent presentation and a teacher meeting either on that same day or by phone. For returning schools we will provide a Power-point and script for you to do a presentation about the program for the students. For new schools, the PC will find a time the same day as the parent presentation to do a student presentation. The PC will take notes on the Teacher Meeting Notes sheet (see attached page), so you can prepare by looking over the information she will be asking of you. The PC is Natasha Anderson. Her email is: [natasha@exploringnewhorizons.org](mailto:natasha@exploringnewhorizons.org) and her cell phone is 831-673-8833.

### **2. ASSIGN CABIN GROUPS OR PARTNER LISTS**

The PC will tell you how many cabin groups to create and will email you the cabin group template spreadsheet that we want you to use. Please plug in the names as well as their teacher's name in the cabin template and email back to the PC ([natasha@exploringnewhorizons.org](mailto:natasha@exploringnewhorizons.org)) & Medic ([lomamarmedic@exploringnewhorizons.org](mailto:lomamarmedic@exploringnewhorizons.org)) on the due date they assign to you. Please use the student's first and last name (no nicknames or initials).

If making partner lists, please only make partners or groups of three. You can also note any groups that may need a strong naturalist or cabin leader or two cabin leaders (two cabin leaders might not be available). Also, if you come with other schools, it may be a good idea to directly collaborate with the other teachers and possibly create the cabin lists together. Creating a Google Doc might be an easy and effective way to match your students up, since the ENH staff does not know your students.

We need cabin groups/partner lists at least 10 days prior to your arrival. Feel free to contact us later if there are any changes. Upon arrival to outdoor school, we will review these lists and make any edits before the students are assigned their cabins.

### **3. DISTRIBUTE AND KEEP TRACK OF STUDENT MEDICAL FORMS**

We use **online medical forms** (we can provide paper copies to schools/families that are unable to use the online version; you will need to scan/ email or fax them to us). We use a secure company called InformedK12. Our PC will give you instructions and a link to distribute these forms to your students' parent/guardian.

Please make sure the forms are completed by the due date the PC sets with you. This will allow us to prepare for dietary restrictions and organize our medical procedures before your arrival. We will give you access to all the medical forms for your school so you can track each student to see if they have submitted the form. If we are missing a form, we will contact you and ask you to follow through with that family to get the form completed.

We also have an "**Aide Handbook**" for Aides/Nurses or any other professional adult that comes along to support one or a small group of students. We need to set students up for success, so any medical, dietary, behavioral/emotional concerns need to be addressed with the Program Director well in advance of outdoor school in order to make appropriate arrangements. Outdoor school is an unknown and foreign environment to the vast majority of students so please consider this in planning your trip.

### **4. HELP RECRUIT CABIN LEADERS FOR YOUR WEEK**

Starting in the 2019-2020 school year, we are evolving our recruitment model to include the elementary and middle school teachers and/or administration to help recruit cabin leaders for your students. Please see information starting on page 28 of this handbook for ideas on how to help. The more cabin leaders we have applying, the better the experience for you and your students. If we can't improve the recruitment process together, we may need to include parent chaperones for your group.

### **5. PREPARE YOUR CLASS FOR THE OUTDOOR SCHOOL EXPERIENCE WITH PRE-PROGRAM ACTIVITIES**

Such activities could include curriculum ideas provided with our "Curriculum Handbook", field trips, class projects, etc. The level of preparedness varies for each class and is left entirely up to the individual teacher. Keep in mind the kind of follow through you would like to have when you return to the classroom.

**With students you are worried about being homesick, talk to their parent/guardian and encourage sleepovers!**

### **6. PREPARE YOUR STUDENTS WITH BEHAVIOR EXPECTATIONS**

Please use the "Student Responsibility Contract" to communicate and clarify expectations and rules of a positive and safe outdoor school environment. We suggest you do this the week before attending and have ALL students sign after discussing. You can bring the contract to outdoor school and give it to the Program Director to be used as a tool if behavior issues occur.

**7. BE SURE YOU HAVE ROOM ON YOUR BUS(ES) FOR CABIN LEADERS, AND THAT YOU COLLECT CABIN LEADER MED FORMS BEFORE THEY BOARD THE BUS**

\*We may also email their med forms to you the Friday before. If you aren't able to accommodate all the cabin leaders on your bus and need us to transport some, please let us know and there may be a \$150 fee for this extra service.

**8. SUPERVISE LOADING AND DEPARTURE FROM YOUR SCHOOL THE MORNING YOU LEAVE**

Introduce yourself to the cabin leaders, make sure they are all there and have them help load the luggage! You should receive a list of cabin leaders to expect via email from the PC the Friday before you come here so that you know who should be there.

9. Please call us if someone on the list does not show up! (650) 879-0608.

10. Be sure to collect all medications (in Ziploc bags with child's first and last name on it) from the students or from the student's parents. We will collect these medications as soon as you arrive at outdoor school.

**ROLE OF CABIN LEADERS DURING LOADING AND DEPARTURE:**

Cabin Leaders should plan to arrive at the elementary school 30-45 minutes early to assist the bus driver(s) in loading luggage. We will call all of the cabin leaders **one week prior to confirm**. At this point, we will tell them to be at the school at the time you specified at our Teacher Meeting prior to your visit. They should act in a professional manner at all times, especially when talking with parents. They should spread themselves out on the buses so as to help supervise the students. Cabin leaders can also be very helpful in leading (appropriate) songs during the ride.

**WHILE AT OUTDOOR SCHOOL:**

**1. YOU MAY JOIN ANY TRAIL GROUP IF YOU CHOOSE TO DO SO**

We encourage you to be a part of all phases of the program to provide continuity for your students. This provides a rare opportunity for both teachers and students to participate together in a new setting. It also allows you to connect activities the students did here to the curriculum back in the classroom.

**2. CONDUCT CABIN CHECKS IN THE MORNING (Between 9:15 and 3:00pm), AND HAND OUT THE HONORABLE "GOLDEN DUSTPAN" AWARD TO THE CLEANEST CABIN**

Find the Golden Dustpans in the Dining Hall and award one to the cleanest cabin in the Near Village and one in the cleanest cabin in the Far Village.

**3. SUPERVISE RECREATION TIME TUESDAY, WEDNESDAY & THURSDAY FROM 3:00-3:45 \*\*NOT THE 1ST DAY\*\***

New to the 2019-2020 school year, we will now have classroom teachers supervise their students during recreation time. You will sign up for your duty on the first day when the Program Director and Medic come to the cabin to review cabin lists. The cabin leaders will now have a break during this time to work on online homework and take a much-needed break away from the students. At 3:40, teachers will line up their students in front of the Dining Hall to transition to Teacher Time (see below). If there is more than one school at camp, teachers are expected to communicate with each other about where they want to take their class/school for teacher time.

**4. CONDUCT "TEACHER TIME" TUESDAY, WEDNESDAY & THURSDAY FROM 3:45-4:45 PM \*\*NOT THE 1ST DAY\*\***

Teacher Time happens after recreation time. Generally, teachers take their class to an outdoor or indoor meeting area (we have a wide range of great spots, so ask the Program Director for suggestions). Teachers lead activities, do art projects, play games and/or have their students share about their hikes they just went on. **IT IS REALLY UP TO THE TEACHER WHAT THEY WANT TO DO WITH THIS HOUR.** The cabin leaders are in a meeting with the Cabin leader Coordinator during this time, so they will not be supervising the students. Teachers are required to bring their own supplies for the activities they intend on conducting, however, if you are short some supplies, please check in and we will see if we have materials for you in our office. During this time, we ask that you check in with your students regarding how life is in the cabin, how students are getting along, how their cabin leader is doing and if there are any concerns we should know about.

We will ask you to distribute a **Mid-Week Student Evaluation to the children during your Wednesday meeting**. This is extremely helpful in assuring proper conduct of the other students and cabin leaders. *At 4:45 pm, please wait with your students at the Dining Hall for the cabin leaders to come back from their meeting.*

**5. PLEASE HELP US TAKE CARE OF SICK CHILDREN: PRIMARILY HOMESICKNESS AND DEHYDRATION**

**We do not expect you to administer First Aid unless you are certified and feel comfortable doing so.** Should it be

necessary to provide overnight care for a sick child, we may ask that a teacher make arrangements to stay with the child either in the Health Habitat, office or in the teacher's house. There will always be 2 ENH staff members on-call each night for emergencies with cabin groups. If there is a sick child or cabin leader, teachers must be available to care for them through the night. **We recommend two teachers being "on call" each night as being alone with a child is a huge liability for you and our program.**

**6. FEEL FREE TO HELP OUT WHERE THERE IS A NEED.**

Areas where we can use help are with supervision, discipline, campfire programs, homesickness, etc. Your knowledge and experience are an extremely valuable part of the program.

**7. FILL OUT A PROGRAM EVALUATION AND STUDENT HEADCOUNT SHEET**

The Program Director will give you these at the end of the week to fill out and return.

**8. HAVE FUN!!**

# **Cabin Leader Recruitment: WE NEED YOUR HELP!**

Dear Exploring New Horizons (ENH) Classroom Teachers,

High school cabin leaders play an essential role in our program, ensuring that cabin groups are working as a team, getting them to meals and hikes prepared and on time, and acting as role models and mentors for your students. Cabin leaders also gain critical leadership and communication skills throughout the week, community service hours and references for college or jobs. Each year, however, it becomes harder to recruit cabin leaders as both academic and athletic pressure increases. The ENH Program Coordinator visits over 45 elementary/middle schools and 30 high schools each school year to recruit and train cabin leaders. To ensure the best possible experience for your students, we need your help with recruitment. Here is how you can help:

## **Start early**

- As soon as you know the date of your attendance, reach out to your networks for cabin leaders. The sooner you get the word out the better.

## **Visit your local high school(s)**

- A visit from you or another local teacher is much more powerful than an email from ENH
- Talk to administrators, guidance counselors, and teachers to gain support of our program
- Ask high school staff who are in support of our program to help advocate and spread the word to students and to other teachers and administrators
- Ask to hang up informational fliers we can provide around the high school
- Research how high school students receive announcements so you and ENH can both advertise in that pipeline of communication
- If there are social media networks affiliated with the high school that high school students use, advertise the opportunity there or give ENH staff the information
- Put whoever you contact at high schools in touch with us as we are happy to train and support high school contacts

## **Reach out to former students, parents, youth groups...**

- Former students might not know about the opportunity, and once they find out, will usually have a network of interested friends
- Your students' parents may have contacts at places we don't have access to such as youth groups, scout programs, churches, and sports teams
- Include information about outdoor school at your Back to School Night in the Fall, let parents know the date and that we will need 14-20 high school (or college) students for your week.

## **Help us spread the word about Cabin Leader Training and Workshop:**

- We will give you all the information you need, including application packets, fliers, and information sheets about a cabin leader training scheduled in your area.

## **Let's Communicate**

- Please be proactive about checking in with us about cabin leaders. Let us know if you've passed out applications and give us contact information for cabin leaders you want to sign up.

We look forward to having you at Exploring New Horizons this year. Thank you for your active help in recruiting cabin leaders and making this a meaningful experience for your students!

Bridget "B" Posson  
ENH Loma Mar Program Director

# Medication Procedures

**Any serious medical conditions should be discussed with either the Medic or Program Director prior to arrival.** All medications should be collected from the students before leaving school (see below for instructions on instructing parents on how to prepare their child's medication to hand over to you). Students will be given an opportunity to turn in any additional medication during the recess on the first afternoon of program. **No medications**, except for asthma inhalers and Epi pens, **are to be in the cabins**. This includes Tylenol, prescription creams, antibiotic ointments, cough drops, etc.

## Times to dispense medications.

Medications will be given during breakfast, dinner and campfire. They will be distributed by the Medic or another ENH staff member. If there are a large number of students with medications, teachers may be asked to assist in the distribution at meals.

## On the trail

Medications that need to be given on the trail will be given to the naturalist in a bag with a medication sheet inside. This may be done once at the beginning of the week, or daily.

## Asthma Medications and Epi Pens

Children who use inhalers may keep their inhalers with them at all times. **Parents should be encouraged to send an extra inhaler along to keep in the health habitat in case the child misplaces the original.** Any breathing machines or special devices need to be discussed with the Medic.

Children who arrive with Epi pens are **required** to carry them at all times.

## Our Medicine Cabinet

ENH has a well-stocked medicine cabinet. However, please tell parents they need to provide any medicine they anticipate their child will need regularly (e.g. allergy medicine). When you arrive at outdoor school, the Program Director can review our policies and procedures regarding first aid. ENH staff, teachers, and administrators can dispense medications in the office. Please do not dispense anything without being briefed on our policies.

## Please Note:

1. While we appreciate your assistance with children who are feeling ill or homesick, please leave all first aid pertaining to injuries to ENH staff members. Our staff is certified in first aid and CPR. Limit your liability.
2. Under no circumstances is a cabin leader to dispense medication.

**\*\* Tell parents to write down any special health or dietary needs on their medical form. What is written there will be reviewed by our Medic and pertinent information will be given to that child's naturalist and cabin leader.**

## **Medication Organization –PLEASE READ!!**

You play an extremely important role in collecting, organizing, and delivering student medications to camp! Here are a few helpful tips for medication organization.

1. All student medications **MUST** be in their original containers. We cannot dispense medication that is not in original packaging.
2. All medications for each child should be placed in a zip lock baggie labeled with the student's name and the classroom teacher's name.
3. All of the medications from each classroom should be placed in a box or bag labeled with the teacher's name.
4. The Medic will meet you at the bus upon your arrival to immediately collect all medications. These will be kept in a locked cabinet in the Health Habitat at all times. Medications will be returned to the teachers on Friday shortly before boarding the buses.

# Homesickness: The Most Common Illness at Outdoor School

Homesickness is a fairly common occurrence, which most students overcome readily as they are swept up in the activities of outdoor school life. Sometimes it will linger and become painful. Please help your students succeed by reading and implementing the following strategies.

## Before coming to the outdoor school:

If you have worried parents, encourage them to use encouraging words with their child about how great their experience will be and that they will be there when they get home! Encourage them not to get too “dramatic” in front of their child. This will help the child feel calmer about coming.

Tell the parents to have their child do a sleep over, or several sleepovers. There are countless stories of kids never having a sleepover before outdoor school and it turns into a disaster when they are SUPER far away from home.

Strongly discourage special arrangements such as phone calls home. Such arrangements make the child vulnerable to homesickness. Do, however, assure the parents that if their child has extreme homesickness, we will call them.

## How you can help with homesickness at Outdoor School:

If you have an anxious/homesick child, try to let that child focus on the activities at the outdoor school. You are the person most likely to be complained to - don't promote those opportunities. Let the child take the initiative in surfacing homesick problems.

PLEASE DO NOT indicate to the child that he or she may make a phone call home. Such calls are usually a sobbing, counterproductive mess.

## Our most successful practices in dealing with homesickness have been to:

Nip it in the bud; keep the child engaged in program activities; buy time, but do not promise a phone call, a cabin switch, etc.. Remind them that the more they spend time thinking about how sad they are, the worse they are going to feel. Encourage them to be proactive and distract themselves by engaging in the activities in front of them.

If the homesickness persists or the child is abnormally stressed, a phone call to parents is best made without the child's knowledge and certainly without the child's presence. The Principal/Vice Principal or Medic can make this call to let parents know the situation, advise them of possible steps (“Tell my child I love him and look forward to seeing him on Friday” seems the best), and let them choose what they want to do. We do not encourage parents to come pick up their child unless they are making themselves physically ill or nonfunctional from the stress.

We discourage child-parent homesick talks on the phone, but if parents want that, they can be forewarned of the probable meltdown of their child and assured that a few minutes after the phone call their child will probably be fine. (From much experience, this is simply the truth.) Parents can also be advised that they will be called back shortly with an update if things have not improved.

While we try to help parents and children through the homesickness, parents of course may choose to pick up their child at any time. If that is the decision made, then we try to define the child's time at ENH as a success. Also, if the child becomes a detriment to the program for others, we may choose to send that child home.



# The Food!

One of the most common questions for all who come to Outdoor School is about the food we serve. Our wonderful YMCA kitchen staff are working hard to feed everyone and accommodate the needs of each child. Breakfast and Dinner are served in the Dining Hall and lunch is eaten out on the trail. All meals are served family style; students and their cabin leaders sit together at their own table, and staff and teachers will have one large table to dine together at.

Coffee, tea, cereal bar (at breakfast) and a salad bar(at dinner) are available to staff, teachers, cabin leaders and in special cases, students. We encourage students to try what is being served at their table, but we will make exceptions to very picky eaters. It is helpful for teachers to scan their students' plates to make sure that they are eating.

All meals are served with milk and/or juice, and water. Please see individual 5-day and 4-day menus for specific meals served.

We do accommodate many food allergies; if one of your students has a food restriction/allergy and after reviewing the menu, it looks like some additional accommodations might need to be made, please contact our Medic for more information. We can set up an alternative meal plan for that student and the parent may need to send up additional food for their child. Additionally, please contact our Medic for further information about specific menu ingredients. If students have special dietary needs that we cannot provide, the parent must provide the student's food and give it to the teacher who will give it to our Medic upon arrival. Special dietary needs **MUST** be written on the students' medical form.

Menu subject to change without notice.

# Exploring New Horizons Menu

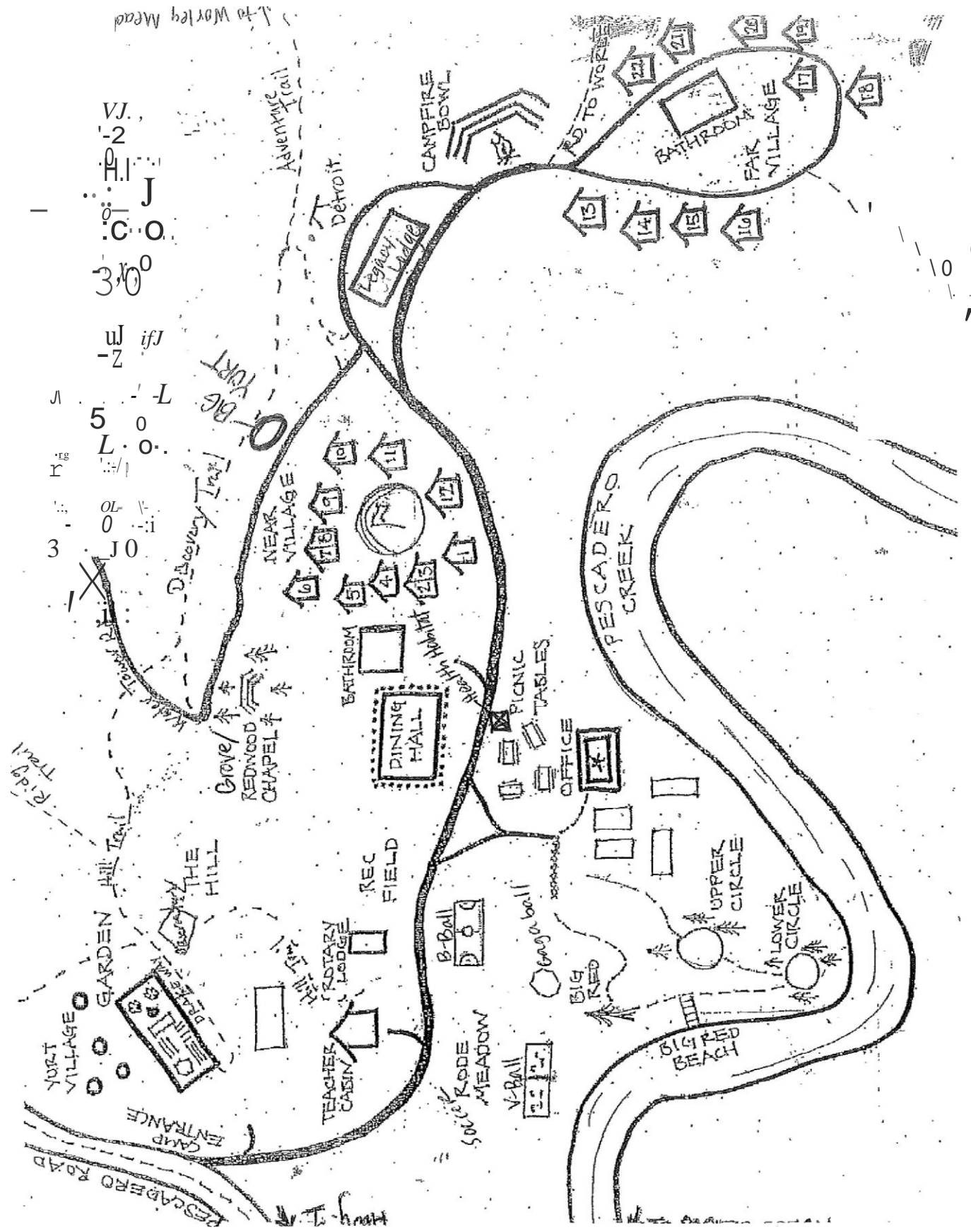
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BREAKFAST</b>		Pancakes Bacon Fruit Salad Yogurt Milk, orange or apple juice, water	Scrambled Eggs Home fried potatoes Tortillas Salsa Fruit Salad Milk, orange or apple juice, water	French Toast Sausage Fruit Salad Yogurt Milk, orange or apple juice, water	Cinnamon Rolls with Icing Mixed berries Yogurt Milk, orange or apple juice, water
<b>LUNCH</b>	Students bring their own bagged lunch	Sun Butter Jam Turkey Cheese Mustard Pickles Hummus Carrots or Celery Apples or Oranges Pita/Bread	Sun Butter Jam Turkey Cheese Mustard Pickles Hummus Carrots or Celery Apples or Oranges Pita/Bread	Sun Butter Jam Turkey Cheese Mustard Pickles Hummus Carrots or Celery Apples or Oranges Pita/Bread	Grilled Cheese Sandwiches Graham Cracker Fruit
<b>DINNER</b>	Spaghetti (Vegan/Vegetarian sauce) Garlic Bread Caesar Salad Milk or Water	Chicken Tenders Mac & Cheese  Broccoli Milk or Water	Pizza, cheese and pepperoni  Spinach Salad Milk or Water	Shredded chicken Tortillas and  Crunchy Taco Shells Black Beans Shredded Lettuce Sour Cream Salsa Shredded Cheese Milk or water	

# ENH4-Day Menu (Tuesday-Friday)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BREAKFAST</b>			Scrambled Eggs Home fried Potatoes Tortillas Salsa Fruit Salad Milk, orange or apple juice, water	Pancakes Bacon Fruit Salad Yogurt Milk, orange or apple juice, water	Cinnamon Rolls with Icing Mixed Berries Yogurt Milk, orange or apple juice, water
<b>LUNCH</b>		Students bring their own bagged lunch	Sun Butter Jam Turkey Cheese Mustard Pickles Hummus Carrots or Celery Apples or Oranges Pita/Bread	Sun Butter Jam Turkey Cheese Mustard Pickles Hummus Carrots or Celery Apples or Oranges Pita/Bread	Grilled Cheese Sandwiches Graham Cracker Fruit
<b>DINNER</b>		Spaghetti (Vegan/ Vegetarian sauce) Garlic Bread Caesar Salad Milk or Water	Pizza, cheese and pepperoni  Spinach Salad Milk or Water	Shredded chicken Tortillas and  Crunchy Taco Shells Black Beans Shredded Lettuce Sour Cream Salsa Shredded Cheese Milk or water	

## DAILY SCHEDULE, EXPLORING NEW HORIZONS OUTDOOR SCHOOL

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<ul style="list-style-type: none"> <li>Meet at elementary school; cabin leaders help load buses</li> <li>Buses depart for ENH!!</li> </ul> <p><b>11am</b> - WELCOME!!!! Cabin leaders meet with Cabin Leader Coordinator and unload luggage</p> <p><b>11:30</b> - Lunch; bring your own</p> <p><b>12:15</b> - Village rules; meet your cabinmates; move into your cabin</p> <p><b>1:15pm</b> - OPENING CEREMONY</p> <p><b>2pm</b> - Intro hike/site tour</p> <p><b>3:30pm</b> - Cabin Leader and Teacher meeting</p> <p><b>4:00pm-Recreation Time for Students (Cabins/Villages Off Limits)</b></p> <p><b>4:45pm</b> - Cabin Time/Naturalists and Teachers meet in DH</p> <p><b>5:30pm</b> - DINNER; meet in front of dining hall</p> <p><b>7:15pm</b> - NIGHT HIKE or TOWN HALL; Meet at designated area</p> <p><b>8:30pm</b> - Campfire!!</p> <p><b>9:00pm</b> - Dismiss to cabins</p> <p><b>9:30pm</b> - Lights out; all cabin leaders in cabins</p>	<p><b>7am</b> - WAKE UP <b>7:45pm</b> - BREAKFAST</p> <p><b>8:35</b> - Beach hikers stay at dining hall; Forest hikers return to cabin to prepare for hike</p> <p><b>9:15pm</b> - MEET FOR FOREST HIKES at designated location</p> <p><b>3:00pm</b> - TEACHERS SUPERVISE: RECREATION Time, SIGN UP FOR DUTY ON FIRST DAY. Cabins and Villages off-limits</p> <p><b>3:40PM:</b> Teachers line up students in front of Dining Hall</p> <p><b>3:45pm</b> - Teacher Time! <b>(ONLY 45 Minutes)</b> - Cabin leader Meeting in office</p> <p><b>4:30pm:</b> Teachers Line Up Students in front of Dining Hall, Cabin leaders take students to cabins</p> <p><b>4:30pm</b> - Staggered showers and cabin time</p> <p><b>5:40</b> - DINNER KP GROUP MEET in front of DINING HALL</p> <p><b>5:45</b> - DINNER - Everyone meets in front of dining hall</p> <p><b>7:15pm</b> - NIGHT HIKE or TOWN HALL</p> <p><b>8:30pm</b> - Campfire</p> <p><b>9:00pm</b> - Dismiss to cabins</p> <p><b>9:30pm</b> - Lights out</p> <p><b>9:45pm</b> - Cabin leader Time Off and Village Patrols begin</p> <p><b>10:45pm</b> - All Cabin leaders return to cabins</p>	<p><b>7am</b> - WAKE UP <b>7:45pm</b> - BREAKFAST</p> <p><b>8:35</b> - Beach hikers stay at dining hall; Forest hikers return to cabin to prepare for hike</p> <p><b>9:15pm</b> - MEET FOR FOREST HIKES at designated location</p> <p><b>3:00pm</b> - TEACHERS SUPERVISE: RECREATION Time, SIGN UP FOR DUTY ON FIRST DAY. Cabins and Villages off-limits</p> <p><b>3:40PM:</b> Teachers line up students in front of Dining Hall</p> <p><b>3:45pm</b> - Teacher Time! <b>(ONLY 45 Minutes)</b> - Cabin leader Meeting in office</p> <p><b>4:30pm:</b> Teachers Line Up Students in front of Dining Hall, Cabin leader take students to cabins</p> <p><b>4:30pm</b> - Staggered showers and cabin time</p> <p><b>5:40</b> - DINNER KP GROUP MEET in front of DINING HALL</p> <p><b>5:45</b> - DINNER - Everyone meets in front of dining hall</p> <p><b>7:15pm</b> - Barnyard Boogie Dance!</p> <p><b>8:30pm</b> - Campfire</p> <p><b>9:00pm</b> - Dismiss to cabins</p> <p><b>9:30pm</b> - Lights out</p> <p><b>9:45pm</b> - Cabin leader Time Off and Village Patrols begin</p> <p><b>10:45pm</b> - All Cabin leaders return to cabins.</p>	<p><b>7am</b> - WAKE UP <b>7:45pm</b> - BREAKFAST</p> <p><b>8:35</b> - Beach hikers stay in front of dining hall; Forest hikers return to cabins to prep for hike</p> <p><b>9:15pm</b> - MEET FOR FOREST HIKES at designated location</p> <p><b>3:00pm</b> - TEACHERS SUPERVISE: RECREATION Time, SIGN UP FOR DUTY ON FIRST DAY. Cabins and Villages off-limits</p> <p><b>3:40PM:</b> Teachers line up students in front of Dining Hall</p> <p><b>3:45pm</b> - Teacher Time! <b>(ONLY 45 Minutes)</b> - Cabin leader Meeting in office</p> <p><b>4:30pm:</b> Teachers Line Up Students in front of Dining Hall, Cabin leaders take students to cabins</p> <p><b>4:30pm</b> - Staggered showers and cabin time</p> <p><b>5:40</b> - DINNER KP GROUP MEET in front of DINING HALL</p> <p><b>5:45</b> - DINNER - Everyone meets in front of dining hall</p> <p><b>7:15pm</b> - SKIT NIGHT!</p> <p><b>8:30pm</b> - Campfire</p> <p><b>9:00pm</b> - Dismiss to cabins</p> <p><b>9:30pm</b> - Lights out</p> <p><b>9:45pm</b> - Cabin leader Time Off and Village Patrols begin</p> <p><b>10:45pm</b> - All Cabin leaders return to cabins.</p>	<p><b>6:45am</b> - WAKE UP &amp; PACK <b>7:30am</b> - BREAKFAST; first groups there helps set up the dh</p> <p><b>8:30am</b> - MOVE OUT; pack up, clean, carry luggage to drop off</p> <p><b>9:15am</b> - CLOSING WALK; meet in front of dining hall</p> <p><b>**10:15am</b> - CLOSING CEREMONY</p> <p><b>11am</b> - Lunch</p> <p><b>12-ish</b> - Buses depart for home</p> <p><i>**Closing Ceremony time depends on school's departure time on Friday; please ask Principal for set time.</i></p> <p>Thank you for coming to Exploring New Horizons Outdoor School!!</p> <p><b>** For a 4-Day Program simply eliminate one of the above full days</b></p> <p><b>**Spring Schedule Change: On Monday/Tuesday Campfire begins at 7:15 and Evening Activities begin at 7:45</b></p>



# Teachers' Living Facilities

**Teacher Lodge:** The main housing for teachers includes five 2-bed bedrooms, two full bathrooms (toilet, sink, shower/bathtub), a living room, and a kitchenette with a microwave, sink, coffee maker, and refrigerator. We also have a phone for you to make phone calls; the number is 650-879-1525.

Beds are twin sized, and the YMCA maintenance crew are responsible for cleaning and making sure the sheets are on the beds. Please bring a pillow, blankets/sleeping bag to make sure you are comfortable. Please let the Program Director know of any issues in the Teacher's Cabin.

**Extra Cabins for Aides, Nurses, More Teachers:** There are often student(s) with special needs that require a nurse or aide to provide extra support during the week. We recommend that those folks sleep in their own cabin in the same village as the child. It is the school's responsibility to hire the appropriate support staff. **High school cabin leaders are not equipped with the same training as a professional and did not sign up to be a 1:1 Aide for any student.** Please contact the Program Director to arrange accommodations for additional staff as you are under contract to only bring a certain number of classroom teachers for the week. If the teacher cabin is full, we will have to be creative on housing additional teachers/staff during your stay. ENH will do their best to make sure everyone is comfortable.

**Food & Beverages:** Often, teachers bring food to eat during lunch and snacking times. It is great for staff and students to see the teachers at Breakfast and Dinner in the Dining Hall, but often teachers eat in Pescadero or Half Moon Bay for lunch. We can also set aside lunch food that the students eat on trail and can leave that food in the Dining Hall for you. Just let us know!

**Wi-Fi:** We now have wi-fi in the Teacher Cabin! The networks are: teachers-2.4 (password: bigred123) and network Teachers-5 (password bigred123). Please do not post these passwords anywhere in the cabin, as the YMCA staff are not cleared to use this network. Other networks will be posted on the bulletin board to be used around campus. Please remember this is a screen free week for students and cabin leaders, we try to minimize usage around them :)

# The Checklist of Making Sure You are Ready for Outdoor School

- ❑ The Program Coordinator ([natasha@exploringnewhorizons.org](mailto:natasha@exploringnewhorizons.org)) has visited your school and presented to the parents and presented to student or given you access to the ENH slideshow for you to present to students
- ❑ The Program Coordinator has emailed you the Teacher Handbook (including packing lists, class behavior agreement, and information on cabin leaders) & Curriculum Handbook, and has emailed you the Excel Template for Cabin/Partner Lists
- ❑ Does a student require an aide? Make sure to check in with camp to get a copy of the ENH Aide Handbook and talk with the Program Director for specific accommodations.
- ❑ The Program Coordinator has met with the Teachers to get transportation, cabin leader, T-shirt/Sweatshirt, student concern and curriculum/program logistics figured out.
- ❑ Your group should arrive between 11:00 and 11:30 on the first day of outdoor school and need to leave between 11:00 and 11:30 on the last day of outdoor school.
- ❑ The Program Coordinator has sent you a link to the **on-line medical forms on Informed K12** OR given you a paper medical form to hand out to students. You will become an administrator on Informed K12 so you can view the progress of your students
- ❑ The Program Coordinator has given you a Medical Form deadline and cabin list deadline (minimum 2 weeks before you come) of when we need the forms available to ENH. *We typically begin putting together the cabin lists for your week the week prior to your arrival. If we are missing any medical forms or any other information, we will contact you. If you have any changes the cabin lists, please email us and we will make those changes before you arrive or edit the cabin lists at the meeting when you first arrive.*
- ❑ E-mail T-shirt/Sweatshirt Order to **Assistant Director ([joshua@exploringnewhorizons.org](mailto:joshua@exploringnewhorizons.org))** within 3 weeks of your trip
- ❑ Email the **Health Care Supervisor/Medic ([lomamarmedic@exploringnewhorizons.org](mailto:lomamarmedic@exploringnewhorizons.org))** the cabin lists (or partners of 2-3 students) on Cabin List Template (Excel ONLY) with the correct Teacher's name, correct spelling of child's **FIRST AND LAST NAME**. *We typically begin putting together the cabin lists for your week the week prior to your arrival. If we are missing any medical forms or any other information, we will contact you. If you have any changes the cabin lists, please email us and we will make those changes before you arrive or edit the cabin lists at the meeting when you first arrive.*
- ❑ Friday Before your trip: Receive an email from the **Program Coordinator ([natasha@exploringnewhorizons.org](mailto:natasha@exploringnewhorizons.org))** with the names of the cabin leaders meeting at your school Monday/Tuesday morning and what time they will be arriving.
- ❑ You have checked your class list to make sure **each child has a medical form complete** before coming to outdoor school.



## EXPLORING NEW HORIZONS at LOMA MAR

*Inspiring, empowering, and transforming children's lives through outdoor education.*

Dear Parents,

We are looking forward to your child's upcoming visit to Exploring New Horizons at Loma Mar. Exploring New Horizons Outdoor Schools provides exceptional outdoor residential education to K-8 students at three unique locations tied to state and national education standards. Your son or daughter is one of over 5,000 students from 54 schools that Exploring New Horizons Outdoor Schools at Loma Mar serves annually from the Greater Bay Area. Your child will be attending a (4- or 5-day) outdoor education experience at our Loma Mar Campus.

Your child will be hiking and actively engaged in a variety of outdoor settings. They may be hiking on uneven terrain and the weather is likely to be quite variable. We may experience sunny days, dripping fog, chilly evenings, rain, or a combination of them all! **Please ensure that your child comes to program well prepared for all types of weather.** Clothing that is comfortable, warm and functional is important to a successful Outdoor School experience. Please label all clothing and items with your child's first and last name. It is not important to purchase new items; talk to friends and family if needed to make sure you have jackets, sleeping bags and shoes that will ensure a successful Outdoor School experience. Electronics, cell phones, money, and any valuables should be left at home. Please consult the packing list distributed by the classroom teachers for more details.

Keeping your child safe and healthy at Outdoor School is our top priority. Our teaching staff is trained in First Aid and CPR and provide boundaries and rules to keep them safe during all activities. Due to the close living situation, **please do not send a child that has had a fever or illness in the past 48 hours before their trip.** If an accident should occur, or your child is not feeling well you will be notified and if needed, your child can be transported to a full-service hospital in nearby Half Moon Bay or Redwood City.

If your child needs to take medications regularly, please send your child's medications in its original bottle with complete instructions for administration. Please give this medication to your child's teacher prior to departure and review its administration procedure with them. Students will be allowed to keep any emergency medications with them including: asthma inhalers and epi-pens with them or with a responsible adult at all times. All other medication is kept by the Exploring New Horizons Health Care Supervisor and is given to the students as needed. We maintain a fully-equipped first aid facility which also contains basic over-the-counter medications, as listed on the online medical form. Please do not send these types of medications with your child. In the event that your child should need over-the-counter medication, it will be administered by the Exploring New Horizons Health Care Supervisor and we will need your consent on the online medical form. The medications that we



have on hand to administer with your permission include Tylenol, Ibuprofen, Benadryl, Tums, and Neosporin, Calamine, Robitussin, and Emergency Epi-Pen.

A healthy and happy Outdoor School experience starts at home. Please talk to your child about basic hygiene, such as washing their hands before meals and after they use the restroom.

**Discuss homesickness and set them up for success by focusing on all the fun activities they will be participating in and how fast the week will go by.** We suggest that parents avoid telling students that they can call home or get picked up anytime. Students can be successful for the entire program with a little encouragement. Talk to them about following the buddy system and to speak to an adult if they are having an issue at camp. Exploring New Horizons staff cannot help unless we know there is an issue so encourage them to speak up if they are uncomfortable in any way. We are here to help!

Your child will be busy and engaged their entire time while at Outdoor School. They will not be able to call you or take calls. You are welcome to write your child a letter if you would like to send your encouraging words. We understand that for many students this is their first time away from home for an extended period. We are trained to support homesick students so know that no news is good news if you do not hear from us. **Exploring New Horizons office staff will contact you if medical or discipline issue should occur.** We use a four-step discipline policy (called the Check System) at Exploring New Horizons Outdoor Schools, which helps each student understand the school rules and the consequences of breaking them.

**First Check:** The student will lose 15 minutes of recreation time. **Second Check:** The student will lose 15 minutes of recreation time as well as have a one on one conversation with the Principal or Assistant Principal in order to fill out a 2nd Check Behavior Contract. **Third Check:** The student will lose 15 minutes of recreation time as well as have a conference with the Principal or Assistant Principal and the classroom teacher to discuss their behavior; a 3rd Check Behavior Contract will be filled out. The parent or guardian will be called to notify them of their child's behavior, how they earned their checks and that a forth check will result in their early dismissal of the program. **Forth Check:** The parent or guardian will be called and notified their child has earned a forth check and as a result, has been removed from the program. The program staff will make arrangements with the parent to come and pick the student up. Please understand that a parent is required to provide transportation from Loma Mar should a forth offense occur.

**If your child has specific behaviors or allergies that will impact their stay with us, please make sure you include them on their medical form or call us at 650-879-0608 so we can best plan on how to support your child during their week.**

Thank you very much for taking the time to help prepare your child for their experience at Exploring New Horizons Outdoor Schools. We aim to provide a safe experience for students to learn more about themselves and their connections to each other and the natural world and to take with them memories and lessons that will last a lifetime.

Thank you,

Bridget Posson

Program Director



## Exploring New Horizons Outdoor School at Loma Mar

### Student Responsibility Contract

The Student Responsibility Contract explains the rules and consequences at Outdoor School. Every student signs this agreement before coming to the program. Outdoor School is a unique and exciting community of people with diverse backgrounds. While you are here, please join us in:

- Being open minded and accepting of people's differences and respecting their ideas.
- Respecting and caring for your surroundings and the Earth.
- Encouraging learning and creativity in a safe, honest and healthy environment.

### Exploring New Horizons School Rules: **BE RESPECTFUL. BE SAFE. BE KIND**

- Respect all students, cabin leaders, and staff members. Do not use put-downs, name calling, or hurt other people's feelings.
- You are responsible for keeping yourself and others safe.
- Be respectful and quiet around wildlife.
- Stay on trail and follow the directions from your naturalist. Please do not pick up plants or animals unless instructed to do so.
- Please walk.
- Do not throw sticks, rocks or other objects.
- Stay within the boundaries set up by your naturalist, cabin leader or classroom teacher.
- Respect other people's belongings, bunks, and cabin space by not touching other people's things.
- Have appropriate conversations and use appropriate language.
- If you have a disagreement with someone, see an adult for help.
- Keep the cabin clean, especially your area.
- Do not jump from bed to bed, pillow fight or rough house.
- Stay with your hiking group and always have a buddy.
- All School Rules from \_\_\_\_\_ Elementary/Middle School apply.

### Consequences

If an Exploring New Horizons staff member, cabin leader or a teacher determines that a student has broken a rule, a student can earn a check. The check system works as follows:

1 Check: 15-minute time out during recreation time.

2 Checks: 15-minute time out during recreation time + behavior contract with Principal

3 Checks: 15-minute time out during recreation time + behavior contract with Principal and classroom teacher + parent/guardian phone call

4 Checks: removal from the program (parent/guardian picks you up)

The following behaviors will result in multiple checks or possible removal from the program:

- Fighting
- Verbal harassment
- Vandalism of property or the environment
- Behavior that puts yourself or others in danger

*I have read and understand the Student Responsibilities written above and agree to follow the rules when I am at Exploring New Horizons. I understand what the consequences will be if I choose not to follow these rules.*

*Date:* \_\_\_\_\_

*Student Signatures*




## STUDENT PACKING LIST and INFORMATION

This year your child and their classmates will have the opportunity to participate in a residential environmental education program. The program will be conducted by Exploring New Horizons Outdoor Schools as an integral part of the regular classroom curriculum. Our knowledgeable and experienced naturalists will engage students in hands-on learning in a variety of ecosystems, focusing on social emotional learning, ecology, environmental stewardship, conservation, health, and the arts.

Exploring New Horizons combines the teaching skills and talents of the classroom teachers, our naturalist staff, and trained high school cabin leaders to provide a unique learning experience. We place an emphasis on developing an understanding and appreciation for our natural environment. Lessons focus on redwood ecology, marine biology, botany, geology, astronomy, animal behavior, cultural history, and problem solving. We foster cooperative, trusting and supportive relationships between the students, their cabin leaders, the Exploring New Horizons staff, and classroom teachers.

The weather in the redwoods is likely to be quite variable. We may experience warm, sunny days, drippy fog, chilly evenings, rain or any combination of them all! Those students who are well prepared for all types of weather are the ones who are most comfortable and best able to enjoy their experience at the outdoor school. Clothing that is comfortable, warm and functional is important. Please follow the list closely, as it has been compiled after many years of programs. Children will carry their own luggage; please pack everything in only **ONE suitcase or duffel bag** (sleeping bag and pillow can be carried separately). Most importantly, be sure to **label everything**. For example, you can pack the sleeping bag and pillow in a garbage bag and label their name on the outside with a piece of tape.

<u>ESSENTIAL EQUIPMENT</u>		<u>OPTIONAL EQUIPMENT</u>	<u>DO NOT PACK</u>
sleeping bag & pillow	<b>bathing suit (for showers)</b>	shower sandals	Food, candy or gum
fitted twin sized sheet			
warm jacket	1 pair sturdy hiking shoes	DISPOSABLE camera	Hair spray
<b>WATERPROOF</b> raingear	1 pair old worn shoes	Gloves	knife
3 warm sweaters or sweatshirts	1 back pack	Sunglasses	matches
warm sleepwear	Re-usable water bottle	shorts	cell phone (no service)
		letter writing supplies	make-up or cologne
2 long sleeved shirts	flashlight or headlamp (new batteries)	reading materials	money
7 pairs underwear and socks	washcloth, towel, soap	wrist watch	radio
4 t-shirts	toothbrush & toothpaste	rubber boots (wet weather)	iPod, Tablets, drones
3 pairs long pants		Barnyard Boogie Costume ( <b>no feather boas or masks</b> )	electronic games
warm hat	shampoo & conditioner	Cloth Bandana/Napkin	Curling/straightening iron (fire hazards)
baseball cap (for sun)	hairbrush/comb		Aerosol or body sprays
	lip balm		ANYTHING VALUABLE
	Sunscreen		
	2 plastic garbage bags		

**BRING A BAG LUNCH FOR THE FIRST DAY. ALL OTHER MEALS PROVIDED. FOR SPECIAL DIETARY RESTRICTIONS, PLEASE CONTACT THE CAMP 2 WEEKS PRIOR TO YOUR CHILD'S VISIT.**

**LOCATION** Exploring New Horizons at Loma Mar is located on the property of YMCA Camp Loma Mar. The site is owned by the YMCA of Oakland and our staff runs the educational program. The site is located on 100 acres of redwood and oak forest approximately 15 miles south of Half Moon Bay and 10 miles inland from Pescadero. **The address of the camp is 9900 Pescadero Creek Road, Loma Mar, CA 94021.**

**FACILITIES** The outdoor school site is particularly well-suited for our program due to its variety of ecosystems and its proximity to the coast. The accommodations include: 22 heated sleeping cabins, restroom and shower facilities, dining hall, large lodge for activities, classroom teacher sleeping quarters, staff housing and a large recreation area. Tasty, nutritious meals are served family-style by the YMCA Camp Loma Mar kitchen staff.

**SUPERVISION** The students' safety and well-being are of primary concern during their stay at the outdoor school. The students are supervised on a 24-hour basis by the Exploring New Horizons teaching staff, classroom teachers and trained high school/college cabin leaders. Your child's cabin leader will be sleeping in the cabin at night for supervision and safety.

#### **HEALTH AND SAFETY**

Loma Mar is a part of Exploring New Horizons Outdoor Schools, a non-profit which has worked with more than 200,000 students in the last 40 years. Consequently, we have a rigorous safety management program that incorporates all participants. Students are expected to follow safety rules and boundaries. Any child that cannot comply with these rules will be removed from the program by the parent or guardian.

Our teaching staff is trained in First Aid and CPR. Some staff members hold advanced certifications such as EMT's and Wilderness First Responders. A full-service hospital is located in nearby Half Moon Bay and Redwood City. You would be contacted immediately should your child need to go to the hospital. Due to the cabin living situation, please do not send a child with communicable disease such as strep throat, flu, fever, chicken pox, head lice, etc.

If your child has emotional and/or behavioral concerns, please contact the camp as soon as possible to discuss some of your child's needs with the Program Director. The success of outdoor school can boost a child's self-esteem and independence. Not making it through the week because the child's needs aren't met, can have adverse effects. We want to set each child up for success, so it is up to you to communicate their needs on their medical form as well as contact us for a follow up discussion if need be.

#### **MEDICATION**

Students will be allowed to keep their bee sting/extreme allergy shots (Epi pens) and asthma inhalers with them in their cabins. **ALL OTHER MEDICATION IS KEPT BY THE OUTDOOR SCHOOL MEDIC IN THE INFIRMARY** and is given to the students as specified on the medical form. When you send medication with your child, **it must be in its original container with complete instructions for administration.** Please keep all medication separate from luggage and give it to your child's teacher prior to departure for outdoor school. The medication will be returned to you at school when your child returns.

If your child needs over-the-counter medication during the week, we will administer it **ONLY** with your written permission on the medical information form. Please be sure to fill this out completely, with specific information regarding physical limitations, allergies, and medication.

***\*\*NOTE\*\* If your child has any special physical, medical, or dietary requirements, please indicate them on the medical form and discuss them with the classroom teachers and/or the outdoor school staff so that we can assure your child receives the necessary care.***

#### **CONTACTING STUDENTS**

The best way to communicate with your child while they are at the outdoor school is through writing. Receiving mail is very exciting for the students, so we encourage you to write. It may take as many as 4 days for mail to reach the outdoor school, so plan ahead and write early--sending a letter the week before is your best bet! Just be sure to indicate your child's school with the address as follows:

Student's Name/ **School Name**  
c/o Exploring New Horizons Outdoor Schools at Loma Mar  
P.O. Box 37  
Loma Mar, CA 94021

We discourage parents from calling just to chat; students are very involved in program activities. However, in case of an emergency or special circumstance, please contact us at our office at (650) 879-0608.

#### **COST**

The teachers will announce the cost for the outdoor school program. This fee includes room and board, instruction, supplies, transportation, and insurance; and may be reduced depending on fundraising efforts. If you have any questions concerning cost, please talk with your child's teacher. Each school is contracted by Exploring New Horizons and needs your donation to keep this opportunity alive for generations to come.

Your child's experience at outdoor school will be enjoyable, educational, and unforgettable!! Please call our office at (650) 879-0608 if you have any further questions. Thank you.



## LISTA DE EMBALAJE DEL ESTUDIANTE E INFORMACION

Este año su hijo/a y sus compañeros de clase tendrán la oportunidad de participar en una programa educacional del medio ambiente. El programa será conducido por Exploring New Horizons como complemento del programa regular de estudios. Nuestros naturalistas expertos y experimentados involucrarán a los estudiantes en el aprendizaje práctico en una variedad de ecosistemas, centrándose en el aprendizaje social y emocional, la ecología, la administración medioambiental, la conservación, la salud y las artes.

La escuela al aire libre, Exploring New Horizons, combina las destrezas y talentos de los maestros, naturalistas, y consejeros de la preparatoria para proveer una experiencia de aprendizaje única. Nosotros ponemos un énfasis profundo en desarrollar un entendimiento y apreciación hacia nuestro medio ambiente. El enfoque académico está basado en la ecología de los árboles de coníferas, biología marina, botánica, zoología, geología, astronomía, así como en problemas ecológicos. Además promovemos relaciones cooperativas y de confianza entre los alumnos, sus consejeros y maestros.

### LISTA DE EQUIPAJE A EXPLORANDO NUEVOS HORIZONTES

El tiempo en el bosque de coníferas es muy variable. Se puede experimentar desde un tiempo templado con días soleados, neblina, noches frías, lluvias o una combinación de todos. Por supuesto los alumnos que vengan mejor preparados para esta variedad de clima estarán más cómodos y disfrutarán más esta experiencia que la escuela les ofrece. Ropa que sea cómoda, caliente y funcional es mejor que ropa de buena marca. Por favor revise esta lista de equipaje cuidadosamente puesto que ha sido una recopilación después de tantos años y limite el equipaje a una bolsa de dormir y **una maleta o bolsa**. Es muy importante que **le ponga el nombre del niño a niña** a todas sus pertenencias. Por ejemplo, puede empacar el saco de dormir y la almohada en una bolsa de basura y etiquetar su nombre en la exterior con un trozo de cinta adhesiva.

#### EQUIPAJE ESENCIAL

impermeable	almuerzo para el primer día
bolsa de dormir	frasco de plástico para el
abrigo/chamarra caliente	agua traje de baño
suter o camiseta	(para ducha)
pijamas	cepilla y pasta dental mochila
2 camisas/blusas de manga larga	shampoo y cepillo para el pelo
lámpara con baterías nuevas	cachucha
crema para labios (chapstick)	toalla y jabón
bronceador	
2 bolsas de plástico grandes	
1 par de zapatos	
2 pares de tenis viejos	
3 pantalones gruesos	
2 pantalones cortos (shorts)	
5 cambios de ropa interior	
4 camisetas	

#### EQUIPAJE OPCIONAL

pantalones cortos  
sandalias para el baño  
cámara y rollo fotográfico con  
baterías guantes (en invierno  
solamente) binoculares  
útiles para escribir cartas  
libros para leer  
botas de hule (en tiempo de lluvias)

#### NO ENVÍE LO SIGUIENTE

golosinas  
dinero  
cuchillos  
cerillos  
tenazas para el pelo  
radios, audífonos y grabadoras  
juegos electrónicos  
teléfonos celulares y bipers  
aerosol/spray para el cabello  
maquillaje/colonia

**ENVÍE CON SU HIJO/A UN ALMUERZO PARA EL PRIMER DÍA. TODAS LAS OTRAS COMIDAS SERÁN PROPORCIONADAS. PARA RESTRICCIONES DIETARIAS ESPECIALES, PONGASE EN CONTACTO CON NOSOTROS 2 SEMANAS ANTES DE LA VISITA DE SU HIJO/A.**

**UBICACIÓN** La escuela Exploring New Horizons se encuentra en Camp Loma Mar el cual es propiedad y a la vez es operado por la Asociación Metropolitana del YMCA al Este de la bahía Half Moon. El lugar esta ubicado en un area de 100 acres aproximadamente 15 millas al Sur de la bahia de Half Moon y 10 millas al fondo de Pescadero y esta compuesto por un bosque de coníferas y cedros.

**INSTALACIONES** El sitio donde se encuentra la escuela esta perfectamente acondicionado para nuestro programa debido a los diferentes ecosistemas y comunidades bióticas dentro de sus límites. Las acomodaciones incluyen 20 cabañas con calefacción, baños y regaderas, comedor, centro natural, alberca cancha de bolleyball y otras areas recreaciones. Sabrosas alimentos nutricionales son servidos en un ambiente familiar por el personal de la cocina de Loma Mar.

**SUPERVISION** El bienestar y seguridad del alumnado son nuestra mayor preocupación durante su estancia en ésta escuela. La supervisión de los alumnos se lleva a cabo las 24 horas del día por el personal de maestros de Exploring New Horizons el maestro regular del alumno, y los consejeros de la preparatoria. Es decir a cada adulto le tocará supervisar 5 alumnos. Además, el consejero o la consejera de su hijo/a dormirá en su cabina para supervisar al grupo.

**SALUD Y SEGURIDAD** Exploring New Horizons ha trabajado con más de 50,000 estudiantes en los últimos 15 anos. Es por eso que tenemos un programa de seguridad que incluye a todos sus participantes y los alumnos deberán seguir las reglas al pie de la letra. Cualquier alumno que tenga problemas siguiendo dichas reglas se le retirará del programa por su madre, padre, o tutor. Nuestro personal de maestros esta entrenado en primeros auxilios y resucitación, y tambien hay un hospital de servicios completos cercas a la bahía Half Moon y a la ciudad de Redwood. Debido al ambiente en las cabañas por favor no mande a su hijo con infección en la garganta, gripe, viruela, etc.

**MEDICINAS** Los estudiantes podrán mantener sus vitaminas e inhaladores con ellos en sus cabañas, sin embargo todas las otras medicinas las mantendrá el maestro o maestra regular de su hijo/a y/o un asistente de padres de familia. La medicina se administrará cuando el alumno la necesite. Nuestra "Cabaña de Salud" esta equipada con muchas medicinas para dolores de cabeza, malestar estomacal, resfriados, alergias, etc.; dichas medicinas no requieren receta médica. No envíe estas medicinas puestos que son innecesarias. Estas medicinas se le suministrarán a su hijo/a en caso que las necesite solamente con su consentimiento médico por escrito en la forma médica. Si usted envía medicina con su hijo/a esta deberá estar en el frasco original y con instrucciones completas para su suministro. Si le es posible por favor déle estos medicamentos al maestro/a de su hijo/a antes de la salida a la escuela al aire libre.

**COMO COMUNICARSE CON LOS ALUMNOS** La mejor manera de comunicarse con su hijo/a mientras él o ella esta en la escuela al aire libre es escribiéndole. El recibir una carta de la familia puede reafirmar y hacer más placentera su experiencia en ésta escuela. El correo de casa a la escuela puede tardarse hasta 4 días en llegar así que planeé por adelantado. La dirección es:

Nombre del Alumno/Nombre de la Escuela  
c/o Exploring New Horizons  
P.O. Box 37  
Loma Mar, CA 94021

Le recomendamos a los padres que no hablen nadamás para saludar a su hijo/a. Generalmente los alumnos están muy envueltos en diferentes actividades y se le deberá retirar del grupo para ir a contestar el teléfono. Sin embargo en caso de emergencia a alguna circunstancia especial puede comunicarse a nuestra oficina al teléfono (650) 879-0608.

**COSTO** El costo de la escuela Exploring New Horizons es de por alumno. El costo incluye habitación, instrucción, transporte mientras se encuentran en la escuela y aseguranza (la aseguranza no incluye condiciones médicas que ya existían)



Inspiring, empowering, and transforming children's lives through outdoor education

Loma Mar: (650) 879-0608 • Sempervirens: (831) 338-3013  
Pigeon Point (650) 879-1835 • Corporate (831) 338-3013  
[www.exploringnewhorizons.org](http://www.exploringnewhorizons.org)

## STUDENT MEDICAL HISTORY & AUTHORIZATION FORM

Student's First Name: \_\_\_\_\_ Student's Last Name: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_

School Name: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender: ☐ Male ☐ Female ☐ Other

Home Address: \_\_\_\_\_

Street

City

State

Zip

Parent #1 Name: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent #2 Name: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parents are: ☐ Married ☐ Divorced ☐ Other Is there a primary custodian? ☐ Both ☐ Parent #1 ☐ Parent #2

Parents #1 Email: \_\_\_\_\_ Parent #1 Place of work: \_\_\_\_\_

Parents #2 Email: \_\_\_\_\_ Parent #2 Place of work: \_\_\_\_\_

If parents cannot be reached in an emergency, please contact:

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

The following information is required to ensure that your child's individual needs are met while attending outdoor school. This information is confidential and will be made available only to those people who are directly responsible for your child's well-being. In the event of an emergency, every effort will be made to contact the parents or designated individual. For your child's safety, **no** child will be allowed to attend without a completed and **signed** Consent Medical Authorization (see below).

Date of Last Physical

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy # \_\_\_\_\_ Group ID # \_\_\_\_\_

Please check the appropriate boxes below and fill out ANY information that the outdoor school staff should be aware of concerning your child.

Asthma	<input type="checkbox"/> Yes <input type="checkbox"/> No	Seizures	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bedwetting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sleepwalking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Autism Spectrum	<input type="checkbox"/> Yes <input type="checkbox"/> No	Seasonal Allergies	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vegetarian	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vegan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Gluten Free	<input type="checkbox"/> Yes <input type="checkbox"/> No	Peanut/Tree Nut	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Food Allergy	<input type="checkbox"/> Yes <input type="checkbox"/> No
ADD/ADHD	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has IEP/504 Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other:	_____		

Please explain any medical, physical or emotional condition/reaction or other problem(s) that we need to be aware of during program. Provide information about recent injuries, activity restrictions or mental or emotional health concerns we should be aware of, including any boxes checked:

List any dietary restrictions/allergies and the reactions your child has, provide notes about their level of sensitivity, and describe any reaction that they may have. *If your child requires specialized care or diet, **please contact at least two weeks prior to your student's camp** so that arrangements can be made.*

I authorize the following medications to be administered as needed:

Neosporin	<input type="checkbox"/> Yes <input type="checkbox"/> No	Calamine Lotion	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ibuprofen	<input type="checkbox"/> Yes <input type="checkbox"/> No	Acetaminophen	<input type="checkbox"/> Yes <input type="checkbox"/> No
Benadryl	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tums	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of last tetanus shot: \_\_\_\_\_

Robitussin ☐ Yes ☐ No

In Case of Emergency Epinephrine: ☐ Yes ☐ No



**MEDICATION:** List **ALL** medications (including prescription medications, vitamins, and over the counter medications) your child will bring and instructions for administering. **Medications must be sent in their ORIGINAL containers and will be administered based upon Doctor's or manufacturers' orders. IF THE INSTRUCTIONS STATE 12+ WE CANNOT ADMINISTER THE MEDICATION TO STUDENTS UNDER 12.** Attach additional paper if necessary.

- ☐ This person takes NO medications on a routine basis.
- ☐ I am sending the following medications. (Please list below)

Medication	Dosage and Frequency	As needed or daily?
1.		
2.		
3.		
4.		
5.		

**WAIVERS** Note: Statements in this section cannot be altered, edited, or crossed out in any way. If one section of this agreement is deemed unreasonable, all other sections will continued to be enforced.

**A. PHOTOGRAPH AUTHORIZATION:** I agree that any photographs and videos taken by any Exploring New Horizons Outdoor Schools (hereinafter referred to as "ENH") personnel shall be the property of ENH, and may be used by ENH at its discretion for any publicity, marketing, social web media and/or advertising purposes, and I hereby consent to and authorize such use without restriction or compensation.

I disagree Initials: \_\_\_\_\_

**B. FUTURE CONTACT:** I understand I will receive future communications and information from ENH regarding activities and events that are in line with its organizational mission and for the student and for the family.

I disagree Initials: \_\_\_\_\_

**C. WAIVER OF LIABILITY, INDEMNIFICATION, and HOLD HARMLESS AGREEMENT**

1. In consideration of participation in ENH, I hereby release, waive, discharge and covenant not to sue ENH and its officers and employees (hereinafter collectively referred to as the "Releasees") from any and all liabilities, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by participant, or to any property belonging to me or the participant, whether caused by the negligence of the Releasees, or otherwise, while participating in such activity, or while in, on, or upon the premises where the activity is being conducted.

2. I am fully aware of risks and hazards connected with the activities of ENH, the risk of which may include but are not limited to risks associated with hiking, tide pooling, and transportation to and from sites, and I hereby elect and/or elect participant to voluntarily participate in said activity, and to enter the above-named premises and engage in such activity knowing that the activity may be hazardous to participant and participant's property. ENH is an outdoor program. Students will be outdoors majority of their days and will be exposed to all weather that they may encounter during their time at ENH.

3. I certify that I have completed the Student Health History fully and accurately and accept full responsibility for any errors or omissions. If information is not provided in a timely manner ENH is released from any responsibility from providing the necessary accommodation for the above listed student.

4. I further hereby agree to indemnify and hold harmless and release from any loss, liability, damage, or costs, including court costs and attorney's fees, that they may incur due to my or participant's participation in said activity, whether caused by negligence or otherwise.

5. In signing this release, I acknowledge that I have read the Waiver of Liability, Indemnification, and Hold Harmless Agreement, understand the terms and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made. As parent/legal guardian, I certify that participant is in excellent health and has no physical, mental, or emotional problems which are likely to prevent participation in strenuous physical activity. I give permission for participant to be medically treated for illness occurring or injury sustained during participation and certify that he/she is covered by medical insurance. All expenses not covered by ENH's Insurance Policy shall be paid by the parent or guardian (pre-existing conditions are not covered; e.g. asthma). **I understand the legal consequences of signing this document, including (a) releasing the Corporation from all liability on my and the participant's behalf, (b) promising not to sue on my and the participant's behalf, (c) and assuming all risks of the participant's involvement in this Activity, including travel to, from and during the Activity.** I understand that I am responsible for the obligations and acts of participant as described, and I agree to be bound by the terms outlined.

6. I recognize that my child must follow safety instructions, remain in areas designated by staff and refrain from behavior that is harmful to oneself or others. Failure to adhere to program policies may cause for your child's dismissal from program. **In the event that a decision is made by an ENH staff that a student should be sent home, it will be the responsibility of the parents to arrange transportation. If a student is sent home for disciplinary reasons, homesickness, or for a violation of the outdoor school rules, there will be no refund of fees.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)



## HISTORIA CLÍNICA DEL ALUMNO Y FORMULARIO DE AUTORIZACIÓN

Nombre del alumno: \_\_\_\_\_ Apellido del alumno: \_\_\_\_\_ Teléfono principal: \_\_\_\_\_

Nombre de la escuela: \_\_\_\_\_ Maestro(a): \_\_\_\_\_ Grado: \_\_\_\_\_

Edad: \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_ Sexo: \_\_\_\_\_

Domicilio: \_\_\_\_\_

Calle

Ciudad

Estado

Código postal

Nombre del padre/madre No. 1: \_\_\_\_\_ Teléfono del trabajo: \_\_\_\_\_ Teléfono celular: \_\_\_\_\_

Nombre del padre/madre No. 2: \_\_\_\_\_ Teléfono del trabajo: \_\_\_\_\_ Teléfono celular: \_\_\_\_\_

Los padres están: \_\_\_\_\_ ¿Hay un tutor principal? \_\_\_\_\_

Correo electrónico del padre/madre No. 1: \_\_\_\_\_ Lugar de trabajo del padre/madre No. 1: \_\_\_\_\_

Correo electrónico del padre/madre No. 2: \_\_\_\_\_ Lugar de trabajo del padre/madre No. 2: \_\_\_\_\_

Si no es posible comunicarse con los padres en caso de una emergencia, por favor contactar a:

Nombre: \_\_\_\_\_ Relación con el(la) alumno(a): \_\_\_\_\_

Teléfono particular: \_\_\_\_\_ Teléfono del trabajo: \_\_\_\_\_ Teléfono celular: \_\_\_\_\_

Se requiere la siguiente información para garantizar que se satisfagan las necesidades individuales de su hijo(a) cuando él/ella asiste a la escuela al aire libre. Esta información es confidencial y solo se pondrá a disposición de aquellas personas que son directamente responsables del bienestar de su hijo(a). En caso de una emergencia, se hará todo lo posible por contactar a los padres o a la persona designada. En beneficio de la seguridad de su hijo(a), **no** se permitirá que ningún(a) niño(a) asista sin un formulario de Autorización Médica y Consentimiento completado y **firmado** (véase a continuación). **Fecha del último examen médico:** \_\_\_\_\_

Médico de la familia: \_\_\_\_\_ Teléfono: \_\_\_\_\_

Compañía de seguros: \_\_\_\_\_ No. de póliza: \_\_\_\_\_ No. de identificación de grupo: \_\_\_\_\_

Por favor, marque los casilleros apropiados a continuación y complete CUALQUIER información que el personal de la escuela al aire libre necesite saber respecto de su hijo(a).

Asma <input type="checkbox"/> Si <input type="checkbox"/> No	Convulsiones <input type="checkbox"/> Si <input type="checkbox"/> No	Alergias estacionales <input type="checkbox"/> Si <input type="checkbox"/> No	Moja la cama <input type="checkbox"/> Si <input type="checkbox"/> No
Sonambulismo <input type="checkbox"/> Si <input type="checkbox"/> No	Trastorno del espectro autista <input type="checkbox"/> Si <input type="checkbox"/> No	Diabetes <input type="checkbox"/> Si <input type="checkbox"/> No	Vegetariano(a) <input type="checkbox"/> Si <input type="checkbox"/> No
Vegano(a) <input type="checkbox"/> Si <input type="checkbox"/> No	Sin gluten <input type="checkbox"/> Si <input type="checkbox"/> No	Alérgico(a) al maní o a los frutos secos <input type="checkbox"/> Si <input type="checkbox"/> No	
ADD/ADHD <input type="checkbox"/> Si <input type="checkbox"/> No	Tiene un IEP/Plan 504 <input type="checkbox"/> Si <input type="checkbox"/> No	Otra alergia alimentaria: _____	

Por favor, explique cualquier condición/reacción médica, física o emocional u otro(s) problema(s) que debamos tener en cuenta durante el programa. Proporcione información sobre lesiones recientes, restricciones respecto de actividades o preocupaciones de salud mental o emocional que debamos conocer, incluyendo cualesquier casilleros que haya marcado:

Indique cualesquiera restricciones/alergias alimentarias y las reacciones que tiene su hijo(a), proporcione información sobre su nivel de sensibilidad y describa toda reacción que pueda tener. *Si su hijo(a) requiere cualquier cuidado o dieta especial, **por favor póngase en contacto por lo menos dos semanas antes del campamento de su hijo(a)** para que podamos hacer los arreglos necesarios.*

**Autorizo la administración de los siguientes medicamentos según sea necesario:**

Neosporin <input type="checkbox"/> Si <input type="checkbox"/> No	Loción de calamina <input type="checkbox"/> Si <input type="checkbox"/> No	Fecha de la última vacuna antitetánica: _____
Ibuprofeno <input type="checkbox"/> Si <input type="checkbox"/> No	Acetaminofeno <input type="checkbox"/> Si <input type="checkbox"/> No	Robitussin <input type="checkbox"/> Si <input type="checkbox"/> No
Benadryl <input type="checkbox"/> Si <input type="checkbox"/> No	Tums <input type="checkbox"/> Si <input type="checkbox"/> No	En caso de emergencia, epinefrina: <input type="checkbox"/> Si <input type="checkbox"/> No

**MEDICAMENTOS:** Indique **TODOS** los medicamentos (incluidos los de venta con receta, vitaminas y los de venta libre) que su hijo(a) traerá y las instrucciones para su administración. **Los medicamentos se deben enviar en sus recipientes ORIGINALES y se administrarán según las indicaciones del médico o del fabricante. SI LAS INDICACIONES DICEN “12+” NO PODREMOS ADMINISTRAR EL MEDICAMENTO A ALUMNOS MENORES DE 12 AÑOS.** Adjunte hojas adicionales en caso de ser necesario.

- ☐ Esta persona NO toma medicamentos en forma habitual.
- ☐ Envío los siguientes medicamentos. (Por favor escriba a continuación)

Medicamento	Dosis y frecuencia	¿Según sea necesario o diariamente?
1.		
2.		
3.		
4.		
5.		

**RENUNCIAS** Nota: Las manifestaciones que se incluyen en esta sección no se pueden alterar, editar ni tachar de ninguna manera. Si se considera que una sección de este acuerdo no es razonable, se seguirá exigiendo el cumplimiento de todas las demás secciones.

**A. AUTORIZACIÓN RESPECTO DE LAS FOTOGRAFÍAS:** Acuerdo que las fotografías y videos tomados por cualquier empleado de Exploring New Horizons Outdoor Schools (en adelante denominado “ENH”) serán propiedad de ENH y podrán ser utilizados por ENH, a su exclusivo criterio, para cualquier fin publicitario, de marketing, de medios sociales en Internet y/o promocional, y por la presente presto mi consentimiento y autorizo ese uso sin restricciones y sin compensación alguna. **No estoy de acuerdo. Iniciales:** \_\_\_\_\_

**B. CONTACTO FUTURO:** Entiendo que recibiré en el futuro comunicaciones e información de ENH acerca de actividades y eventos que están de acuerdo con la misión de la organización y son para el(la) alumno(a) y su familia. **No estoy de acuerdo. Iniciales:** \_\_\_\_\_

**C. ACUERDO DE RENUNCIA DE RESPONSABILIDAD, INDEMNIZACIÓN y EXONERACIÓN DE RESPONSABILIDAD**

1. En contraprestación por la participación en ENH, por el presente documento eximo, renuncio y excuso a, y acuerdo no iniciar acciones legales contra, ENH y sus funcionarios y empleados (en adelante denominados en su conjunto las “personas exoneradas”) de y por cualesquier(a) responsabilidades, reclamos, demandas, acciones y derechos de iniciar una acción de cualquier tipo que surjan de, o bien se relacionen con, cualquier pérdida, daño o lesión, incluida la muerte, que pueda ocurrir a un participante, o a cualquier bien que me pertenezca o bien pertenezca al participante, ya sea causado(a) por negligencia de las personas exoneradas o de otro modo, mientras el participante participa en tal actividad o mientras se encuentra en las instalaciones en donde se realizan las actividades.

2. Conozco perfectamente los riesgos y peligros relacionados con las actividades de ENH, que pueden incluir, entre otros, riesgos relacionados con excursionismo, exploración de charcos de marea y el transporte hacia y desde los sitios, y por el presente elijo participar voluntariamente en tal actividad e ingresar a las instalaciones antes mencionadas y participar en tal actividad, y/o que el participante lo haga, teniendo conocimiento de que la actividad puede ser peligrosa para el participante y los bienes del mismo. ENH es un programa al aire libre. Los alumnos estarán al aire libre la mayor parte de los días y estarán expuestos a todas las condiciones climáticas que puedan encontrar durante su tiempo en ENH.

3. Certifico que he completado la Historia Clínica del Alumno en forma completa y precisa y acepto la responsabilidad absoluta por cualesquier(a) errores u omisiones. Si no se proporciona la información de manera oportuna, ENH queda exonerada de cualquier responsabilidad de proporcionar las adaptaciones necesarias para el(la) alumno(a) a quien se indica en el presente.

4. Asimismo, por el presente acuerdo indemnizar y eximir de responsabilidad a las personas exoneradas por y contra cualquier pérdida, responsabilidad, daño o costo, incluidos los costos judiciales y los honorarios de los abogados, en que puedan incurrir debido a mi participación o la participación del participante en tal actividad, ya sea causado(a) por negligencia o de otro modo.

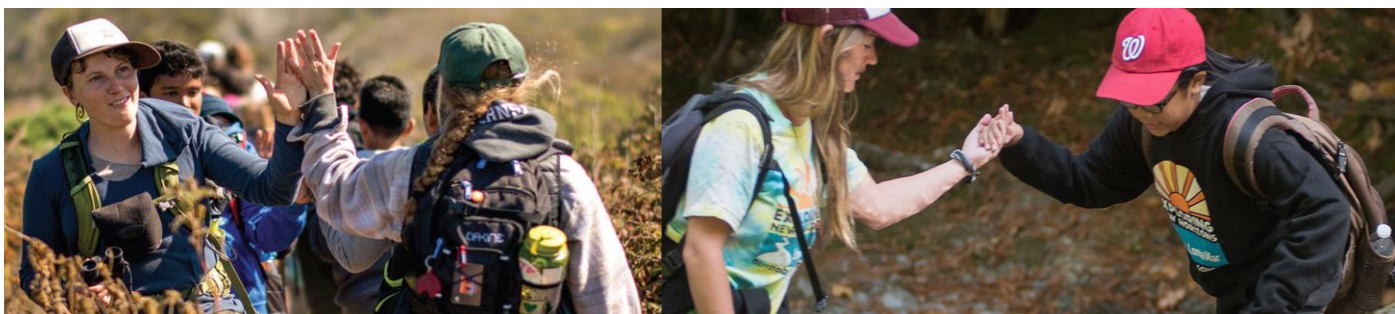
5. Al firmar esta renuncia de responsabilidad reconozco que he leído el Acuerdo de renuncia de responsabilidad, indemnización y exoneración de responsabilidad anterior, he entendido los términos del mismo y lo firmo en forma voluntaria. No se han efectuado declaraciones, manifestaciones u otros incentivos en forma oral además del acuerdo por escrito anterior. En mi carácter de padre/madre/tutor, certifico que el participante tiene un excelente estado de salud y no padece problemas físicos, mentales o emocionales que podrían evitar su participación en actividades físicas enérgicas. Presto mi consentimiento para que el participante reciba tratamiento médico para cualquier enfermedad o lesión que tenga lugar durante tal participación y certifico que el participante está cubierto por un seguro médico. Todos los gastos no cubiertos por la póliza de seguro de ENH serán pagados por los padres o tutores (no se cubren las condiciones preexistentes; p.ej, asma). **Yo entiendo las consecuencias legales de firmar este documento, incluidas las siguientes: (a) liberar a la corporación de toda responsabilidad en mi nombre y en nombre del participante, (b) prometer no iniciar acciones legales en mi nombre y en nombre del participante, y (c) asumir todos los riesgos de la participación del participante en esta actividad, incluido el viaje hasta y desde la actividad y durante la misma.** Entiendo que soy responsable de las obligaciones y los actos del participante como se describe, y me comprometo a obligarme conforme a los términos que se describen.

6. Yo reconozco que mi hijo(a) debe cumplir con las instrucciones de seguridad, permanecer en áreas designadas por el personal y abstenerse de tener cualquier comportamiento que pueda ser dañino para sí o para otras personas. No cumplir con las normas del programa puede ser motivo para que mi hijo(a) sea retirado(a) del programa. **Si el personal de ENH toma la decisión de que un(a) alumno(a) debe ser enviado(a) al hogar, será responsabilidad de los padres coordinar el transporte. Si se envía a un(a) alumno(a) al hogar por motivos disciplinarios, debido a que extraña el hogar o bien por una infracción de las normas de la escuela al aire libre, no se reembolsará ningún cargo efectuado.**

\_\_\_\_\_  
Firma del padre/madre o tutor

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Nombre del padre/madre/tutor (en letra de molde)



## VOLUNTEER AS AN OUTDOOR SCHOOL CABIN LEADER!



### ATTENTION SOPHOMORES, JUNIORS, and SENIORS!

Do you love working with kids and spending time in nature? If so, then come join Exploring New Horizons (ENH) as a cabin leader for a week of outdoor school!



- Explore the redwood forest and tidepools!
- Earn up to 100 community service hours!
- Develop your leadership skills!
- Acquire references for college and jobs!
- BE A HERO to a 5<sup>th</sup> or 6<sup>th</sup> grader!

For questions, applications, and contact info, please go to:

<http://exploringnewhorizons.org/counselors/>





# Exploring New Horizons Outdoor Schools

"Inspiring, empowering and transforming children's lives through outdoor education."

www.exploringnewhorizons.org

ENH Loma Mar: 650.879.0608

## CABIN LEADER APPLICATION

Name \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Have you: Attended an ENH program as a student? \_\_\_\_\_ Attended an ENH program as a cabin leader? \_\_\_\_\_

Elementary school you attended \_\_\_\_\_

*Please feel free to attach pages if you wish.*

1. Why do you want to be an outdoor school cabin leader?

---

---

2. How will you be an effective role model for the students you supervise?

---

---

3. Please list your experience working with young people.

---

---

4. What do you enjoy doing in your leisure time?

---

---

5. Please indicate your experiences and interests in the outdoors.

---

---

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes ☐ No ☐

If "yes", please state the nature of the crime(s), when and where convicted and disposition of the case. (A conviction record will not necessarily be cause of disqualification. Please list the nature of the offense, the date of the offense, and surrounding circumstances and the relevance of the offense to the position applying for: \_\_\_\_\_

---

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If you are a high school **GIRL**, and if necessary, would you be willing to be a cabin leader for a boys cabin if we do not have enough high school boys as counselors? Yes ☐ No ☐

### **Parents/Guardians:**

I understand that my child is applying as an outdoor education cabin leader. My child has the maturity and ability to supervise children in the fifth and sixth grade. I understand that if selected, my child will miss school for a period of four or five days.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you. You will be receiving more information. If you have questions, please contact your contact ENH Loma Mar at (650).879.0608



# Exploring New Horizons Outdoor Schools

"Inspiring, empowering and transforming children's lives through outdoor education."

[www.exploringnewhorizons.org](http://www.exploringnewhorizons.org)

Loma Mar: 650.879.0608

Dear Parents/Guardians of students serving as cabin leaders,

Exploring New Horizons (ENH) empowers students, builds environmental literacy, and strengthens school communities through residential environmental education programs. Our knowledgeable and experienced naturalists engage over 7,000 greater San Francisco Bay Area students annually in hands-on learning in a variety of ecosystems, taking a whole child approach focused on social emotional learning, ecology, environmental stewardship, conservation, health, and the arts. Founded as a non-profit in 1979, ENH partners with over 100 schools from Alameda, Contra Costa, Santa Clara, San Francisco, Monterey, and other Northern California counties, and in our 40-year history we have served over 200,000 students.

An extremely important role in our outdoor school program is filled by high school students who volunteer a week of their time to serve as cabin leaders for the younger students. Cabin leaders are responsible for the care and well being of 7-12 students on a 24-hour-a-day basis for the entire week. Cabin leaders, along with ENH staff naturalists and classroom teachers, accompany their students on nature hikes and assist in the learning process. Additionally, cabin leaders supervise the students during non-instructional parts of the day, such as recreation, cabin time, and bedtime. The position of cabin leader is not easy to fill and it demands a great deal of responsibility, competence, and commitment.

Your son or daughter may be selected by the Exploring New Horizons staff to serve as a cabin leader for the outdoor school. The cabin leaders' job is challenging, requiring lots of patience and tolerance, a cheerful disposition and a consistently positive outlook. The cabin leaders will spend many hours each day with their students and will have very little time to themselves. Despite the difficulties, or perhaps because of them, the cabin leaders and their "children" develop very strong bonds. Friendships started at the outdoor school often last a lifetime.

There is no cost to the cabin leaders for their stay at the outdoor school. Cabin leaders will receive transportation to and from the outdoor school, room and board during their stay, as well as accident and health insurance while they are on site. High school students also receive full credit for their week at the outdoor school, but they are responsible for any assignments that they might miss while they are away. They should check with all of their teachers prior to attending the outdoor school.

The outdoor school program is an extension of the classroom for both the cabin leaders and the younger students. We often will hear cabin leaders stating that they have learned more about the environment than the students did. Perhaps even more important are the lessons that they've learned about themselves!

Thank you for allowing your son or daughter to serve as one of our outdoor school cabin leaders. The learning and growing potential of the outdoor school program is greatly enhanced by the involvement of the high school students, and the program would be next to impossible without their invaluable participation.

If you have any questions regarding the outdoor school program and/or the cabin leader position, please feel free to contact the director at the outdoor school site that your child is attending.

Sincerely,

Bridget "B" Posson  
Program Director  
Exploring New Horizons Outdoor Schools at Loma Mar  
[www.exploringnewhorizons.org](http://www.exploringnewhorizons.org)





## CABIN LEADER RESPONSIBILITY CONTRACT

The primary responsibility of an Exploring New Horizons Outdoor Schools cabin leader is the emotional well-being and safety of the children in her or his care. The following contract clarifies the responsibilities of the cabin leader to ensure that children have a safe, positive experience.

**Please initial the following statements and sign the document in the appropriate place.**

I must ensure that I guide the children in my care fairly and consistently. I will take care to treat them with respect.  
\_\_\_\_\_

I will remain with the children unless it is my specified time off. I will report all injuries, illnesses, and potentially dangerous situations. \_\_\_\_\_

Because the children are easily influenced, I will protect them from foul language and inappropriate or frightening stories and activities. No uncomplimentary remarks about race, gender, religion, sex or sexual orientation will be tolerated in my cabin group. \_\_\_\_\_

I agree that while at the outdoor school I will not use tobacco products, alcohol, or illegal drugs. \_\_\_\_\_

I understand that for my own protection, I should never touch a child inappropriately and I agree to never hit or mishandle a child. \_\_\_\_\_

I will not allow any student to enter a cabin or village that she or he is not assigned to, nor encourage or lead cabin raids. \_\_\_\_\_

If I have any difficulty, I understand the outdoor school staff is available to help me and it is my responsibility to ask for help when it is needed. \_\_\_\_\_

I will not exchange contact information with any students (Facebook, email, phone number, Twitter, Instagram, etc.).  
\_\_\_\_\_

I will not feed any student any food/candy/gum that is not an official menu item from the program. I understand students have allergies and health concerns that can be affected by diet. \_\_\_\_\_

I understand that I must follow all of the rules of Exploring New Horizons Outdoor Schools. I understand that any infraction of the above statements can result in my immediate dismissal. \_\_\_\_\_

*I have read and agree to the responsibilities listed above.*

\_\_\_\_\_  
Print your full name

\_\_\_\_\_  
Sign your full name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/guardian's full name

\_\_\_\_\_  
Parent/guardian's signature

\_\_\_\_\_

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Loma Mar: 650.879.0608

## CABIN LEADER MEDICAL HISTORY & AUTHORIZATION FORM

Name: \_\_\_\_\_ School: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

E-Mail (please write clearly): \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: ☐ Male ☐ Female

Home Address: \_\_\_\_\_

Street

City

State

Zip

Parent #1 Name: \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

If parents cannot be reached in an emergency, please contact:

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

The following information is required to ensure that your child's individual needs are met while attending outdoor school. This information is confidential and will be made available only to those people who are directly responsible for your child's well-being. In the event of an emergency, every effort will be made to contact the parents or designated individual. For your child's safety, **no** child will be allowed to attend without a completed and **signed** Consent Medical Authorization (see below).

Family Physician: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy # \_\_\_\_\_

Date of Last Physical Exam: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Please check the appropriate boxes below and fill out ANY information that the outdoor school staff should be aware of concerning your child.

- ☐ Asthma
- ☐ Seizures
- ☐ Diabetes
- ☐ Headaches
- ☐ Hypoglycemia
- ☐ Hyperactivity
- ☐ Allergies
  - \_\_\_\_ Pollen/grass
  - \_\_\_\_ Dust/mold
  - \_\_\_\_ Foods
  - \_\_\_\_ Insect bites
- ☐ ADD/ADHD
- ☐ Bedwetting
- ☐ Sleepwalking
- ☐ Sleep talking
- ☐ Recent injuries
- ☐ Other \_\_\_\_\_

Please explain any medical, physical or emotional condition/reaction or other problem(s) that we need to be aware of during program, including any boxes checked:

List any dietary restrictions/allergies and the reactions your child has (e.g., food allergies, lactose intolerance, vegetarian, etc.) *Note:*

*If your child requires specialized care or diet, please contact us as soon as possible so that we can make arrangements:* \_\_\_\_\_

### I authorize the following medications to be administered as needed:

Neosporin	<input type="checkbox"/> YES <input type="checkbox"/> NO	Calamine Lotion	<input type="checkbox"/> YES <input type="checkbox"/> NO
Ibuprofen	<input type="checkbox"/> YES <input type="checkbox"/> NO	Tylenol	<input type="checkbox"/> YES <input type="checkbox"/> NO
Benadryl	<input type="checkbox"/> YES <input type="checkbox"/> NO	Tums	<input type="checkbox"/> YES <input type="checkbox"/> NO

### Date of last tetanus shot

\_\_\_\_/\_\_\_\_/\_\_\_\_

List **ALL** medications (including prescription medications, vitamins, and over the counter medications) your child will bring and instructions for administering. Please send the medication in **ORIGINAL** containers. Attach additional paper if necessary.

Medication	Dosage and Time	As needed or daily?
1.		
2.		
3.		

I wish to add my name to the Exploring New Horizons mailing list to receive information about related events:

☐ YES ☐ NO

The health history is correct, so far as I know, and the person herein has permission to engage in all prescribed program activities. I give permission to the physician selected by Exploring New Horizons to secure all proper and required treatment for the individual listed. My child is in good health and I accept all financial responsibility for my child's attendance. All expenses not covered by Exploring New Horizons Insurance Policy shall be paid by the parent or guardian (pre-existing conditions are not covered; e.g. asthma). I recognize that my child must follow safety instructions, remain in areas designated by staff and refrain from behavior that is harmful to oneself or others. Failure to adhere to program policies may cause for your child's dismissal from program.

In the event that a decision is made that a student should be sent home from disciplinary reasons, homesickness or for a violation of the outdoor school rules, there will be no refund of fees and it will be the responsibility of the parents to arrange transportation home.

Signature of Parent/Guardian

Date

Signature of Applicant





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Loma Mar: 650.879.0608

### CABIN LEADER TEACHER PERMISSION FORM

I, \_\_\_\_\_, have applied for the position of cabin leader with Exploring New Horizons Outdoor Schools (ENH). ENH is a non-profit that empowers students, builds environmental literacy, and strengthens school communities through residential environmental education programs. An extremely important role in the program is filled by high school students who volunteer as cabin leaders. Acting as role models, cabin leaders are responsible for the care and wellbeing of 7-12 5th or 6th grade students on a 24-hour-a-day basis, ensuring students are working together as a team and getting to meals and hikes prepared and on time. Cabin leaders gain valuable leadership and communication skills, community service credit, and references for college or job applications. **In order to serve as a cabin leader I must have approval from all my teachers, a school administrator, and the attendance office.**

Teachers, please sign your name below indicating your agreement that serving as a cabin leader for a week would be a good opportunity for me. I understand that you may withdraw your permission at any time should my grades or citizenship drop to an unsatisfactory level. "I support the above-named student to be a cabin leader for outdoor school. I understand that if this student is chosen he/she will be absent for a full week of classes and will have to make up all missed work."

Students, please print the class and teacher's name. You must also get signatures from the attendance office as well as a school administrator.

CLASS	TEACHER	TEACHER'S SIGNATURE

Administrator's signature: \_\_\_\_\_

Attendance office: \_\_\_\_\_

**Note: Students who attend the outdoor school as cabin leaders are responsible for making up all missed school work.**

**THANK YOU FOR YOUR SUPPORT OF THE ENVIRONMENTAL EDUCATION PROGRAM.**



Name: \_\_\_\_\_

# Student Gear Order Form

## Exploring New Horizons Outdoor Schools at Loma Mar

	Youth (14-16)	Adult Small	Adult Medium	Adult Large	Adult XL	Adult XXL (add \$2)	Total number of items	Cost per item	Total Cost
Organic T- Shirt (baby blue)								\$15.00	=\$
Hooded Sweatshirt (Forest Green)								\$30.00	=\$
								Total Due	=\$

CASH Payment OK

Checks should be made out to: \_\_\_\_\_

***Thank you for your purchase! All proceeds go towards the Exploring New Horizons Scholarship Fund!***



## Teachers: Please complete ONE form to send to Loma Mar

### Exploring New Horizons Outdoor Schools at Loma Mar Gear Order Form

	Youth (14-16)	Adult Small	Adult Medium	Adult Large	Adult XL	Adult XXL (add \$2)	Total number of items	Cost per item	Total Cost
Organic T-Shirt (baby blue)								\$15.00	=\$
Hooded Sweatshirt (forest green)								\$30.00	=\$
								<b>Total Due</b>	<b>=\$</b>

**Elementary or Middle School:** \_\_\_\_\_

**Notes for Teachers:** PLEASE FILL OUT FORM COMPLETELY; WE NEED **ORDER 3 WEEKS BEFORE** YOU COME TO MAKE SURE IT IS READY WHEN YOU AND YOUR STUDENTS ARE HERE. Please email to: [joshua@exploringnewhorizons.org](mailto:joshua@exploringnewhorizons.org)  
CASH or Check Payment can be delivered upon your arrival on the first day of outdoor school.

**If paying by check, please only give ENH one check, made out to: Exploring New Horizons Outdoor Schools**

Thank you for your purchase! All proceeds go towards the Exploring New Horizons Scholarship Fund!  
PO Box 37    Loma Mar, CA 94021    (650)879-0608 office