

Cabin Leader Pocket Guide



Education,

Naturally.

EMERGENCY PROCEDURES

Life-Threatening Emergency:

Call 911 with use of cabin phone
while someone else calls

AED locations:

- Office
- Education Building
- Gymnasium

Jeremy Meyers, Sly Park Director (530) 718-0283,

Visiting Teachers (ext 2774 or (916) 228-2774

Non Life-Threatening Emergency:

Call

Extension 2485 - **Sly Park Office** or 916-228-2485

Extension 2774 - **Mt. Misery** or 916-228-2774

FIRE ALARM:

1. Gather students just outside of the cabin.
2. Count to make sure every student is present.
3. Walk to Stone Circle ONE LEADER IN FRONT, ONE IN THE BACK.
4. Line up quietly in a single-file line in front of your cabin sign.
5. When you arrive at Stone Circle, REcount students.

There will be a fire drill at 4:10 pm first day of program.

CABIN LEADER POCKET GUIDE

This guide will help you make it through the week. Don't be surprised if some times are changed due to special circumstances.

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Thank you for being here.

Our goal is to provide a **world-class** outdoor educational experience for our students, Visiting Teachers, and to each of you.

This guide and our training will give you as much preparation as possible to be successful as a Cabin Leader.

We work to emphasize that Sly Park is a school and that all students are Sly Park students for the week - they are, in fact, **classmates**.

*We do this every week and all staff treat every week as a **once in a lifetime** opportunity.*

“Great things are done by a series of small things brought together.”

- Vincent Van Gogh

WHO IS ON CAMPUS THIS WEEK?

Visiting Teachers: The incredible teachers who brought students for the week. They have YELLOW lanyards on.

Cabin Leaders: Amazing and intrepid adults helping cabin and class supervision. They have all been cleared by their district.

1:1 Aides/Para Educators/Nurses: Marvelous adults, also cleared by the district, here to help particular students be successful .

Students: Young humans on campus for a life-changing experience.

Custodial & Maintenance Staff: The team constantly working to sanitize and care for the facilities. They will come through each cabin daily to freshen and sanitize restrooms. Please contact the office or a Sly Park Teacher for additional assistance.

Kitchen Staff: The team working hard to fuel the campus. They have a variety of diets they prep for every meal. If you need to coordinate with them, please do so when they are not in the middle of serving a meal.

Office Staff: The team handling the essential logistics to help things flow smoothly. Please be courteous of their time!

Sly Park Teachers: California Credentialed Teachers on the trails bringing the wonder of the science of nature to life.

CAMPUS SAFETY

- **ALL** public school rules and policies apply at Sly Park.
- **NEVER LEAVE STUDENTS ALONE.**
- **NEVER PLACE YOURSELF ALONE IN THE COMPANY OF A CHILD.**
- **KNOW WHERE YOUR STUDENTS ARE AT ALL TIMES.**
- **STUDENTS** arriving or departing during the week must be signed in/out at the office by a parent/guardian.
- Cabin Leaders must inform the Office Staff if planning to leave the site. Arrange to help with cabin coverage while you are out.
- Be aware of wild animals in the area, do not run alone.
- **ADULTS** on campus have all been fingerprinted. They have been issued a badge/key/lanyard. **VISITORS** must check in at the office to receive a lanyard. Any adult without a lanyard should be asked to report to the office or leave immediately.
- The gate is closed and locked overnight.
- In the event of snow, snowball fights and sledding are absolutely prohibited.

FIRST AID NEEDS & THE OFFICE

First Aid Supplies: Your cabin has bandages, gloves, and gauze for basic needs. Anything requiring further attention needs to be addressed by the student's teacher from their school.

Med Bay: Students are able to stay in Med Bay (room attached to the office and VT's quarters). Please help settle the students in a bunk, orient them to the space, and check in with these students regularly. There is an activity monitor for overnight students.

Students with Fever & Nausea: These students may not remain in program with other students until medically cleared by the office. Students with a fever over 100.4 may not stay on campus. Students who have vomited but are deemed fit to stay may be asked to not participate in the dome astronomy class for the health and safety of others.

Office: Our office staff are busily tending to all the calls and questions involved in running a school that changes clientele every 7 days. They are friendly and helpful in assisting with students until a visiting teacher is available. Please respect their space.

Student Behavior Expectations

Sly Park Behavior Expectations

RESPECT

- Respect school and personal property
- Follow adult directions
- Display good manners
- Use appropriate language

RESPONSIBILITY

- Put forth best effort
- Make safe choices
- Walk at all times

READINESS

- Be on time
- Show up to activities with
 - Full water bottle
 - Inhaler/epi-pen [if you have one]
 - Layers for adventure.

Sly Park does not tolerate harassment of any kind. Call Visiting Teachers and/or the Director IMMEDIATELY if you see, hear, or are told about any student-to-student abuse, harassment, sexual harassment, etc.

CONTRABAND LIST:
All medications (cough drops, vitamins..)
Smart devices
Food/Drink/Gum/Candy
Money
Spray products
Firestarter
knives/weapons

A Few Specifics

- no photography in cabins
- no crossing into other cabins
- no going into/opening curtains on people showering

Chaperones are not responsible for disciplining students who will not respect rules of behavior, but are responsible for calling the student's teacher to work with the student to redirect.

The Role of a Cabin Leader

...is to be a positive role model and assist students in activities and routines to have the best possible experience here at Sly Park. We appreciate that you are giving a week of your personal and professional lives to be here. As an adult, your life experience is helpful in guiding students this week. Your Cabin Leader team is expected to:

- Nurture community within your cabin group.
- **Supervise students**; especially during time in cabins.
- Assist students to be **ready** and on time.
- Of course, be a **kind and empathetic** adult.
- Refer students to teachers or Sly Park director for behavior intervention. You are **not** responsible for discipline.

Cabin Leader Room has you and one or two other adults. The space is limited, please do not allow ANY students in the adult space.

Cabin List/Room Assignments

have been design with intention. Please do not make changes to these assignments without authorization from both Sly Park Office and Visiting Teaching Staff.

Cabin Leader Breaks

You will meet with a Sly Park Teacher to explain where to find a break in the schedule. Essentially, during some classes, class meetings, and some of the cabin times as long as another Cabin Leader is available to cover the cabin.

STUDENT MANAGEMENT TIPS

Students are bound to see how much they can get away with at first. For the safety and security of ALL, take the time to create a relaxed environment. Here are some tips to getting a cabin to work with you:

- Learn the names of ALL students
- Use positive language
- Clearly state expectations
- Be a role model
- Give respect to get respect
- Compliment & reward behavior you want to see more
- Reduce freedoms if the cabin is too chaotic (Have students settle on bunks if unable to maintain calm)

REWARDS available:
T.R.E.E.S. tickets
Priority spots in meal
line

HIKING GROUPS

The students in your cabin will divide into several different hiking groups for the classes during the week. You will be assigned to the same hiking group as your student.

You will meet your Sly Park Teacher directly following the Fire Drill ON the first day. They will orient you to your role when in class.

Notes:

BATHROOM/SHOWER EXPECTATIONS

It is critical to ensure a calm environment in the bathrooms and cabins to promote a sense of dignity and safety. During cabin times a Cabin Leader should be close enough to bathroom doors to monitor language, conversation, and activity level.

- Students are expected to shower every day.
- Shower schedules are provided.
- One student per shower.
- Showers are limited to 5 minutes.
- Cabin Leaders may shower before 7am and after 9:30. Students may not.

Students may wear bathing suits in the shower, but should change in the bunkrooms rather than the shower stalls.

ANY MISBEHAVIOR IN THE SHOWER/BATHROOM AREA MAY BE GROUNDS FOR DISMISSAL.

SKIT NIGHT

Each cabin will perform a short (<5 min) skit in front of the campus on the final night of program. Consider yourself more the producer than the director!

All students are required to participate. Not all students are required to have a speaking role. Your cabin binder has your cabin's assigned topic. There is also a basic outline of a skit that you may use or create your own.

We know your time is limited and practice space is tight. This is more about the experience than anything. Have fun!

THINGS THAT CAN HAPPEN IN THE NIGHT

Enuresis(bedwetting) We have spare bedding in the dining hall. Place any soiled items in the maintenance room of your cabin and notify Sly Park Teacher running breakfast

Vomiting Call teacher cabin to come retrieve student to sleep in med bay. The maintenance room has supplies to help solidify the vomit, but the sanitizing supplies are in the dining hall. Each cabin has vomit bags for nauseated students.

Homesickness This is an actual condition that can manifest itself physically. Validate their feelings. Encourage them to find their courage. Persistent homesickness should be addressed by teachers. Do not allow the student to call home.

Nosebleeds Students can get big nosebleeds. Cabins have gloves and gauze for protection.

Sleepwalking There is an alarm on the front door of the cabin to set at the end of the night AFTER the Sly Park teachers have made their rounds (9:45 ish)

Each building has a maintenance room. It may be on the other side of the curtain in the shower rooms.

Dining hall lockers contain extra bedding, toiletries, towels, and sanitizing supplies.

Last Day Clean Up & Cabin Inspection

CABIN LEADERS

- A Sly Park Teacher will go over **Cabin Clean Up & Inspections at final breakfast in the Cafe.**
- Cabin Leader role is to MONITOR the cleaning, not to clean for the students.

STUDENTS/CAMPERS

- **Pack** and place bags outside cabin on the **yellow line.**
- **Check for personal items**
- **Sweep** all rooms and under bunks.
- Empty **small trash cans** into **large garbage can** in the utility room adjacent to shower area.
- **Shut** all windows and **open** all window covers.
- **Borrowed and unclaimed gear** may be piled neatly in the bookshelf area.
- **Borrowed** water bottles borrowed from Sly Park should be returned to the dish window in the Dining Hall.

8:45 AM SLY PARK TEACHERS WILL GO INTO CABINS FOR INSPECTION.

STUDENTS sit on bunks in room where they slept
CABIN LEADERS return key lanyard and clipboard to Sly Park Teacher.

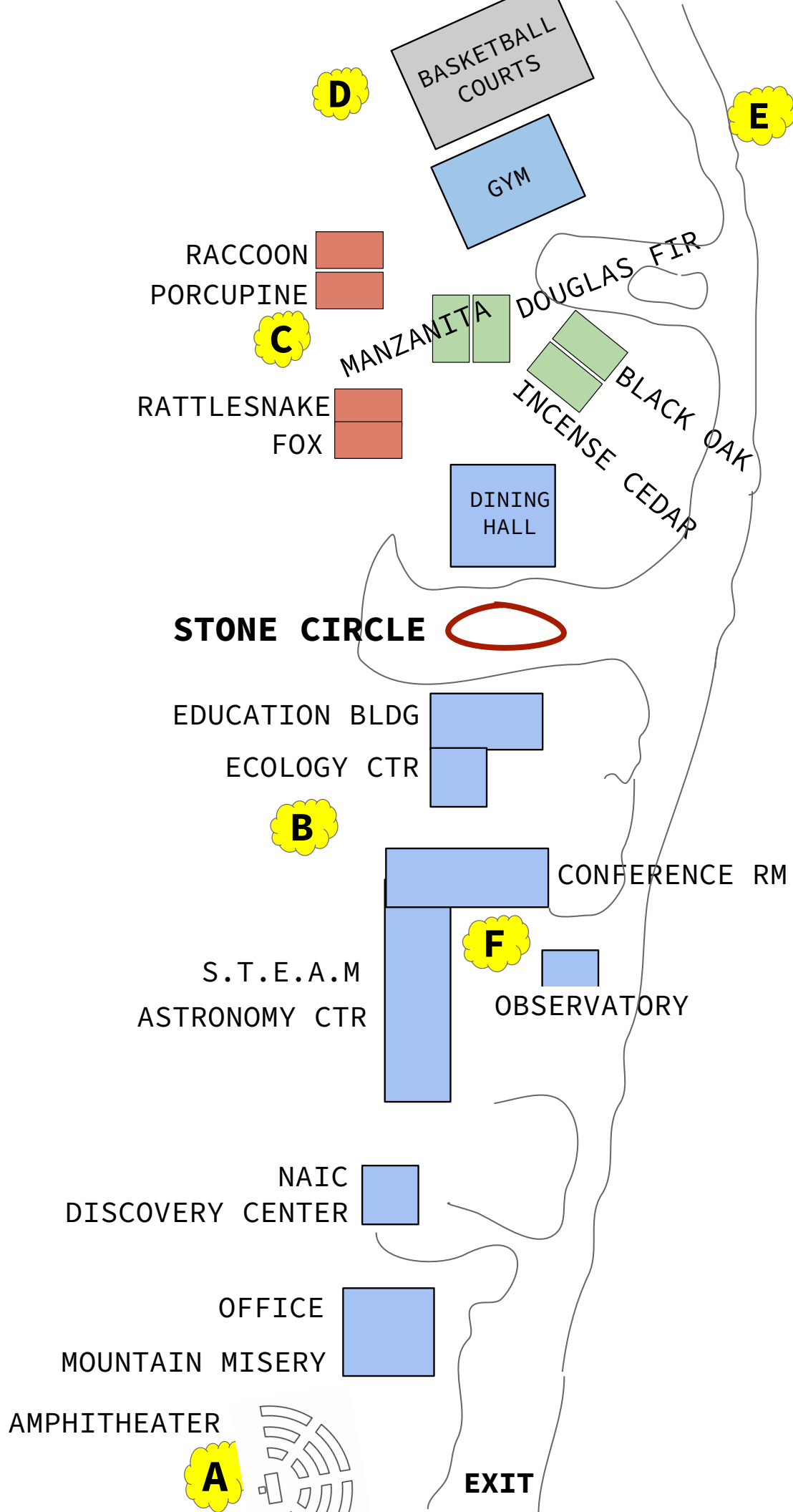
After all luggage is moved, there will be a slideshow in the gym.
Following the slideshow, all students will go on a Closing Hike
with their Sly Park Teacher.

BASIC SCHEDULE

TIME	ACTIVITY	COMMENTS
7- 8:45 AM	Wake Up call Breakfast Prep for class	Cabin Leaders supervise
8:45 -11:45	Morning Class with hiking group	CLs participate or take break
11:45 -12:15PM	Recess	ONE CL minimum in cabin to supervise
12:15 - 1:30	Lunch/Cabin Time	All Cabin Leaders Supervise
1:30 - 4:30	Afternoon Class with hiking group	CLs participate or take break
4:30 - 4:55	Recess	ONE CL minimum in cabin to supervise
5:00 - 6:15	Dinner/Cabin Time	

A more detailed schedule is online and printed for you to have

TIME	ACTIVITY	COMMENTS
6:15 - 7:15 PM	Whole Campus Activity	Cabin Leaders supervise
7:15 - 8:15	Night Hike OR Class Meeting	CLs participate (night hike) or take break
8:15 - 8:35	Whole Campus Wind Down	CLs meet at Gym/Courts
8:35 - 9:15	Night Meds/Cookie/Cabin Time	All Cabin Leaders Supervise
9:20	All Students to their respective rooms	Students should keep their shoes, jackets, and flashlights easily accessible in case of a nighttime emergency. <i>Students are to remain quiet and in bunks until the morning wake-up over the intercom.</i>
9:25	All students in bunks	
9:30	Cabin Lights Out/Story Time	



1:1 Aide Information

Thank you for being here to ensure the success of your student this week. Here are some guidelines for a successful time:

Your student is your first priority. Please stay with them at all times (or as outlined by the teacher).

Your role should not overlap with the role of a Cabin Leader. You are welcome to support and assist them, but remember, your role is to be there first and foremost for the success of your student.

If your student's needs are food related, be vigilant during meals, trail snack, and cookie time.

If your student's needs are physical related, check with the Sly Park teacher to understand the many accommodations available to make the most of the program accessible.

If you are removing the student from an activity, please alert the Sly Park Teacher.