



◆ CYO OUTDOOR ENVIRONMENTAL EDUCATION ◆

## CABIN LEADER INFORMATION PACKET

Thank you for your interest in the Cabin Leader position at Catholic Charities/Caritas Creek at CYO Camp. The Cabin Leader position is an integral part of our program. We rely on our volunteer Cabin Leaders to mentor and care for the students that will be coming with their classes for our Environmental Education Program. The Leadership team is designed to support and guide our Cabin Leaders while they act as ambassadors of Caritas Creek at CYO Camp. This packet has been created to help you learn more about our program and to provide you with the tools necessary to become a member of our team. Please review and return the included documents prior to arriving to CYO.

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We thank you for volunteering your time and effort for our Catholic Charities/Caritas Creek at CYO Camp students. We look forward to working, playing and learning with you during this transformative time! Please give us a call at (707)874-0200 or email at [praia@catholiccharitiessf.org](mailto:praia@catholiccharitiessf.org) if you have any questions or concerns about your role as a Cabin Leader.

Sincerely,

Paul Raia  
Associate Director CYO Camp and Retreat Center

*“Be the change you wish to see in the world.” -Gandhi*



## The Personal Benefits of Cabin Leading

Whether you're a parent, a member of the school community, or hired help, your choice to be a cabin leader is one that has the potential to offer great rewards! The Caritas Creek experience is truly transformative, and as a Cabin Leader, you have the opportunity to personally benefit from that transformation. As we say at Caritas: "You get out of it what you put into it." Beyond some of the obvious benefits of deepening your connection to today's youth, here are some of the gifts of Cabin Leading that come with your focused intention:

- Deepen Your Connection to Nature
- Develop Personal Authority that is Empowering to Others
- Improve Your Communication Skills
- Enjoy the Unplugged State of Presence
- Grow Your Compassion, Trust, Patience, and Ability to Forgive
- Gain Tools for Facilitating Peace Amongst Your Community
- Deepen Your Connection to God (or whatever you call the Divine)
- Enliven Your Life with Play and a Sense of Adventure
- Strengthen a Sense of Purpose through Service
- Empower Your Creativity
- And More!

Though, indeed, your service to Caritas Creek as a Cabin Leader is primarily aimed at supporting the campers, and the task certainly presents challenges, the deeper you go in your own transformation, the deeper the campers will go- as a Cabin Leader, you are a model of what it looks like to let the experience in and let yourself be changed for the better. What would your week at Caritas be like if you viewed it as a personal empowerment retreat? How can you make all the ups and downs of the week benefit your personal evolution? How can you authentically share your journey with your campers in a way that inspires them (while maintaining your professional, and age-appropriate boundaries)?

*“ Be the adult you want your children to be.” -Brene Brown*

## **Your Responsibilities as a Cabin Leader**

Your role in the success of the Caritas Creek program is essential and divided into 3 different categories. Here's a brief overview of your roles and responsibilities:

### *Student Mentor:*

As a cabin leader, you have the awesome opportunity to mentor students behind the scenes. Cabin time is when students can really let their guard down and process their experience. Your influence and support in this essential time is crucial to their overall experience. As the first adult they interact with in the morning, and the last one at night, you are the one who really sets the tone. You help maintain a positive mentality throughout the high and lows of their experience. Here are some simple mentoring tips:

- **Listen Deeply:** pay attention to the talk in the cabin. What do the students care about? What concerns them? What inspires them?
- **Ask Questions:** rather than offering advice, when students have challenges, help them discover their own wisdom. Who do they admire? What would that person say? What are their core values? What can they do to stay in alignment with their values?
- **Model Your Daily Practices:** Do you have something that you do every day as a form of self-care? Keep doing it! Whether it's yoga, prayer, journaling, singing, etc., include your cabin in the practice. It's great for students to be exposed to real-life, integrated self-care.
- **Model a Positive Attitude:** You are the one who sets the tone! Your vibe effects everyone in your cabin. No doubt, there will be times when you're tired or don't see the value in something. Please model to the students what it looks like to make the best of every situation with a positive attitude.

### *Authority Figure:*

As a cabin leader, you are the one in charge -and it's essential that the students know it! For students to feel safe, they need to know that someone is holding firm boundaries to protect their wellbeing (even if it's protecting them from their own pre-teen impulses). From the very first moment you meet them, you need to make clear what is OK and NOT OK. They also need a clear understanding of consequences. Though you are not the one to ultimately make disciplinary decisions (that's up to your school teachers, Site Director, and Teacher Naturalist), it's still important that students trust your authority. As you establish your authority, what's most essential is your consistency and kindness. Separate consequences from your emotions and overall view of the student; remember, all the kids are good kids. Show them endless forgiveness and compassion, even if you need to hold boundaries and offer consequences.

### *Chaperone/Guide*

On the most practical level, your role as a cabin leader is to make sure the students are safely where they need to be at the right time. Communicating with them around timing and what they need for each activity is an essential part of your role. See the "Daily Schedules" and "Morning Readiness" for more information.

### *Teaching Assistant:*

You will be assisting the Teacher Naturalist (TN) on trail every day. Your job is to make sure the TN feels supported in their leadership.

## Daily Schedules

In our weekly schedule, you are asked to show up in 3 different ways: as an adult leader, as support to an adult leader, and as a professional/volunteer in meetings. The following schedules let you know when you are leading, supporting, and meeting, and what is expected of you.

### Monday Schedule

Time	Your Role	Activity	Location	Notes
12:00pm	Meeting	Arrival	Courts	Meet the Cabin Leader Coordinator for your first orientation
12:15pm-2:30pm	Meeting	Cabin Leader Orientation	Lodge	Receive essential information for your time as a Cabin Leader
2:30-3:30	Meeting	Teacher Naturalist Meeting	Lodge or Harriman Hall	Get to know the Teacher Naturalist you'll be on trail with.
3:30pm-4:50pm	Lead	Student Cabin Leader Meeting and Cabin Set-Up	Your Cabin	See "Settling Into Your Cabin" for more info
4:50pm-5:05pm	Support	Fire Drill	Courts	
5:05pm-5:15pm	Lead	Transition to Bounce	Back Deck of the Lodge	Make sure students arrive by 5:15pm. Supervise students prior to Bounce beginning
5:15pm-5:30pm	Support	Dinner Bounce	Back Deck of the Lodge	Make sure students are on time and listening during the prayer/inspiration.
5:30pm-6:15pm	Lead	Dinner	Lodge	See "Meal Time" for more info
6:15pm-7:00pm	Lead	After Dinner Transition	Your Cabin	See "Transition Times" for more info
7:00pm-7:15pm	Support	Evening Tone Set	Lodge or Harriman Hall	Sit amongst students to help them stay quiet and focused
7:15pm-8:30pm	Support	Serendipity	Determined by Your Naturalist	See "Supporting Serendipities" for more info
8:30pm-9:30pm	Support	Campfire	Trinity or Coyote Campfire pit	See "Campfire" for more info
9:30pm-10:00pm	Lead	Going to Bed	Your Cabin	See "Bedtime Procedures" for more info

Tuesday -Thursday Daily Schedule

Time	Your Role	Activity	Location	Notes
7:00am	Support	Wake-Up	Your Cabin	The Site Director sometimes wakes the kids up, but if they're not there by 7:15, make sure students are up.
7:00am-7:45am	Lead	Getting Ready	Your Cabin	Make sure students are prepared for the day and on-time to breakfast. If they are ready early, they still need to stay with your cabin. See "Morning Readiness" for more info
7:45am-8:00am	Support	Breakfast Bounce	Back Deck of the Lodge	Make sure students are on time and listening
8:00am-8:30am	Lead	Breakfast	Lodge	See "Meal Time" for more info
8:30am-9:00am	Meeting	Cabin Leader Morning Meeting	Lodge	Get essential information for the day and check-in about how your cabin is going
9:00am-2:30pm	Support	Hiking Group	On Trail	See "Hike Support" for more info
2:30pm-3:00m	Meeting	Cabin Leader Afternoon Meeting	Lodge	Get essential information for the day and check-in about how your cabin is going
3:00pm-4:00pm	TIME OFF	Electives/ Student Freetime (depending on village)	Your Free Time/Assigned location	<u>Banana Slugs</u> : Your Freetime <u>Salmon</u> : Supervising Student Free-Time <i>*Thursdays: FREETIME FOR EVERYONE -no electives</i>
4:00pm-5:00pm	Lead	Electives/ Student Freetime (depending on village)	Your Free Time/Assigned location	<u>Banana Slugs</u> : Your Freetime <u>Salmon</u> : Supervising Student Free-Time <i>*Thursdays: Pack and Clean/Celebration Prep</i>
5:00pm-5:15pm	Lead	Transition to Dinner	Your Cabin	See "Transition Times" for more info
5:15pm-5:30pm	Support	Dinner Bounce	Back Deck of the Lodge	Make sure students are on time and listening during the morning inspiration
5:30pm-6:15pm	Lead	Dinner	Lodge	See "Meal Time" for more info
6:15pm-7:00pm	Lead	After Dinner Transition	Your Cabin	See "Transition Times" for more info
7:00pm-9:30pm	Support	Evening Activity	TBA	See "Campfire" and "Hike Support" for more info
9:30pm-10:00pm	Lead	Going to Bed	Your Cabin	See "Bedtime Procedures" for more info

*Friday Schedule*

Time	Your Role	Activity	Location	Notes
6:45am	Support	Early Wake-Up	Your Cabin	The Site Director will be waking you up early. If, for some reason, the Site Director doesn't come, please make sure students are up by 7:00am
6:45am-7:45am	Lead	Clean and Pack Out	Your Cabin	See "Pack and Clean" for more info
7:45am-8:15am	Lead	Breakfast	Lodge	There is NO Bounce on Friday morning. Please go directly to breakfast
8:15am-9:15am	Support	Prayer Service Prep	To Be Determined By Naturalist	See "Hike Support" for more info
9:15am-10:15am	Support	Prayer Service	Outdoor Chapel	Please sit amongst the students to help them stay quiet and focused
10:15am-11:15am	Meeting	Load Luggage and Cabin Leader Meeting	The Courts	Help load the luggage onto the buses. Then have a meeting with the Cabin Leader Coordinator and other Cabin Leaders to close out the week
11:15am-12:00pm	Lead	Lunch	Lodge	See "Meal Time" for more info
12:00pm	Meeting	Final Cabin Leader Meeting	In Front of the Lodge	Give Thanks!

## Key Cabin Leader Moments:

### Daily:

- Meal Time: You will be in charge of a table of about 9 students at breakfast and dinner. The most essential part of your role (besides to bring the good vibes) is to make sure of the following:
  - No more than 2 students are ever out of their seats at any given moment.
  - Students practice taking only the amount of food that they intend on eating.
  - Any student who receives meal-time medications takes their meds.
  - Manners and respect are practiced at the dinner table.
  - Meal-time and clean-up procedures are closely followed (they will be explained at the first meal. There will also be a mealtime guide at your table every night for reference)
- Transition Times: This is a time when you are in charge of your cabin family. This is NOT free time for your students; however, if everyone in your cabin is present, feel free to do something fun. Please keep your group together to assure that everyone is ready and on time for the next activity.
- Morning Readiness: Here's some key points for getting ready in the morning:
  - Always set a time for students to be ready taking into account how long it takes to walk to breakfast.
  - Unless otherwise instructed, neither you nor the students may shower in the morning. Please abide by this rule. Remind students that they may take a shower during their free-time.
  - Make sure students bring EVERYTHING they will need for the day with them to breakfast:
    - Water Bottle
    - Backpack
    - Sunscreen/Bug Spray
    - Hat
    - Sweatshirt/Jacket
    - Field Journal
    - Close-toed hiking shoes
  - Help students choose layered attire that will accommodate their comfort with changing weather.
  - Remember that you are their first adult contact! You have the power to set a positive tone for the whole day. Enjoy bringing a loving and kind spirit to their mornings. It's a really special opportunity to have a little influence that makes a big difference.
- Bedtime Procedures: Time to wind down! Campers are often full of energy even at bedtime. It is your responsibility to help them prepare for bed in a timely fashion. Here's some tips:
  - Give them clear time-lines: for example, "You have 10 minutes to wash up in the restroom and return to the cabin." If not all of your students have returned by then, go to the bathroom and stay until they are done and walk back with you.
  - Dim the lights 15 minutes before **lights are out at 10:00PM** and encourage quiet voices.
  - Let campers know that if they wake up before 7 (when you or the Site Director wake them), they have 3 options:
    - Go Back to Sleep: They may get up and use the bathroom quietly (with a buddy!) but they must return to bed afterward.
    - Pretend to Go Back to Sleep: Lay silently and think about the day, set goals for themselves.

- Do a Solo Activity: If campers anticipate that they will wake up early, they can pre-set a Journal/Book/Friendship Bracelets by their pillow at night. It's important that it is pre-set so that they are not rummaging around making noise.
    - Lead an activity to help campers wind down:
      - Lead a Serendipity:
        - This bonding activity is a meaningful way to bring the day to a close. An easy one to lead that does not require any materials is "A Rose and A Thorn." After campers have washed up and are ready for bed, tell them you're going to have a serendipity and remind them of the Powers of Serendipity: ANT (Active Listening, No Put Downs, Trust/Confidentiality). Invite them to speak one at a time to share a "rose" (highlight) and a "thorn" (challenge and what they learned from it). Encourage everyone to use a low volume of voice to create a reverent space. Many may be asleep before everyone has a turn!
      - Read a Bedtime Story (Books are available in the lodge)
      - Tell a Story (using your imagination)
      - Sing/Play a Song
      - Lead a Guided Meditation
    - DO NOT allow campers to talk once the lights are out.
  - **Night Time (from 10pm-7am): If you or a camper has an immediate need between 10pm and 7am, please find their teacher at the Day House (see EMERGENCY ACTION PLAN).** The teacher can contact staff if need-be. If needed, there is an extra clean sleeping bag in the medical room. Please remember to set nighttime expectations for the bathroom: remind campers to go before bed and that they must bring a buddy, even in the middle of the night.
  - **Your Time Off:** Every day during Electives you will have an hour off. When this will happen will be made clear during the Cabin Leader Orientation when you arrive. This hour is a great time to take a shower, take a nap, catch up with your job or family, using WiFi in the Pit, or having something hot to drink in the lodge, and spend time in personal reflection. **If you need additional off time, please let us know.** Many cabin leaders have jobs and responsibilities that they need to tend to throughout the week. If you need more time, please check in with us so that we can accommodate you.

*Monday:*

- **Fire Drill:**
  - Make sure that students are quietly in a straight line at your cabin number that is painted on the ground at the courts.
  - Count your students to make sure everyone is present
  - Help students stay quiet to receive all the essential safety information
- **Settling Into Your Cabin:** This is the most essential time that you spend with your cabin as it sets the tone for the remainder of your time together. Upon receiving your cabin, head to the basketball courts to pick up their luggage.
  - Have your first cabin meeting:
    - Introductions:
      - Ask the whole group to echo each student's name after they introduce themselves. For Example: Student: "Hi, my name is Alana" Everyone: "Hi Alana"

- Have the students share a bit of information about themselves such as: something that most people don't know about them, their favorite thing to do in their free time, or the thing that they're most passionate about.
- Establish your cabin norms. Make sure to include:
  - What to do if you wake up early: 1- Go back to bed 2-Pretend to go back to bed 3-Read a book or write in your journal (that you preset the night before)
  - The Buddy System: everyone needs a buddy anytime they go somewhere, this includes to the bathroom in the middle of the night
  - Cabin Cleanliness and Tidiness
  - Reminders that transition times are NOT free time. They must stay with the cabin in transition times
  - Bedtime procedures (see "Bedtime Procedures")
  - Shower Procedures:
    - NO showers except during scheduled free time (unless otherwise instructed)
    - Conserve water by taking 3-minute showers
  - What NOT to have:
    - food in the cabin
    - electronics
    - make-up
    - medications (unless it has been approved by the teacher)
  - Medical Administration: let campers know that they will receive their morning and evening meds at breakfast and dinner. If they have before-bed medications, they will go with a buddy to Day House to receive their medication from their teacher.
  - The importance of inclusivity and "Caritas Style" (See "Caritas Program Overview")
  - Serendipity Powers *for everyday life*: ANT: Active Listening, No Put Downs, Trust (Confidentiality).
    - Please let students know you are a mandated reporter. This means that if you hear a student talking about being harmed or harming themselves, it is the law that you report that for their safety.
  - A review of the Camp Consequences (See "Defiance/Discipline")
  - The importance of respecting other people's space and property
  - Students may not enter other people's cabins
  - Remember to turn off the lights and the heater when leaving the cabin
- Come up with a cabin name and start unifying your cabin right away. Make sure it is appropriate and camp-friendly
- Allow students to pick a bunk and set-up their belongings. Encourage them to bunk "Caritas Style" (See "Caritas Program Overview")
  - Safety Set Up: Instruct campers to keep shoes and a sweatshirt next to bunk with their flashlight in their shoe.
- Supporting Serendipities: Serendipities are times for a pleasant surprise that will feed your soul. These activities are fantastic ways for any group of people to get to know each other and bond. You will attend your first serendipity on Monday evening as it is led by your assigned naturalist. Be sure to

participate in the sharing while using good judgement about that personal information to share (avoid adult topics and do not share your contact information). Use this opportunity to get to know the kids - and let them get to know you too!

- Campfire
  - Sit amongst the students
  - Help the students stay quiet when necessary
  - Model the fun, play, and reverence that is being called forth by each campfire leader

*Tuesday/Wednesday/Thursday:*

- Hike Support: On trail, you are a teaching assistant. You both model good student behavior, inspire engagement, and support positive discipline.
  - Here are just a few of the ways you can help your naturalist throughout the day:
    - Help keep the entire group together and safe while hiking
    - Enthusiastically participate in games and activities
    - Add to discussions and ask questions
    - Keep an eye on safety issues
    - Encourage campers to stay hydrated
    - Have a positive attitude
    - Check in with your naturalist if you would like to run a game or activity
  - Solo Hikes: You play an essential role during the two solo hikes throughout the week: one during the day and one at night. Make sure to discuss with your naturalist how you can best support these activities.
- Evening Activities:
  - Night Hike: This evening activity is an opportunity for students to face their fears and experience the majestic beauty of the forest at night. Please make sure that they do not bring a flash light with them and remind them that this is a time to experience the beauty of the forest -NOT to scare each other or make fun of each other for being nervous.
  - New Eyes/Town Hall: you have this evening activity off! However, please be aware that your students may feel emotional after this class-wide serendipity/activity in which they:
    - address and let go of old grudges (New Eyes)
    - open up new doors of possibly with their class family (New Eyes)
    - debate sensitive issues (Town Hall)
  - Celebration: This special activity is the culminating event of the entire week. Students have the opportunity reflect back to their classmates all that they've received while at Caritas. Each cabin will present a "gift" together. Enjoy it! (see "Celebration Prep" below to learn more about your essential role in this activity). Also, during Celebration, please support the staff in keeping the campers focused and quiet. The more support we have with that, the smoother the activity runs. The smoother the activity runs, the more meaningful for the students (and YOU!).
- Student Free-Time: You are in charge of student free time. Each day, you will pick a spot to supervise at one of the boundary points. Please do not be on your electronic devices at this time. Your responsibility is to make sure students:
  - stay within the boundaries
  - respect camp norms
  - go back to their cabin at the end of free-time to prepare for the next activity.

- Cabin Leader Meetings: Tuesday-Thursday you will have both a morning and afternoon meeting with the Cabin Leader Coordinator and other Cabin Leaders. This is a great time to address concerns, share valuable information, share your personal reflections, and build community. It is essential to attend all meetings.
- Celebration Prep (Thursday afternoon only): This is one of the most important times of leadership for you as a Cabin Leader. In this time, you'll help your cabin to create a "gift" that they will present that evening at Celebration. It is important that everyone equally contributes to the creation of the gift and its presentation, that the central idea comes from the students, and it is relevant to all of camp (not too many inside jokes, please). This "gift" can be:
  - a skit
  - a song/poem/story
  - a material thing they make with symbolic meaning
  - some kind of interactive experience that they facilitate
- Pack and Clean (Thursday afternoon only): Pack and clean happens in the same time period as Celebration prep. Students need to:
  - Clear out all of the trash
  - Organize and pack everything except for what they need that night and the next day
  - Sweep the cabin
  - Shake out the rugs

*Friday:*

- Cleaning Out the Cabin: Before Friday's breakfast (NOTE: there is no Bounce. Breakfast starts at 7:45am), you and your campers need to:
  - Bring luggage to the courts to put in a line next to the sign for their school
  - Sweep cabin
  - Empty all trash from the cabin
  - Shake out the mats
  - Open all the windows
  - Turn off all lights
  - Turn off the heater
  - Campers should only bring to breakfast what they want to bring on the bus-ride home
- Prayer Service: Each hiking group will prepare an element of the prayer service to share. Please support your naturalist and sit amongst the students to help them stay focused and quiet.

## Possible Challenges and Solutions

Homesickness: There are many ways you can support campers who miss home. Here are some ideas to help you through this challenge:

- Stay Positive! Shift the focus off going home and onto fun things to come at camp. Their home will always be there and this may be their one chance at camp.
- Write a Letter: Have the camper write a letter home to their family about everything going on at camp.
- Focus on Small Goals: have the camper focus on getting to the next activity, to the next meal, or to the next morning. Before they know it, the week is over!
- NEVER promise a camper that they can call home. This decision is up to the teacher (as often a call home can make the situation worse).

Student Conflict: It's natural for students to have miscommunication or to trigger each other. Help campers use these conflicts as powerful opportunities to grow within themselves and with each other. Here are some ways to support students in moving through conflict in an empowered and peaceful way:

- Clarify Communication: Make sure that everyone understood what the other meant. Misunderstanding is one of the main sources of conflict. Often, with just a little bit of investigation, it becomes clear that something was either not heard, heard incorrectly, or misunderstood. Help students to clarify their communication.
- Cultivate Compassion: Help campers to recognize themselves in the other. When have they felt similarly to the one they are in conflict with? When have they ever done something similar to the thing that upset them?
- Set Clear Boundaries: Often conflict occurs because someone's boundaries are being crossed without that person even knowing that they had a boundary. Help campers discover their personal boundaries and communicate them in a healthy way.
- Take Personal Responsibility: Help students recognize their part in the conflict. Remind them that it takes two to tango and that everyone makes mistakes. The mistake is never the issue, it's the denial of the mistake that causes problems. Help students take responsibility for their part.
- Focus on Forgiveness: Remind students that being human can be hard sometimes and that we all make mistakes. From a foundation of compassion and understanding, help them to let go of the past, or the current conflict, to start over. Remind them that self-forgiveness is as important as forgiving others.

Defiance/Discipline: Our Goal is always to set campers up for success. Our discipline model aims to do just this.

- Proactive Discipline:
  - Set Clear Expectations: this is where the ground work that you do in your initial cabin meeting pays off. Design your expectations to be succinct and clear so that you can point to them easily at any time. Make sure to check for understanding and give the opportunity to ask questions.
  - Be consistent: DON'T make exceptions to the rule. It is often tempting to let someone do something JUST ONCE, even though it's not usually allowed. DO NOT DO THIS. Treat every student equally and follow the same norms in every context.
  - Awareness: Always have an ear open! Be aware of your campers, their conversations, and their actions. Stop problems before they start.
  - Honor Their Intelligence: Explain the reasoning behind expectations and guidelines. Avoid talking down to children and seek their input and opinions.

- Money in the Bank: Every conversation with a kid is like a deposit into your bank account. If you run into problems later, your relationship with that child will aid in solving problems.
- Positive Discipline: *Remember, there are no bad kids, just bad choices.*
  - Proximity: mix yourself in with the kids and separate chatty students
  - Gently call out disruptive students and ask them to bring their focus back to the group
  - Have check-in conversations with campers away from the large group
  - If misbehavior continues, seek the support of your Teacher Naturalist, Site Director, or teacher. While you are NOT the one to make discipline decisions, it's important that the students know that you are in alignment with the other authority figures at camp and that you are in regular communication with them.
  - DO NOT TAKE IT PERSONALLY. Do your best to stay emotionally uninvolved. The age of our Caritas campers is naturally defiant. This is a time in the students' lives in which they begin to differentiate themselves from their family and community. This stage lends itself to pushing and questioning boundaries. Remember: they are not TRYING to be bad, or to upset you. Instead, they are learning how to assert their individuality and personal power -and they don't always get it right. The more emotionally uninvolved you can be (not angry, not offended, not judgmental, not sad, etc.) the more success you will have in helping them learn to assert themselves in healthy ways.

Illness/Injury: If a student gets hurt or feels ill, immediately let their teacher know. Caritas is legally not able to make decisions regarding student health. Please communicate around health concerns ASAP.

## **Caritas Program Overview**

“Caritas Style”: One of the main components of Caritas is the opportunity for students to build relationships with campers from different backgrounds from their own. Whether or not students are mixed with a different school, they all have the opportunity to expand their friend-base. As part of our program, we emphasize the importance of diversity in community, and the gifts of getting to know people who are different. You can support this essential aspect of our program by constantly reminding students to step out of their comfort zone to get to know campers outside of their circle of friends.

S.O.N.G.: This acronym lays out the four pillars of the Caritas curriculum: to connect with Self, Others, Nature and God (with the exception of public schools, who do not talk about God). You can support the power of these pillars by making references to them at every chance you get.

Daily Themes: Every day has a theme at Caritas that creates a through-line of focus throughout the day and builds each day on the last. The theme weaves together what they are learning in nature with what they are learning about themselves and others. The themes are:

- Monday: New Discoveries
- Tuesday: Connections
- Wednesday: Power and Equality
- Thursday: Change
- Friday: Springboard: Caritas actually begins when they bring everything that they learned home.

B.E.E.T.L.E.S Science Curriculum: This cutting-edge curriculum (which fully meets the *Next Generation Science Standards*) puts discovery at the center of all learning. Rather than teaching students’ facts, we help them to see the world with the Eyes of a Scientist by maintaining a constant state of observation, wonder, and making connections. The 3 central perspectives that we encourage students to keep are:

- I notice...(Observation)
- I wonder...(Curiosity)
- It reminds me of...(Connections)

Anything you can do to reinforce this language will support students in their overall ability to integrate this empowered way of being in the world.

### **Helpful Resources:**

- Bedtime Books: We have a collection of books in the lodge for your use. But, if you’ve got a favorite, bring it!
- Camp Staff: Please use our staff as a resource anytime! We are happy to help!

## **CATHOLIC CHARITIES CYO CAMP EMERGENCY ACTION PLAN FROM 10PM-7AM**

### **LIFE THREATENING EMERGENCIES**

#### Fire or Smoke

- *Participants should always be prepared to evacuate building immediately. It is the cabin leader's responsibility to instruct participants to keep shoes, flash light in shoe, and sweatshirt next to bunk.*
- *Activate the camp wide alarm by activating nearest pull station.*
- *Proceed with your entire group to emergency meeting site while being aware of safety hazards and await instructions.*

#### Earthquake

- *Participants should always be prepared to evacuate immediately. It is the cabin leader's responsibility to instruct participants to keep shoes, flash light in shoe, and sweatshirt next to bunk.*
- *Participants must remain under a bunk until shaking stops.*
- *Activate the camp wide alarm by activating nearest pull station.*
- *Proceed with your entire group to emergency meeting site while being aware of safety hazards and await instructions.*

#### Active Threat

- *Participants should always be prepared to evacuate immediately. It is the cabin leader's responsibility to instruct participants to keep shoes, flash light in shoe, and sweatshirt next to bunk.*
- *If safe, immediately leave cabin and disburse away from buildings and the main area of camp.*
- *Never approach active threat. Keeping campers safe is your only priority.*
- *Never run towards or approach law enforcement officers until instructed to do so.*
- *Always make sure that your hands and fingers are visible to law enforcement officers and do not approach until instructed to do so.*

#### Medical Emergencies That Require A Professional Medical Assessment

##### **Head injuries**

*Do not move the injured. All head injuries, minor or major, must be assessed by a Catholic Charities CYO Camp administrator. Immediately call a Catholic Charities CYO Camp administrator and wake teacher if a student. All head, neck, and back related injuries must have a professional medical assessment.*

##### **Seizure**

*Protect the individual from injuring themselves and wake another adult. Immediately call a Catholic Charities CYO Camp administrator and wake teacher if a student has a seizure.*

##### **Allergic Reaction**

*Any person suffering from the signs and symptoms of anaphylaxis or a severe allergic reaction must be assessed by a Catholic Charities CYO Camp administrator. All serious allergic reactions and if an EPI Pen is deployed require that 911 is called immediately.*

- *Skin rashes and itching and hives.*
- *Swelling of the lips, tongue or throat.*

- *Shortness of breath, trouble breathing, wheezing (whistling sound during breathing)*
- *Dizziness and/or fainting.*
- *Stomach pain, vomiting or diarrhea.*

**Acute on-set of illness**

- *Shortness of breath, trouble breathing, wheezing (whistling sound during breathing)*
- *Dizziness and/or fainting.*
- *Stomach pain, vomiting or diarrhea.*

**IF YOU CANNOT WAKE THE STUDENTS TEACHER FOR ANY REASON, IMMEDIATELY CONTACT CATHOLIC CHARITIES CYO CAMP DIRECTOR ON CALL. PHONES AND CONTACT NUMBERS ARE AVAILABLE IN UTILITY CLOSET IN BATH HOUSES, HARRIMAN HALL, AND AT THE DAY HOUSE.**

## Catholic Charities/Caritas Creek at CYO Camp Cabin Leader Expectation Contract

(Please review; all Cabin Leaders must sign a copy of this document)

One of your most important responsibilities as Cabin Leader is to understand, role model, and ensure the Caritas Creek at CYO Camp norms are followed. We ask that you agree to these norms while you are at CYO Camp as a Cabin Leader.

I understand that I will be serving in a capacity of great responsibility and will be entrusted with the care of younger students in my cabin. I will conduct myself in such a way that my personal behavior and appearance will serve as a model to all students.

- At all times, I will put the physical and emotional safety of the individual and collective members of my cabin and exploration groups as my prime responsibility. I will know, follow and enforce the Caritas Creek at CYO Camp norms.
- I acknowledge that the students in my charge are very impressionable and must be protected from inappropriate language, jokes, activities and stories.
- I accept the challenge of working as an assistant to my Program Naturalist. I will be conscientious of exposing the participating students to the natural world and heighten the awareness of its importance in all students whom I supervise and role model to.
- I understand that Caritas Creek at CYO Camp serves parochial, public, private and alternative schools, and that the curriculum changes according to the requirements and needs of each individual school. I agree to be present, to supervise, and assist the students in their success at all program activities.
- I will encourage each student to be an active participant in all activities of the Program. I myself will actively participate in program activities, to the best of my ability, as a model for the students to follow.
- If an **injury, major conflict, or serious situation beyond my comfort or ability** occurs (day or night), I will immediately bring it to the attention of the Cabin Leader Liaison, Program Naturalists, Onsite Director, and/or the school teachers.
- I recognize that it is against camp policy to ever be alone with a minor. If this situation occurs I will find another person to be present or move the interaction to a place in plain view. I understand that this guiding principle is not only for the safety of the program but also me.
- I understand that I will not share my personal information or exchange contact information with campers. This includes: addresses, phone numbers, emails, all social media, or any personal stories that are not age appropriate.
- I agree not to possess or use alcohol, illegal drugs, marijuana, or behave in any way to endanger the students' welfare, or the reputation of Caritas Creek at CYO Camp Environmental Education Program, my own school, or myself. Failure to do so will result in the immediate removal from the program.
- I agree to not use technology when I am near or around campers.
- I understand that any inappropriate behavior or deviation from the Caritas Creek at CYO Camp Norms will result in an appropriate consequence, and possibly conclude in my dismissal from the program.

---

Name

Date

School

## Caritas Creek at CYO Camp Norms

The primary responsibility of a Cabin Leader is to provide a safe and respectful environment for their cabin and exploration groups. To do this effectively, you must role model the camp norms, and ensure that students also follow them. The following is a list of some of the Caritas Creek at CYO Camp Norms.

**It is vitally important to the success of your week at CYO Camp that everyone feels COMFORTABLE and SAFE.**

- Respect - Treat people and all living things with respect. (i.e. no cabin raiding, practical jokes.) Treat all camp property and personal belongings of others with respect. No graffiti.
- Be On Time!
- Model Active Listening: Follow the directions of your Program Naturalist, Classroom Teachers and Directors. Use the quiet sign as a visual to be silent.
- No Put-Downs- verbal or non-verbal.
- Use Appropriate Language. No swearing.
- The following items are not permitted by campers or Cabin Leaders while here at CYO Camp: Cellular phones, Computers, iPods, personal stereos, hair dryers, curling irons, hair spray or make-up.
- All cabin groups must stay together with their Cabin Leader.
- Stay within the camp boundaries.
- Use the buddy system! No one should ever go anywhere alone.
- Leave all sticks, rocks, plants, and animals where you found them. No throwing anything. (Leave-It-Right Rule)
- Stay with your Teacher Naturalist on exploration hikes
- Leave No Trace! Turn off Lights and Heaters! Conserve water! Recycle!
- **No horseplay, pillow fights, or roughhousing in/out of the cabins.**
- Keep all food out of the cabins.
- No medications are allowed in the cabins, except epi pens and inhalers that have been checked-in with the staff.
- No visiting or entering other cabins.
- Be in bed and quiet by "lights out" and remain in bed (except for emergencies) until established wake up time. Camp Director comes to wake you.
- Close toed shoes at all times! Only exception is the showers and pool.

## SUGGESTED CLOTHING LIST

PLEASE NOTE THAT CARITAS CREEK AT CYO CAMP WILL NOT BE HELD RESPONSIBLE FOR LOST ITEMS. PLEASE DO NOT SEND IRREPLACEABLE, BREAKABLE OR EXPENSIVE ITEMS WITH YOUR CHILD. PLEASE ALSO IMPRESS UPON YOUR CHILD THE NEED TO KEEP TRACK OF HER/HIS THINGS DURING THE WEEK. Caritas Creek at CYO Camp uses the forest as a classroom: please be aware that anything that comes to camp may return home dirty, damp or muddy. Please do not pack anything that cannot return home dirty.

\*\*\*Please write your name on everything\*\*\*

<u>Clothing</u>	<u>Hygiene Gear</u>
4 pairs of Jeans or Outdoor pants	2 Towels
4 Tee Shirts	1 Wash Cloth
2 Sweaters or Sweatshirts	1 Bar of Soap
2 Turtlenecks or Thermals	Toothpaste
1 or 2 Warm Jackets	Toothbrush
Swimsuit/Shorts	Hairbrush/Comb
6 pairs of underwear	Shampoo/Conditioner
8 pairs of socks	<u>Cabin Gear</u>
Mittens or Gloves	Sleeping Bag or 2 Blankets/ Pillow
Warm Hat, Cap, or Ear Muffs	Dirty Clothes Bag (Plastic Bag, Pillow Case)
Sleepwear	Stationery, Envelopes, & Stamps
2 pairs of shoes (Tennis, Hiking Boots)	Book or Magazines
Sandals (For Showering)	Stuffed Animals Welcome
<u>Rain Gear</u>	<u>Hiking Gear</u>
<b><u>Waterproof* pants (nylon, plastic or vinyl)</u></b>	<b><u>Flashlight and Water Bottle</u></b>
<b><u>Waterproof* jackets (nylon, plastic or vinyl)</u></b>	<b><u>Back-pack (large enough for water bottle + extra clothing)</u></b>
*Water <b>resistant</b> is insufficient	<b><u>Sunscreen &amp; Bug Repellant</u></b>

### PLEASE DO NOT BRING THE FOLLOWING ITEMS

Food	Cell phones
Candy	Electronic Games
Gum	Curling Irons
Weapons	Hair Dryers & Straighteners
iPods / iPads / E-reader	Make-up, Hair Spray or Hair gel
Knives	Jewelry
Money	Any item of value
Body Spray (Deodorant OK)	

# 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: \_\_\_\_\_