

## CABIN LEADER INFORMATION PACKET

This document provides you and your Cabin Leaders with important information. Please review carefully and make copies for each of your Cabin Leaders.

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CCCYO Camp and Retreat Center  
2136 Bohemian Highway  
Occidental CA 95465  
707-874-0200 F: 707-874-0230

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Dear Cabin Leader:

Thank you for your interest in the Cabin Leader position at CCCYO Camp. The Cabin Leader position is an integral part of our program. In accordance with the policies set by the Archdiocese of San Francisco, CCCYO Camp requires one adult cabin leader per cabin (one adult per up to eleven students). We rely on our volunteer Cabin Leaders to mentor and care for the students that will come with their classes to attend our Caritas Creek at CCCYO Camp.

Serving as a Cabin Leader is an exciting challenge. It is an opportunity to view new approaches to education, a chance to be outside, sleep in a cabin, eat in the dining hall, experience nature, learn about group dynamics, child psychology and ultimately, to be responsible for a small group of students. It is important to think of this program as an educational experience for both the students and for you as well! It is different from a formal school setting. Cabin Leaders are expected to stay on site during the entire program week. 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.

Enclosed you will find the following:

- Caritas Creek at CCCYO Camp Program Description
- Cabin Leader Responsibilities/Tools
- Cabin Leader Expectations
- CCCYO Camp Standards for Cabin Leaders
- Suggested Packing List
- Cabin Leader Health Form

We thank you for volunteering your time and effort for the students. We look forward to working, playing and learning with you during the adventurous experience!

Please give call us at (707) 874-0200 if you have any questions or concerns about your role as a Cabin Leader.

Sincerely,

The Leadership Staff of CCCYO Camp

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

## Caritas Creek at CCCYO Camp Program Description

The Caritas Creek at CCCYO Camp Environmental Education program has evolved over the course of 48 years and integrates themes and lessons from diverse sources of knowledge and wisdom. Catholicism, Environmental Science, Indigenous Philosophies, Positive Psychology, Deep Ecology and Eastern Traditions are just a few of the resources considered during the development and growth of this unique program.

The experience begins and ends in the classroom, where students need it most. This Teacher Manual covers practical issues, while a separate Parent Packet includes documents such as a letter to parents, packing list, medical form, and clothing order form. The Site Director provides a virtual presentation to students in the classroom to prepare them for a week at camp. A parent preview by the Site Director is also available.

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 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, a closing Celebration, a prayer service for Catholic Schools and a closing ritual for secular schools.

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

### **Cabin Leader Responsibilities:**

- To make certain that each student's personal needs are properly met.
- To supervise students in the cabins at night.
- To see that students are dressed appropriately for varying weather conditions.
- To make certain that students get to each activity on time and prepared.
- To attend daily meetings with staff and teachers.
- To help with support and discipline during classes and activities.
- To promote faith, caring, honesty, respect and responsibility in all aspects of our program.
- Cabin leaders are required to report all incidents, medical or behavioral, to both the classroom teacher and a CCCYO Camp Staff member.

### **DAILY RESPONSIBILITIES OF A CABIN LEADER**

During a day at CCCYO Camp there are six main areas of programming that are reliant on the support of Cabin Leaders. We want to make you aware of these times and provide you with the appropriate information/tools so that you may be able to support the program to the best of your ability. All Cabin Leaders will be provided a schedule and resource guide upon arrival at camp. The Cabin Leader team will meet daily to check-in (share experiences), to address the upcoming events and to receive any support needed from the Cabin Leader Coordinator. The Leadership Team here at CCCYO Camp is dedicated to providing our Cabin Leaders with the resources and support necessary to make sure that our students have a positive experience.

#### **Morning/Wake-Up Routine**

Cabin groups are not to get up/make noise before 7:00 am. Please emphasize that they must follow this rule and respect everyone's need to get adequate sleep. Here is a list of what they can do if they wake up early:

1. Go Back to Sleep - They may get up to use the restroom quietly but must return to bed afterward!
2. Pretend to Sleep - Lay silently and think about the day, set goals for themselves and their day.
3. Do a Solo Activity Silently - Journal, draw, read a book/magazine, make lanyards/friendship bracelets, etc.

It is the Cabin Leaders responsibility to ensure that the students are taking care of personal hygiene and preparing for themselves for the day. Students must be in appropriate clothing for a variety of adventures depending on the day. Once the students have completed their morning routine the whole cabin group is to walk down to the lodge together on time for breakfast.

#### **Cabin Clean Up**

Each cabin group is responsible for keeping their cabin neat and tidy. Here are the different tasks that should be done throughout the trip:

1. Sweep floor
2. Beds made and clothes picked up
3. Empty wastebaskets before leaving camp (into large garbage cans located outside your cabin)
4. Trash both inside and outside of the cabin picked up
5. Heater off, lights off, and windows open during the day

#### **On-Trail/Hiking Responsibilities**

Cabin Leaders are also needed for trail support. While the students are on adventures in the forest or participating in classes, our naturalists require at least one other adult present at all times with their groups. We understand that Cabin Leaders come to camp with different skill sets and ability levels. We can work as a Cabin Leader team to make sure there is support on-trail while accommodating the individual needs of our diverse Cabin Leader group.

If you are on-trail/hiking with a group, your main role is to support your Program Naturalist during the hike. Here are a few ways to do this:

- Help keep the entire group together and safe while hiking.
- Lend a hand to kids who may need assistance.
- Help keep the students on-task/focused during lessons.
- Talk with the Naturalist about needs that come up in the group.
- Keep kids busy at the beginning of solo hikes and send them one-at-a-time to your Program Naturalist as directed.
- Have fun, participate, and engage with the hiking group. Please allow students to have their space to learn/socialize.

### **Meal Procedure**

We practice family style dining at CCCYO Camp. This involves every member of our community helping one another during our meals times. There will be responsibilities, both assigned and volunteer-based, in which all facets of the meal from beginning to end will be taken care of.

1. Cabins typically do not sit together at meals. Everyone will be assigned a meal group, different from the cabin or hiking groups.
2. There must be an adult at each table. If two or more adults are at the same table, try to face the center of the dining hall and do not sit next to each other.
3. You are in charge at your table. Please enforce good table manners. Encourage the use of “please” and “thank you”, and other manners appropriate for casual family style meals.
4. During the announcements strive to keep your table quiet and attentive to the instructions, raising hands when expected, and keeping hands free of utensils and other distractions.

Cabin Leaders are vital to the success of a large meal setting!

### **Free Time/Transition Times**

Students have an hour of free time every day. During this time CCCYO staff is off and the Cabin Leaders provide supervision. Students may take showers, be in and around their own cabins, play basketball, volleyball or a game on the field, or they can hang out in the lodge. We ask that the Cabin Leaders be present throughout this time. Each Cabin Leader will be assigned a location to supervise during this time by the Cabin Leader Coordinator. Please be sure to supervise your assigned area for the duration of free time to ensure adequate supervision for all students.

Transition times occur before and after meals as well as between activities. Cabin leaders are responsible for helping to supervise students as well as making sure they are arriving to the next location on time.

### **Bed Time**

Here are some ideas for activities designed to help kids process their day and wind down.

- Lead a Serendipity (resources provided)
- Read a Bedtime Story (Books available in the Main Lodge)
- Tell a Story Using Your Imagination/Memory
- Sing/Play a Song
- Facilitate a Quiet Sharing Activity
- Lead a Guided Meditation

### **Health, Wellness and Emergency Response**

Teachers will meet with the team of CCCYO Camp staff soon after their arrival at camp to discuss medical concerns and special needs. Teachers will be the distributor of 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.

The teacher will be the primary contact/liaison between the school and families. Teachers will be supported by CCCYO Camp leadership staff on a situational basis. Outside of business hours an on-call leadership staff member will be available by the phone number provided and posted in teacher accommodations from 5PM to 8:30AM. Cabin Leaders need to obtain their teachers cell phone number and contact them if a need arises after business hours. If teachers do not respond on their cell phones cabin leaders need to let their neighboring cabin leader know they are leaving their cabin and go to the Teacher's cabin to inform them of the issue.

In the event of a traumatic incident, Catholic Charities CYO Camp will provide therapeutic support for Students and Adults.

## CCCYO CAMP STANDARDS

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. Please be aware that we have only one set of standards here that applies to students and adults alike, to set the tone of equity and fairness. These rules are based on the values of caring, honesty, respect and responsibility. The following is a list of some of the CCCYO Camp Norms.

**It is vitally important to the success of your week at CCCYO 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 clue to be silent.
- No Put-Downs - verbal or non-verbal.
- Use Appropriate Language. No swearing.
- The following items are not permitted by campers while here at CCCYO Camp: **Cell phones, Computers, iPods, personal stereos, hair dryers, curling irons, hair spray or make-up.**
- All cabin groups must stay together with their Cabin Leader with some exceptions that will be reviewed at orientation on Monday.
- 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 Program 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" time and remain in bed (except for emergencies) until 7:00am.
- Close toed shoes at all times! Only exception is the showers and pool.

## CCCYO 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 CCCYO Camp standards are followed. We ask that you agree to these standards while you are at CCCYO Camp as a Cabin Leader. If you feel for any reason that you will be unable to adhere to these norms, CCCYO Camp may not be the place for you.

I understand that I will be serving in a capacity of great responsibility and will be entrusted with the care of 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 CCCYO Camp standards.
- I acknowledge that the students in my charge are very impressionable and must be protected from inappropriate language, jokes, activities and stories.
- I understand that we are providing an “unplugged” experience for our students and I agree to keep all electronic devices completely out of site for the entirety of my stay at CCCYO Camp.
- I accept the challenge of working as an assistant to my Naturalist. I will be conscientious of highlighting the natural world and impressing its importance upon all students whom I supervise and role model to.
- I understand that CCCYO 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 will actively participate in program activities, to the best of my ability, as a model for the students to follow.
- If an undesirable situation or problem arises that is beyond my ability or responsibility to handle, I will immediately bring it to the attention of the Cabin Leader Coordinator, 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 for my own safety and that of the student.
- I understand that I will not exchange contact information with campers. This includes: addresses, phone numbers, emails, Myspace, Facebook, Twitter or any type of screen name.
- I agree not to possess or use alcohol or illegal drugs, or behave in any way to endanger the students’ welfare or the reputation of CCCYO Camp, my own school, or myself. Failure to do so will result in immediate dismissal from the program.
- I understand that the CCCYO Camp program is to be free of usage of any tobacco products. **I am not allowed to possess or use tobacco of any kind while on duty, volunteering at CCCYO Camp.**
- I understand that any inappropriate behavior or deviation from the CCCYO Camp standards will result in an appropriate consequence, and possibly conclude in my dismissal from the program.

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Name

Date

Signature

## SUGGESTED PACKING LIST

Please note that CCCYO Camp will not be held responsible for lost items. Please do not bring irreplaceable, breakable, or expensive items.

CCCYO Camp uses the forest as a classroom: please be aware that anything that comes to camp may return home dirty, damp, or muddy. For schools attending in the winter months, please keep in mind that you will be outside except in cases of extreme weather. Please arrive prepared for extended outdoor rainy weather activities.

***Please bring a lunch for the first day of camp. Avoid bringing lunch boxes and Tupperware.***

**\*\*\*PLEASE WRITE YOUR NAME ON EVERYTHING\*\*\***

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

***The packing list above is based on a 5-day trip to CCCYO Camp. If you will be attending for fewer days please adjust accordingly.***

**Medications:** Please keep all medications in original containers and turn into your teacher.

PLEASE DO NOT BRING THE FOLLOWING ITEMS		
Food (Please bring a lunch for Day 1)	Money	Matches or Lighters
Candy & Gum	Body Spray (Deodorant OK)	Make-up
Radios		Hair Spray/Gel
iPods & Handheld Gaming Devices	Electronic Games	Jewelry
Knives/weapons	Curling Irons/ Flat Irons / Hair Dryers	Any item of value



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

