



Catholic Charities

◆ CYO OUTDOOR ENVIRONMENTAL EDUCATION ◆

CYO Camp and Retreat Center  
2136 Bohemian Highway  
Occidental, CA 95465  
CatholicCharitiesSF.org  
707 874 0200

**TEACHER INFORMATION PACKET**

Please note: This packet is to serve in conjunction with the Cabin Leader Information Packet and the Parent Information Packet. Please be sure to review those documents in addition to the information here.

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## Caritas Creek at CYO Camp Program Description

The Caritas Creek at CYO Camp Environmental Education program has evolved over the course of 45 years and integrates themes and lessons from diverse sources of knowledge and wisdom. The experience begins and ends in the classroom, where students need it most. A Site Director will conduct a virtual retreat with the classroom, working directly with the students to prepare them for a week at camp. This Teacher Information Packet covers practical issues, while a separate Parent Information Packet includes documents such as a letter to parents, packing list, medical form, and clothing order form. The CYO Camp video contains helpful information about the program and a general overview of camp. Through these resources, teachers and parents will better understand the students' experience at camp. A Parent preview by the Site Director is also available upon request. Please contact your Site Director to schedule all presentations.

Students spend five days at CYO Camp and Retreat Center in Occidental, California. During the week, they are exposed to a series of themes, hikes, activities, and lessons designed to promote learning, awareness, and character development on multiple levels: personal, social, environmental, and spiritual. The week includes five primary hikes, including a night hike, that add up to over 17 hours on-trail. We use curriculum that is paired with the **Next Generation Science Standards** designed by **B.E.E.T.L.E.S.** (Better Environmental Education Teaching, Learning, and Expertise Sharing), a program of the Lawrence Hall of Science, UC Berkeley. There are also small group discussions (Serendipities), moral development activities, camp electives (canoeing, archery, etc.), classroom meetings, and a closing Celebration.

Dedicated Naturalists lead Exploration groups of 12-14 students in a variety of activities to develop strong group cohesion and develop positive character traits in individual students. At CYO Camp, we create a welcoming atmosphere of acceptance, love and respect where every camper feels appreciated for who they are. Students return to their schools and communities with greater respect for one another and with a feeling of empowerment. They take responsibility for the effect they have on one another and their environment and make choices that are more positive.

In the weeks following camp, the Site Director virtually returns to the classroom to debrief the experience and empower students to carry forward the lessons they have learned. The follow-up virtual retreat offers ways for the students and teachers to continue their journeys as explorers, scientists, change agents, and ambassadors of Caritas Creek at CYO Camp.

## **The Teachers Role**

The classroom teacher's role is crucial to the success of the program. As you know, CYO Camp provides an environment for significant academic and personal growth. We invite you to be an active participant in all aspects of the program. Your responsibilities include helping students adequately prepare for their trip, helping your students gain the most they can from their experience while at CYO Camp and reinforcing the lessons they learned at CYO Camp after they return. There are several steps that need to be taken BEFORE, DURING and AFTER your visit.

### **THE TEACHER'S ROLE: BEFORE**

Before the program week, classroom teachers should focus on the following three areas: Logistics, Education and Motivation. The Site Director assigned to your school will support you by providing a Virtual Retreat, and if requested, a Virtual Parent Preview.

**Logistics:** There are several letters and forms to send to the Parent/Guardian(s) of your students: the Introduction Letter, the Medical Authorization Form, the Suggested Packing List, and the Clothing Order Form. You will find these forms in the Parent Information Packet. These forms should be sent and collected according to the time frame listed on the "Timeline Checklist" found in this section.

**Cabin Leaders:** You should begin recruiting Cabin Leaders immediately. Please see the "Cabin Leader Information Packet" for more information. Every Cabin Leader must receive a copy of the information packet.

**Fundraising:** You will want to plan fundraising strategies with your principal and parent groups well in advance of your trip to CYO Camp. Some schools have come up with ingenious solutions to the challenge of raising money for environmental education. We have enclosed general fundraising ideas and information that we hope will be helpful.

**Motivation:** Students will naturally possess a great deal of curiosity and excitement about their pending experience at CYO Camp. Along with their natural enthusiasm, you can help them to focus their energy, questions and ideas about what the experience will hold for them

**Education:** We designed our program to supplement your curriculum and complement many areas of study. You are the best judge of how to integrate relevant curriculum into your lesson plans. We use nature as the catalyst to teach themes such as Community, Diversity, Interdependence, Cycles, Habitat, Adaptation, and Evolution. We make connections between the forest, the creeks, and the student's home environment. We use interactive activities, hands-on exploration, group discussion, inter-personal reflection and journal writing in a majestic outdoor classroom. Classroom teachers should begin integrating CYO Camp content into the classroom curriculum at least 1 to 2 months prior to your on-site date. For ideas on integrating program content into your classroom, contact your assigned Site Director or our Associate Director.

## **THE TEACHER'S ROLE: DURING**

You will have an amazing opportunity to build new, solid, healthy relationships with your class. As your students enjoy new experiences and achieve new goals, they will look to you as their teacher, guide, mom/dad, friend, role model and fellow team member. **Your role at camp differs greatly from your classroom role.** Responsibility for the curriculum, activities, and discipline lies in the hands of our staff. We want you to participate and experience the program with your students. You do not have to be a science teacher, a camper, or a hiker; you just have to be invested in your students' growth and willing to share in their experience. You will have the time to focus on individual students and watch their interactions with new teachers, students, and learning situations. This is also an opportunity to observe different teaching styles, techniques, and activities. We hope that you enjoy the opportunity and take full advantage of its possibilities.

**Discipline/Supervision:** Although the CYO Camp staff possesses training in proactive/positive discipline and supervision, we will continuously ask you for information and feedback regarding your students. We ask that you work in tandem with the staff regarding necessary disciplinary action or medical emergencies. We want to act consistently with your students and honor any special needs you identify.

**Mealtimes:** Teachers are welcome to sit with their students or our staff table.

**Medication:** Teachers will meet with the team of CYO Camp staff soon after their arrival at camp to discuss medical concerns and special needs. You will be the distributor of your students' medication throughout the week and will have access to over the counter supplies (listed on the medical form) stocked in the medical cabinet at camp.

**Electives:** Electives are organized activities and games that the students take part in during the afternoon. They are fun, alternative, skill-building activities (e.g. archery, arts and crafts, gaga ball, canoeing, etc.) that offer students opportunities to learn something new while making great friends in the process. We encourage you to participate in an activity that you enjoy or bounce between activities to see all of your students in action!

**Serendipity/Soul Food:** Throughout the CYO Camp experience, young people participate in "Serendipities" and "Soul Foods", which are activities designed to build a bridge of understanding between the diverse participants and to create a safe space for each young person to share thoughts, emotions, and spiritual insights in a supportive environment. There are three serendipity/soul food norms ("powers") that each camper agrees to honor before participating in the activity. The first power is "active listening". Students are expected to listen to each other with their eyes, with their ears, and with their heart. This ensures that each person's thoughts are considered and validated. The second power is no put-downs. Students are discouraged from invalidating others' feelings through spoken or unspoken insults. The staff member who facilitates the serendipity/soul food is charged with the responsibility to maintain this safe environment. The third power is trust. The community that is participating in the serendipity/soul food agrees that what is said in the circle remains in the circle. This insures that the thoughts and feelings shared during the serendipity/soul food are treated as sacred, and students show their respect for each other's' opinions by agreeing to keep them private. Serendipities/Soul foods can create a sense of family through honest communication and mutual respect. Serendipities/Soul Foods illuminate the connectedness of all human beings to one another and to the divine as we share in the joys and sorrows of each other's' lives. All classroom teachers are invited to participate in these moments throughout the experience.

## Caritas Creek at CYO Camp

### **The Week**

Below is a general overview of some of the highlights of the week. The CYO staff will provide a customized experience that will best fit the needs of your individual students. In order to help us meet this goal we ask that you remain flexible and open to any changes that deviate from the schedule below. This is not meant to be a complete schedule or mandatory list of activities; it is simply meant to give you a general idea of some of the ways you can participate in the week. If you have any special requests, please speak with your Site Director.

### **Monday**

*Check-In:* When you arrive on Monday please check in with your Site Director immediately. We will ask you to review cabin/hiking group assignments and make any necessary changes in order to finalize the housing arrangement. Additionally, you will need to turn in your clothing order and payment. (Checks made payable to CYO Camp)

*Medical Meeting with Staff & Cabin Leaders:* Please be prepared to give important medical information soon after your arrival. You are also encouraged to share any social concerns you feel would be helpful to our staff.

*Site Director/Classroom Teacher Meeting:* During your students New Discoveries Hike you will have the opportunity to sit with your Site Director and any other teacher(s) to discuss the schedule, the facility, medical concerns, expectations, etc.

*Fire Drill:* Please be present at the basketball court at 5:15PM for the fire drill. You will have an opportunity to introduce yourself to everyone on site for the week at this time.

*Serendipity:* Hiking groups have their first serendipity together on Monday evening. Please discuss your attendance with the Site Director or Program Naturalist and experience the tradition!

*Campfire:* We encourage you to join the students at the campfire after they finish their serendipities. This is a great opportunity to show a different side to your students: sing along and be silly!

### **Tuesday**

*Exploration Hikes (Tuesday, Wednesday, and Thursday):* Be an active participant! Caritas Creek at CYO Camp does not assign classroom teachers to Exploration groups: you are free to select whichever group you prefer. Please join the children whenever possible. They need your encouragement and support. Your Site Director will guide you through this process. Please bring hiking attire.

*Serendipity and Night Hike:* If you would like to join your students for a serendipity and night hike ask your Site Director or a Program Naturalist. This is a great bonding opportunity for you and your students!

### **Wednesday**

*Class Meeting:* On Wednesday, we have set aside one hour in the afternoon for you to meet with your class. You are free to use this time as you please (class meeting, serendipity, a short hike, a game, letter writing, or a combination).

*New Eyes Serendipity (7th/8th grades):* This is a serendipity that allows students to be honest with their peers in a unique way. It can be a powerful way for you to get to know your students and the ways they relate to each other.

*Town Hall Meeting (5th/6th grades):* This activity allows students to debate a complex topic that directly relates to their camp experience. It encourages them to think about the topic of harvesting timber from many different viewpoints, while also allowing them to act out characters and debate a position.

### **Thursday**

*Celebration:* A chance for the entire camp to come together and celebrate their week by presenting gifts to the community and having an all-camp serendipity.

### **Friday**

*Springboard:* A staff member will lead a discussion with your class to brainstorm ways the students can continue to live Caritas style after they return home. Please be present and willing to participate!

**THE TEACHER'S ROLE: AFTER**

The role of the classroom teacher after the program week is to help the students keep the spirit of CYO Camp alive by integrating the lessons and values into your everyday routine. Develop activities that remind them of CYO Camp, continue to spark their interest in the natural world, and support their sense of adventure. Tie future lesson plans into the lessons they learned through hiking activities, serendipities/soul foods, or other activities. Encourage your students to work on projects "Caritas style" and to live in the Spirit of Love. The more you participate in the week, the easier it will be for you to integrate the relevant information into classroom curriculum after the experience. Your Site Director will help brainstorm additional realistic ideas with you and your students.

## Timeline Checklist

### AS EARLY AS POSSIBLE

- Your Lead Site Director will contact you to schedule your Virtual Retreat
- Recruit Cabin Leaders
- Start fundraising

### 2 MONTHS PRIOR

- Send a link to the Parent and Cabin Leader Packets. Set a deadline for the parents to return the forms to you: we suggest 4 to 6 weeks prior to your CYO Camp program week.

### 1 MONTH PRIOR

- Collect the Youth Health Form and Clothing Order Forms from parents.
- Complete an Adult Health Form for yourself and collect one from each teacher and cabin leader attending.
- Email an Enrollment Update to [praia@catholiccharitiessf.org](mailto:praia@catholiccharitiessf.org)  
(**Please note:** If CYO Camp does not receive the Enrollment Update one month prior to the program date the final invoice will be calculated on the actual number of student participants in attendance or 90% of the "Estimated Student Participants", whichever is greater.)
- Begin to compile your clothing orders and checks. Fill out the Clothing Order Tally Sheet.
- Create Cabin and Exploration Groups in Excel and send them to you Site Director.

### ONE WEEK PRIOR

- Prepare your students (and yourself) for the fun and adventurous experience ahead. Remind students that they need to bring a bag lunch on Monday.
- Review the Suggested Packing List. We cannot emphasize enough the importance of bringing waterproof jackets and pants, as well as plenty of warm cloths.
- Compile and prepare Clothing Order Tally Sheet, Clothing Summary, and one check from your school payable to CYO Camp for camp.
- Compile and prepare all Youth Health Forms of your students and Adult Health Forms for camp.

### ARRIVAL DAY ☺

- Give every student a name tag and remind them they must wear it all day.
- Collect medication and mail from students and parents before loading the bus.



## **Fund Raising Ideas**

The goal is to make sure your entire class can participate. For some families, the cost of a trip to CYO Camp is beyond their financial means. The following list provides a few ideas for fundraising that may help ensure that your entire class can participate. It is especially helpful if you **start early**. Some classes start fund raising years in advance! Most importantly, be creative!

- Hold a benefit party or auction
- Sponsor a car wash
- Sell chocolate, lollipops, ice cream or donuts
- Have a lunchroom goodies sales
- Sell holiday items, wrapping paper, or candles
- Recycle cans and bottles, ink cartridges, cell phones, or computers
- Keep change jars to collect coins
- Send out donation letters to family, friends, or co-workers
- Host a walk-a-thon
- Sell fruit or bottled water at school
- Make a guessing jar (charge a small amount per guess)
- Sell coupon books (call local stores and ask them to donate discounts)
- Sell school supplies at the beginning of the year
- Host a spaghetti dinner or a potato bar (call local stores and restaurants for food donations)
- Sell candy grams or flower bulbs

**Here are some websites to help you brainstorm some more ideas:**

<http://www.cspinet.org/schoolfundraising.pdf>

<http://childparenting.about.com/cs/parentinvolvement/a/fundraiser.htm>

[http://www.fundingfactory.com/?campaign\\_id=71](http://www.fundingfactory.com/?campaign_id=71)

<http://www.fundraiserhelp.com/fundraising-letters.htm>

## **MANDATORY FORMS**

This section contains key forms that need to be completed and returned at specified times. Consult your [Timeline Checklist](#) for help completing these mandatory forms.

### Student Information Form (SIF)

Your input regarding students with special needs or considerations is important to us. Please indicate any special circumstances on this form.

### Enrollment Update Email

Please email [praiacatholiccharitiessf.org](mailto:praiacatholiccharitiessf.org) one month prior to your visit (**Please note:** If CYO Camp does not receive the Enrollment Update Form one month prior to the program date the final invoice will be calculated on the actual number of student participants in attendance or 90% of the "Estimated Student Participants", whichever is greater.)

### Medical Summary Sheet

After you receive all of the [Youth Health Forms](#) from your students, please compile all of the most pressing medical needs of your students and list them on this form.

### Dietary Needs Summary Sheet

Please list any special dietary needs that the staff of CYO Camp should be aware of. If there are any birthdays that fall during your week at CYO Camp you can also use this form to notify us.

### Clothing Order Summary Sheet

Please arrive on the first day of your program week with the [Clothing Order Summary Sheet](#) with your [Clothing Order Tally](#). Please **bring one check from your school payable to CYO Camp for your entire clothing order.**

### Youth Health Form

Please bring a [Youth Health Form](#) for each student attending. Be sure to check these forms have been completed and signed by a parent/guardian. The [Youth Health Form](#) can be found in the Parent Information Packet.

### Adult Health Form

Please bring a completed [Adult Health Form](#) for each adult attending (other teachers, cabin leaders, etc.) including yourself. The [Adult Health Form](#) is the last page of this packet.

## Student Information Form

**School:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

Your input regarding students with special needs or considerations is important to us. In an effort to ensure that your students are comfortable and secure with their experience at Caritas Creek at CYO Camp, please indicate any special circumstances below.

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

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

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

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

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

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## **Dietary Needs Summary Sheet**

School: \_\_\_\_\_ Program Dates: \_\_\_\_\_

Please fax or email this form [praia@catholiccharitiessf.org](mailto:praia@catholiccharitiessf.org) at least two weeks before your program week!

Student Name	Food Allergies, Diabetic, Vegetarian, etc.	Reaction/ Treatment required

### **Birthdays**

If your class has any birthdays that will fall during CYO Camp program, we would love to celebrate them. Please list those student's names below.

Student Name	Birthdate	Age





## Clothing Order Summary Sheet

School: \_\_\_\_\_ Program Dates: \_\_\_\_\_

Please summarize the clothing order from the "Clothing Order Tally Sheet" onto the table below. Bring this form with you when you come to camp.

Please bring one check from your school payable to CYO Camp for your entire clothing order.

	T-Shirts	Sweatshirts
Small		
Medium		
Large		
X-Large		
2XL		
3XL		

\*\*\*Note: Clothing is available in Adult sizes only.

Gray CYO Camp Beanies	Black Caritas Creek Beanies



## Student Expectations and Responsibilities



CYO Camp provides the perfect environment to learn about nature, humanity, spirituality, self and others. The beauty of our creek, trails, animals and forest places the joy of life at your fingertips. Bring an open mind and an open heart. If you bring these two things, you will discover the wonder and magic of our natural lands.

CYO Camp provides a “hands-on” learning experience. Be prepared to use your senses; Touch, Sight, Sound, Smell and even Taste! Allow yourself to experience each moment as it arises! Leave your fancy clothes at home. Meet DIRT... your new friend!



Soon you will leave the “hustle and bustle” of city life. You will leave the buildings and the crowded streets by traveling north into the beautiful and peaceful lands of West Sonoma County. As the bus travels from your school to CYO Camp, watch how the environment changes as you get closer and closer!

Learning to care for and about our natural environment remains one of the most important parts of the CYO Camp adventure. RE-DUCE, RE-USE and RE-CYCLE are just a few ways we can care for the environment. Can you think of any other ways to care for the world we all share?



Part of caring for this world involves caring about one another. At CYO Camp we live together in community. You get the opportunity to live with your classmates and we hope you reach out to each one of them and the students from other schools during your stay. This is a good time to restart old friendships or build entirely new ones. Sometimes being away from home can be difficult. Reaching out to someone who feels lonely or separated from others can make a big difference in their week. Reach out and build new friendships!

EXPLORATION GROUPS – Students must never leave their Program Naturalist while hiking through our forest. Along those same lines, when hiking try to stay on the trails.

1. FREETIME – Whenever you are not with you Exploration or Cabin group, please take care to stay within the boundaries that will be designated for freetime. These boundaries are meant to provide freedom and protect you rather than limit you. Also, there are a limited number of freetime materials (i.e.: basketballs, volleyballs, frisbees) so sharing is a requirement.
  
2. CABIN LIFE – Each day you will have time before breakfast to straighten up your cabin and get ready for your daily adventures. Please make sure that you:
  - Air out your bed by opening your sleeping bag.
  - Pick up your clothes.
  - Hang drying towels outside or on bedposts.
  - Pick up all litter off the floor, even if it is not yours.
  - Pick up the litter outside of your cabin, even if it is not yours.
  - Turn off lights and heater during the day to conserve resources.
  
3. MEALS – Smooth running of meals requires your assistance with set-up, serving procedures, and clean-up. We have a good system that will be easy and fun for you to learn. This will be explained during your first dinner on arrival. No food is to be taken away from the lodge area at any time. Please remain perfectly still and quiet during mealtime announcements.
  
4. COMMUNITY – Always respect the needs of your fellow CYO Camp community members. Everyone present is part of something very special. CYO Camp is a place where everyone is unique and equally important.

# CYO Camp

## HEALTH and EMERGENCY INFORMATION for Adult Campers

Complete and return to the school's teacher.

**CYO Camp**  
2136 Bohemian Hwy  
Occidental, CA 95465

**Questions?**  
Call 707-874-0200

Your Name: \_\_\_\_\_  
First Name      Middle Initial      Last Name

Date of Birth: \_\_\_\_\_

Month Day Year

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address

Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. Date of your most recent tetanus immunization (Month & Year): \_\_\_\_\_

2. About your nutrition status:

- I have no food allergies.
- I am allergic to the foods listed here. (*Check the box if eating this food item triggers anaphylaxis for you.*)
  - a. \_\_\_\_\_  Causes Anaphylaxis    b. \_\_\_\_\_  Causes Anaphylaxis
- I am a vegetarian of this type (*By indicating that you are vegetarian, we will provide entrees that compliment your indicated vegetarian preference. We rely on you to eat as you've indicated so we do not waste food.*)
  - Semi-vegetarian (no pork or beef)
  - Pesco vegetarian (no pork, beef or chicken)
  - Lacto-ovo vegetarian (no beef, pork, chicken, fish or seafood)
  - Vegan (no beef, pork, chicken, fish, seafood, eggs or dairy)

3. Do you have a health condition such as a chronic illness or a special circumstance that we should know about because it impacts your ability to participate in this camp program?

- No, I am prepared to fully participate.
- Yes, as explained: \_\_\_\_\_

4. Should the unforeseen occur, who would you like us to notify in an emergency?

Name of Individual: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

Preferred Phone: (\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

5. Things you should know about health services while you are at camp:

- a. In case of an emergency, we will call the local ambulance service. It takes at least 10 minutes for an ambulance to get to camp.
- b. During your stay, [**insert name of camp's designated healthcare provider and this individual's credential**] is available to help with your emergent health needs.
- c. Our camp **does** have an AED at camp. Our camp **does not** have portable oxygen at camp.
- d. Adult participants manage their own medications; please bring what you anticipate needing. All medication needs to be secured and away from children's access.
- e. There is a **hospital** available to you in Santa Rosa, CA. This is 40 minutes from camp.

Statement of Agreement

I have read the information both on this page and in what was sent to me as an adult participant for this camp program. I understand my health information will be shared with camp staff on a "need to know" basis and that, as an adult, I retain primary responsibility for managing my health status while at camp. I agree to inform the camp of any changes that might impact my participation.

Your Signature: \_\_\_\_\_

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

