



CCCYO 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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Contact List

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Caritas Creek at CCCYO Camp Program Description

Caritas Creek at CCCYO Camp Environmental Education is a program which has evolved over the course of 49 years to help serve communities of many backgrounds and demographics across California. It integrates themes and lessons from diverse sources of knowledge and wisdom, and the Caritas experience both begins and ends in the classroom, where students need it most. A Site Director will conduct a virtual retreat with the class, working directly with students to prepare for their 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 CCCYO 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 CCCYO 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 a tested 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 activity which ties together all of the different themes learned over the week.

Dedicated Teacher 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 CCCYO Camp, we create a welcoming atmosphere of acceptance, love, and respect where every camper feels appreciated for their identity. Students return to their schools and communities with a greater sense of respect for one another, along with a feeling of empowerment within both themselves as well as their community. They take responsibility for the effect they have on one another and their environment and make choices that reinforce a positive environment.

In the weeks following camp, your school's Site Director schedules a virtual return to the classroom to debrief the experience and empower students to carry forward the lessons they learned. The follow-up virtual meeting offers ways for the students and teachers to continue their journeys as explorers, scientists, change agents, and ambassadors of Caritas Creek at CCCYO Camp.

The Teachers Role

The classroom teacher's role is crucial to the success of the program. As previously stated, CCCYO Camp provides an environment for significant academic and personal growth. We invite teachers who accompany their class to Caritas to be active participants in the program. A teacher's responsibilities include helping students adequately prepare for their trip, helping students gain the most they can from their experience while at CCCYO Camp, and reinforcing the lessons they learned at CCCYO Camp once they return home. There are several steps that need to be taken BEFORE, DURING and AFTER a teacher's visit as well.

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 each school will support by providing a virtual pre-visit meeting to get acquainted with both the visiting class as well as instructor(s). If requested, a virtual parent preview can be scheduled as well to provide a space for parents to review program details with the Site Director.

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 CCCYO 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 CCCYO 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. The Caritas program utilizes 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. Interactive activities, hands-on exploration, group discussion, inter-personal reflection and journal writing in between hiking treks assists in reinforcing program themes. For ideas on how to integrate CCCYO Camp program content into your classroom, contact your assigned Site 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 may differ greatly from within your classroom.** Our staff are completely responsible for all aspects of program organization and delivery. Your Site Director will review the schedule with you when you arrive on the first day of your program week, highlighting specific times when your participation is mandatory. Outside of those times, we encourage you to participate as you see fit, sticking with one group or bouncing from group to group. Teachers coming to oversee a class's week do not necessarily need to be focused on Next Generation Science Standards, do not have to have in-depth camping experience, nor be an avid hiker; they simply have to be invested in student growth, and must be willing to share their experience with their students. You will have the time to focus on individual students and watch their interactions during learning situations. We hope that you enjoy the opportunity and take full advantage of its possibilities.

Discipline/Supervision: Although the CCCYO 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 our 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 with our staff during meal times.

Medication: Teachers will meet with CCCYO Camp staff soon after their arrival to discuss student medical concerns and special needs. You will be the distributor and administrator 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 led by CCCYO Camp staff that students participate in each afternoon. They are fun, alternative, skill-building activities (e.g. archery, arts and crafts, gaga ball, canoeing, etc.) that offer students unique opportunities to learn while making great friends in the process. We encourage teachers to participate in an activity that they might enjoy or bounce between activities to see all of your students in action!

Serendipity: Throughout the CCCYO Camp experience, students will participate in "Serendipities"--activities designed to build a bridge of understanding between the diverse participants and to create a safe space for every individual to share thoughts, emotions, and spiritual insights in a supportive environment. During serendipities, every participant agrees to follow the "powers" of A.N.T.--

- "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 and feelings are considered and validated.
- "No Put-Downs." Students are not permitted to invalidate others' feelings through spoken or unspoken insults. The staff member who facilitates the serendipity is charged with the responsibility to maintain this safe environment.

- “Trust.” The community that is participating in the serendipity agrees that what is said in the circle remains in the circle. This ensures that the thoughts and feelings shared during the serendipity are treated as sacred, and students show their respect for each other's opinion by agreeing to keep everything said during the activity to that specific circle of trust. The facilitator will disclose that this circle of trust will be extended to someone that can keep them safe if they share that they are hurting themselves, if someone is hurting them or if they are hurting someone else.

Serendipities can create a sense of community through honest communication and mutual respect. They illuminate the connectedness of all human beings as we each share in the joys and challenges of our lives. All classroom teachers and cabin leaders are invited to participate in these moments throughout the experience.

Caritas Creek at CCCYO Camp

The Week

Below is a general overview of some of the highlights of the week. The CCCYO 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 instructors remain flexible and open to changes that may deviate from the schedule below. This is not meant to be a complete schedule or mandatory list of activities; it is simply a general overview of ways you can participate in the week. Please speak with your assigned Site Director if you have any specific requests you would like added to the itinerary.

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 housing arrangements. Additionally, you will need to turn in your clothing order and payment (Checks made payable to CCCYO 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 4:50PM for our fire drill. This acts as an instructional lesson for how students and instructors should respond in the case of an emergency here at Caritas Creek. You will have an opportunity to introduce yourself to everyone on site for the week after the drill as well.

Serendipity: Hiking groups have their first serendipity together on Monday evening. Please discuss your attendance with your Site Director and experience this 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, be loud, and get silly during this fun evening event!

Tuesday

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

Serendipity and Night Hike: Feel free to ask your Site Director if you would like to join your students for a serendipity and night hike. This is a great bonding opportunity for you and your students!

Wednesday

Teacher Time: On Wednesday, after the morning's hike, we have set aside one hour in the afternoon for you to meet with your class for Teacher Time. The head instructor is given a whiteboard, quiet environment, and student supplies to use at their discretion. This time is useful for tying all the fun activities and meaningful lessons back to the student's institution. Teachers are also free to use this time as you please.

New Eyes Serendipity (7th/8th grades): This serendipity is led by your school's assigned Site Director. It allows students to be honest with their peers about their personal feelings in a safe and non-direct activity, and 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, to acknowledge their growing voice and personal power, 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 team of Teacher Naturalists will lead a discussion with your class to brainstorm ways the students can continue living Caritas style once they return home. Please be present and willing to participate!

THE TEACHER'S ROLE: AFTER

The task of the classroom teacher after the program week is to help the students keep the spirit of Caritas alive by integrating the lessons and values into their everyday routine. The energy and magic from a student's week wanes over time, so to keep the message of love and respect for nature, themselves, and others alive is a job in which everyone participates. A teacher can develop activities that remind students of Caritas, continue to spark their interest in the natural world, and support their sense of adventure. 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 your own classroom curriculum after the experience. Your Site Director can 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 CCCYO 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
(Please note: If CCCYO 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.
- The Site Director will send the template for completing your cabin, meal and exploration groups. Create Cabin and Exploration Groups in Google Sheets and share them with your 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 clothes.
- Compile and prepare Clothing Order Tally Sheet, Clothing Summary, and one check from your school payable to CCCYO 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 for the day.
- Collect medication and mail from students and parents before loading the bus.

Fundraising Ideas

The goal is to make sure your entire class can participate. For some families, the cost of a trip to CCCYO 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 fundraising 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.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 praia@catholiccharitiessf.org one month prior to your visit (**Please note:** If CCCYO 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 CCCYO Camp should be aware of. If there are any birthdays that fall during your week at CCCYO 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 CCCYO 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 CCCYO Camp, please indicate any special circumstances below.

Student Name: _____

Student Name: _____

Student Name: _____

Student Name: _____

Student Name: _____

Student Name: _____

Dietary Needs Summary Sheet

School: _____ **Program Dates:** _____

Please email this form prais@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 CCCYO 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 CCCYO Camp for your entire clothing order.

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

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

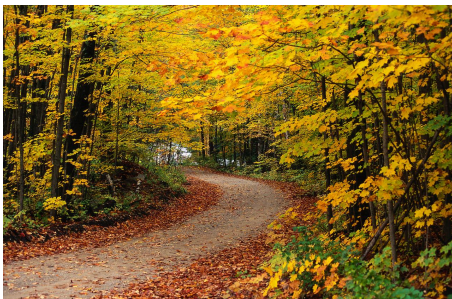
Gray CCCYO Camp Beanies	Black Caritas Creek Beanies

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 your Exploration or Cabin group, please take care to stay within the boundaries that will be designated for freetime. This applies to any cabin leaders in your group as well. These boundaries are meant to provide freedom and protect students rather than limit them. There are a limited number of freetime materials (i.e.: basketballs, volleyballs, frisbees) so please encourage sharing with other school's students.

2. CABIN LIFE – Each day students will have time before breakfast to straighten up your cabin and get ready for your daily adventures. Please make sure that students:
 - 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 theirs.
 - Pick up the litter outside of your cabin, even if it is not theirs.
 - Turn off lights and heater during the day to conserve resources.

Teachers do NOT need to stay in student cabins unless the required number of cabin leaders was not reached, or if any special requirement is discussed with your Site Director. All teachers instead stay within Day House– a central cabin which houses a refrigerator where specific medicines for students can be stored.

3. MEALS – Teachers should not be needed for running or preparing meals for students. However, they should be aware of any specific dietary needs for their students as well as cabin leaders, and report those needs as soon as possible to their Site Director via email and below. The staff at CCCYO Camp have an efficient system that will be easy and fun for students to learn and participate in. This will be explained during your first dinner on arrival. No food is to be taken away from the lodge area at any time.

4. COMMUNITY – Always respect the needs of your fellow CCCYO Camp community members. Everyone present is part of something very special. CCCYO Camp is a place where everyone is unique and equally important.

CCCYO Camp

HEALTH and EMERGENCY INFORMATION for Adult Campers

School: _____
Complete and return to the school's teacher.

CCCYO 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: _____

