



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

CCCYO Camp and Retreat Center

2136 Bohemian Highway

Occidental, CA 95465

Main Camp Office: 707-874-0200

Caritas Creek Office: 707-874-0226

Caritas Creek General Email:

caritascreek@catholiccharitiessf.org

Emily Wood Ordway

Director of Operations / Interim Caritas Creek Program Director

707-874-0208

eordway@catholiccharitiessf.org

Katie Catron

Program Coordinator

707-874-0226

kcatron@catholiccharitiessf.org

Rick Garcia

Associate Deputy Director Social Enterprise Programs

707-874-0203

rgarcia@catholiccharitiessf.org

Caritas Creek at CCCYO Camp Program Description

Caritas Creek at CCCYO Camp Environmental Education is a program which has evolved over the course of 50 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.

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 camp 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, Youth Health Form, 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. **Your Site Director will provide an online template to help you divide your students into exploration groups, meal groups, and cabin groups. You will need to complete this at least one week prior to your arrival.**

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 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 Creek 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. Our curriculum utilizes the B.E.E.T.L.E.S. project which also has resources designed for both before and after your visit that you can find online [here](#). For more ideas on how to integrate CCCYO Camp program content into your classroom, contact your assigned Site Director.

THE TEACHER'S ROLE:

DURING

You 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, parental figure, 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 exploration group or floating between groups. Teachers coming to oversee a class's week do not necessarily need to be focused on Next Generation Science Standards, do not need to have camp 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 the 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 unique needs you identify.

Mealtimes: Teachers are welcome to sit with their students or with our staff during meal times.

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) 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 10PM to 8AM.

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 float 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 diverse participants and 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 (undivided attention), with their ears (active listening), 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.

Teacher Time: Teacher Time is an opportunity for teachers to deliver specific curriculum or focus on strengthening their bonds both with and within their class. This will occur after returning from the excursion and is your opportunity to create your own experience for your students. We will provide a box of materials for this block, including paper, markers, pencils, and scissors. Some ideas for this block are card/letter writing, guided breathing or meditation, pre-made worksheets, a big group game, or an interactive lesson that ties in the experience. If you have questions or concerns about this block of time, your Site Director can help you come up with additional ideas and source materials if needed.

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. To help us meet this goal, we ask that teachers 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 to add to the itinerary.

Monday

All teachers, students, and cabin leaders need to bring a bagged lunch to camp on Monday.

Check-In: When you arrive on Monday, please check in with your Site Director immediately. They will provide you with a schedule, let you know who your Teacher Naturalists are, and show you where/when you will be meeting with them. Once all the students in your village arrive, you will meet with the teacher naturalists to let them know about any medical or behavioral concerns within their groups. Please be prepared to give important medical information soon after your arrival.

Orientation: When the meeting with the Teacher Naturalists is finished, a member of our admin team will escort you and your luggage to your accommodations for the week. They will then direct you to the main office, where you will need to turn in your clothing order (checks made payable to Catholic Charities). During this time, you will also be oriented to our medical cabinet where you will store the student health forms and any medications your students brought.

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.

Medical Meeting with Cabin Leaders: Please be prepared to give important medical information to the cabin leaders. You are also encouraged to share any social concerns you feel would be helpful to your cabin leaders.

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 camp. You will have an opportunity to introduce yourself to everyone on site for the week during 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. Students appreciate 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 the serendipity and night hike. This is a great bonding opportunity for you and your students!

Wednesday

Teacher Time: On Wednesday (or Thursday), after the excursion, we have set aside one hour in the afternoon for you to meet with your class for Teacher Time. You are provided with a whiteboard, quiet environment, and student supplies to use at your discretion. This time is useful for hearing about all of the fun activities and meaningful lessons your students have been experiencing. Teachers are free to use this time as they please.

New Eyes Serendipity (7th/8th grades): This serendipity is led by a member of the Caritas Creek leadership team, but it is important for teachers to be a part of the experience. New Eyes 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 critically 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. Teachers are encouraged to participate and will be given the opportunity to play a character during the debate.

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 keeping 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 Creek, 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 pre-visit
- ☐ 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.
- ☐ Complete the online Enrollment Update Form
- ☐ Begin to compile your clothing orders and checks. Fill out the Clothing Order Tally Sheet.
 - o Please bring the individual order forms for each camper's order with you to camp.
- ☐ The Site Director will email the Caritas Creek Pre-Camp Information spreadsheet to you. This spreadsheet is for you to provide the cabin, meal and exploration groups as well as any medical or dietary information that would be helpful for our staff to have in advance. Your Site Director is available for questions via email as they arise. **Complete this spreadsheet within the excel document and email the document to your Site Director at least one week before your arrival.**

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.**
- ☐ **Caritas Creek Pre-Camp Information must be completed and emailed to your Site Director one week prior to your arrival.**
- ☐ Review the Suggested Packing List. We cannot emphasize enough the importance of bringing waterproof jackets (or ponchos) and pants, as well as plenty of warm clothes.
- ☐ Compile and prepare the Clothing Order Tally Sheet, Clothing Summary, and one check from your school payable to Catholic Charities for camp. Bring these with you to camp.
- ☐ Compile and prepare all Youth Health Forms for your students and Adult Health Forms for teachers and cabin leaders.

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.

Online Enrollment Update Form

Please complete the online Enrollment Update Form 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.)

Caritas Creek Pre-Camp Information

Submit the spreadsheet shared with you by your Site Director. This spreadsheet contains the exploration groups, cabin groups, meal groups, medical summary information, dietary needs, and birthdays for campers during the program week.

- 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 spreadsheet.
- 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 spreadsheet to notify us.

This spreadsheet is not automatically shared with the Site Director and must be returned to them by email at least one week prior to arrival.

Clothing Order Summary Sheet

Please arrive on the first day of your program week with the Clothing Order Summary Sheet, the Clothing Order Tally and the individual student order forms. Please **bring one check from your school payable to Catholic Charities for your entire clothing order.**

Youth Health Form

Please bring a Youth Health Form for each student attending. Be sure to check that 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.

Clothing Order Tally Sheet

School: _____ **Teacher:** _____

Use this form to compile your clothing order as students turn in their order forms and payments. Please remember students should submit payment as cash or check payable to the school. **Please bring one check from your school payable to Catholic Charities for your entire clothing order and the clothing order forms for each student.**

Please bring this form with you when you come to camp.

Student	Item(s)	Size	Amount Paid

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 Catholic Charities 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

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

Email: _____

Address: _____
Street Address

City: _____ State: _____ Zip: _____

Date of Birth: _____
Month Day Year

Phone: _____

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: _____