

Calvin Crest Outdoor School

45800 Calvin Crest Rd • Oakhurst, California 93644

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Greetings from Calvin Crest:

We are looking forward to serving you during your time of Outdoor Education at Calvin Crest. Enclosed are forms you may need or may already have. The enclosed information was most recently revised in January, 2011. The following are a few reminders that may help the week run more smoothly.

CABIN ASSIGNMENTS

It is preferred that you do the cabin groupings at the school before coming to Calvin Crest (placing seven students with one cabin leader in each cabin group). This way you can separate those who would have potential problems if they were in the same cabin together. Also, your efforts would enable us to place students in cabin groups immediately upon your arrival here. I will assign groups to specific cabins after you arrive.

TEACHING GROUPS

These groups are also best done by the teacher before you actually come to Calvin Crest. Please refer to the Teachers' Section below regarding the number of teaching groups to set up.

CLASS SCHEDULE

It is preferred that the class schedule be discussed between the teachers and myself after you arrive. I will write up the agreed-upon schedule, and each of you will then receive a copy. If you would like to teach classes the afternoon of the day you arrive, please let me know at least one week in advance. Logger's Jamboree is scheduled for Thursday afternoon in place of the regular **Free time/electives**.

TEACHERS

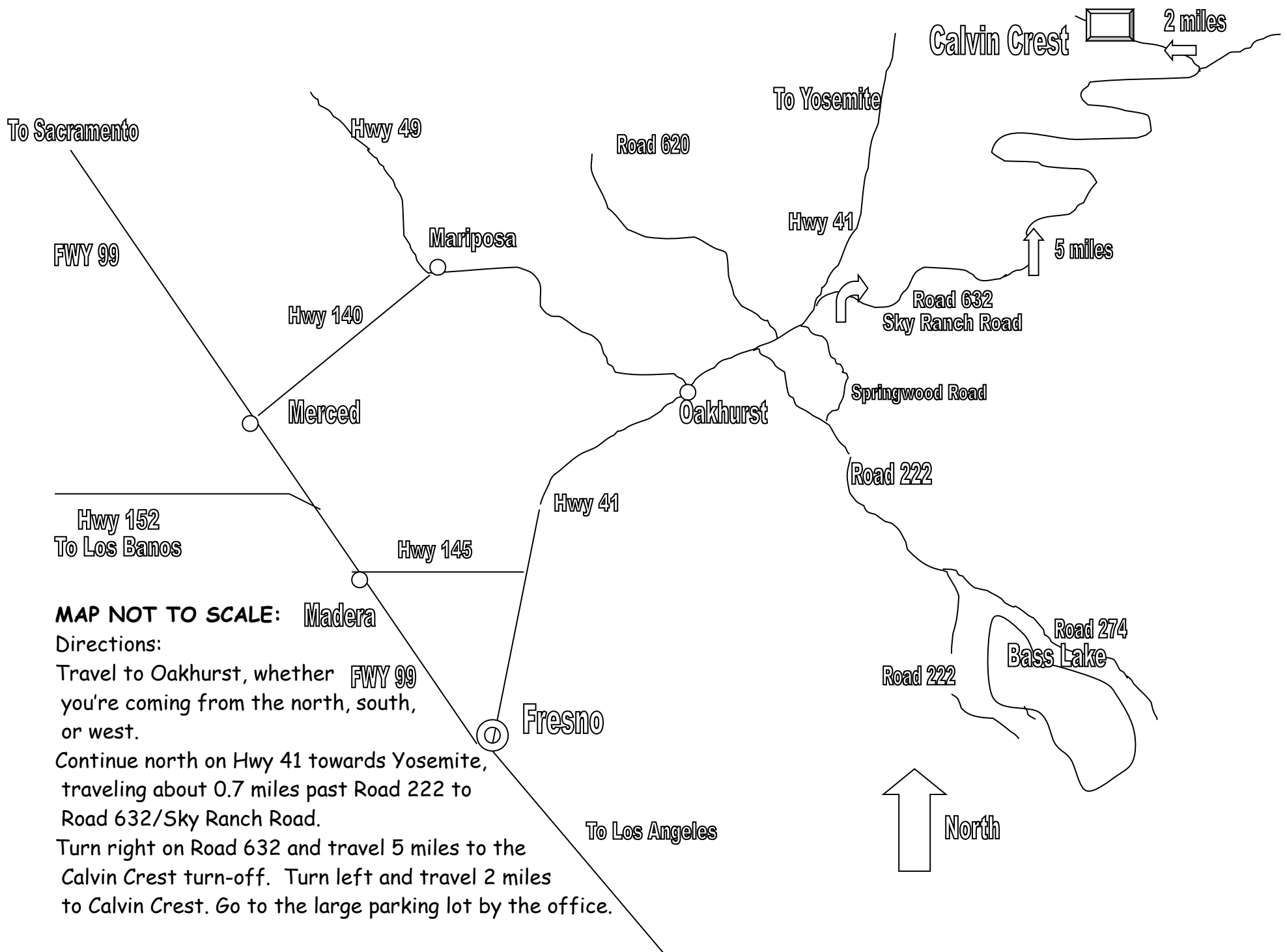
To make the class sizes smaller, five or more teaching groups are ideal. The Calvin Crest staff is available to teach during class times. We would like to teach one of the classes each week in order to decrease your class sizes, and ensure that we stay current in our teaching abilities. We would teach one of the classes that you do not intend to teach yourselves. Please let us know by the Friday before your arrival what you want/need us to teach, or if you prefer for us not to teach.

UPON ARRIVAL AT CALVIN CREST

Please give all **Medical Information** forms, the **Medication at Calvin Crest** form, as well as the **Student Health Inventory Summary** form, to the Calvin Crest first aid staff person upon arrival. We will collect all money for the store and medications for students and cabin leaders immediately after they get off the bus and put their luggage in the designated location.

If you have any questions or concerns, call me at the Calvin Crest office (559) 683-4450 ext. 221. Thank you very much.

Joel Gist
Outdoor Education Director



School Data Packet - Teacher

Enclosed are the following materials for the teachers use:

1. Pre Outdoor Education Instructions
2. Policies of Calvin Crest Outdoor Education
3. Student List by Cabin (to be completed prior to arrival)
4. Student Health Inventory
5. Teaching Groups Sheet (to be completed prior to arrival)
6. Class Schedule Sheet (sample)

PRE-OUTDOOR EDUCATION INSTRUCTIONS

Please remember that during the time before coming to Calvin Crest, there are several things that need to be done. Here is a list to help you.

INFORMATION FOR PARENTS

Please go over this with the students, particularly the forms and information sheets. Put the necessary information on the **FACT SHEET** prior to making copies, or have the students fill it in before it's taken home. The **PERMISSION SLIP** should be signed by the parent and returned to you to be kept on file at the school. Be sure the parent has signed the **STUDENT MEDICAL INFORMATION** form in ink. The school nurse or other designated person should go through the student forms and list problems on the **STUDENT HEALTH INVENTORY SUMMARY** sheet attached to these instructions.

CABIN ASSIGNMENTS

We would prefer that you do cabin groupings yourself before arrive, placing seven students with one cabin leader in each cabin. Please be sure to separate those who would be potential problems if placed together. Please give the **Student List by Cabin** form to the Outdoor Education Director immediately upon arrival at Calvin Crest.

CLASS SCHEDULES

It works best if the class schedule is discussed between the Outdoor Education Director and the teachers. The director will then make the schedule upon the approval of the teachers. The teachers will then receive a copy of the week's schedule designating which groups you will be teaching and which cabin leader(s) will be assigned to your group during each class time.

TEACHING GROUPS

These groups should be relatively equal in number and should **not** be the same groups as the cabin groups. It is best if the teachers make up this list before your school comes to Calvin Crest.

CABIN LEADER SELECTION MATERIALS

Local high schools should be contacted through the counseling office well in advance, using the **CABIN LEADER SELECTION PROCEDURES**. Some schools obtain cabin leaders through the teacher education department at CSUF. Parents have also served as cabin leaders. Each individual selected (after filling out **APPLICATION FOR CABIN LEADER**) will need copies of the **INSTRUCTIONS, INFORMATION BOOKLET, MEDICAL RELEASE FORM** and **CLOTHING AND EQUIPMENT LIST**. Important: All cabin leaders (high school students and adults) must also turn in completed **MEDICAL RELEASE FORMS**.

TRANSPORTATION

All buses should provide extra room for transporting cabin leaders. Be sure to provide adequate space for everyone's luggage in vehicles. Labeling boys' luggage and girls' luggage makes it much easier to separate.

UPON ARRIVAL AT CALVIN CREST

Immediately before departure for Calvin Crest, all medicine should be collected from each student. Also, at this time be sure to FAX the completed **DAY OF ARRIVAL** form to Calvin Crest so that schedules can be put together before you arrive. **This form will be sent to you about 10 days before you come. Please bring all **MEDICAL RELEASE FORMS** as well as the **HEALTH INVENTORY SUMMARY SHEET** with you. Turn medications and forms in to the Calvin Crest first aid person upon arrival at camp.

POLICIES OF THE CALVIN CREST OUTDOOR SCHOOL

THE ROLE OF THE CLASSROOM TEACHER

A classroom teacher is the representative between the school district and Calvin Crest. Therefore, (s)he is directly responsible to parents, the school, and the community for the supervision and well-being of the students in his/her charge.

The classroom teacher is expected to attend with his/her class. If (s)he cannot, the school will provide a substitute.

The school is required to send at least one teacher per average class size of the grade level attending from the school. However, Calvin Crest **strongly recommends** a ratio of 1 teacher per every 15-20 students. Non-credentialed persons (teacher's aides or qualified parents) may serve as instructors, upon the recommendation of the attending classroom teacher(s).

Teachers will be available on site at Calvin Crest at all times unless an emergency or special situation demands that they leave. This will be approved by the Outdoor Education Director and/or the school administration.

The primary responsibility of the teacher during the week of outdoor education is that of instruction. Several other duties will also be assigned to teachers by the Outdoor Education Director.

Calvin Crest will be responsible for the health, safety, and well-being of all involved. Therefore, decisions relating to these matters will be made by the Director. Teachers will be consulted in all matters relating to the discipline, health, and supervision of their students. Teachers will use their own judgment in instances where health, discipline, or other circumstances demand immediate attention. The Director should be kept informed of all problem situations.

The school administration should strongly encourage teachers to attend workshops or meetings connected with the outdoor education program to keep abreast of changes and provide opportunities for ideas, growth and assistance in their preparatory and instructional tasks.

While on site, the classroom teacher is directly responsible to the Outdoor Education Director. Teachers are on a professional assignment. If a problem should arise with a teacher, the Director will contact the teacher's immediate supervisor at the school to discuss the situation and its solution.

LOST OR DAMAGED EQUIPMENT

Schools will be charged for lost or damaged equipment beyond normal wear and tear at the discretion of the Outdoor Education Director. Any charges will be added to the invoice following attendance at Calvin Crest.

THE CABIN LEADER

The school is responsible for recruiting and sending at least one cabin leader for each occupied cabin (maximum occupancy of 7 students/1 cabin leader per cabin). If a sufficient number of cabin leaders is not provided, the advisability of continuing the program will be subject to review, with the possibility of canceling at the school's expense. The cabin leader serves as a live-in supervisor and guardian for a cabin unit, and is responsible to uphold and encourage compliance with the policies of Calvin Crest Outdoor School. It is suggested that mature, dependable students be recruited from a local high school through the high school's counselor staff. Parents may also serve as cabin leaders at the school's discretion. All cabin leaders should be cleared through fingerprint and background checks prior to acceptance by the school. Participating cabin leaders are expected to arrive and depart with the students. Cabin leaders are to remain on the grounds at all times during attendance, and are not to leave Calvin Crest even if they have arrived in their own vehicles.

DISCIPLINE/ILLNESS PROCEDURES

If a situation arises due to illness or discipline problems, and is not, or cannot be effectively resolved, or if it is a situation which has unique or unusual circumstances, a collective decision by all staff (Calvin Crest and the school) will be made as to whether or not a student(s) or cabin leader(s) should be dismissed from the Outdoor Education program. If there are mixed feelings, questions, or the situation involves a certificated staff member, the final decision rests upon the Outdoor Education Director. The director shall contact the school principal to discuss the situation and recommended actions.

It is the responsibility of the school to transport student(s), cabin leader(s), or staff member(s) due to illness, injury, or disciplinary reasons if this becomes necessary. No refunds are given to part time participants.

Whenever a student, cabin leader, or staff member is removed because of illness or disciplinary reasons, a written account is kept on file at Calvin Crest. Files are kept on all routine medical procedures.

FIRST AID

The attendance of a nurse or first aider at Calvin Crest is required. A first aider with a minimum of basic first aid rating, and CPR rating will be provided by Calvin Crest. It shall be the responsibility of each school to provide a nurse if the attendance of a nurse is desired by the school. No medical care can be legally provided to any student or cabin leader who does not have a signed **MEDICAL AND PARTICIPANT AUTHORIZATION** form on file at Calvin Crest.

MEDICATIONS

All medication to be taken by students participating in the Outdoor Education program shall be collected at the school by the classroom teacher or school nurse and brought to Calvin Crest by that person. **All** medications must be properly marked with the name of the student, directions for dosage, and any other pertinent information. Students taking medication should report to the first aider as soon as possible after arriving at Calvin Crest to discuss and clarify medications if necessary. At the close of the session, the medicines will be carried by the teacher or nurse back to the school where they will be returned to the children. **The Education Code Section 49423 prohibits school personnel from administering any other medication. This includes all medication available without a prescription (Advil, Pepto Bismol, Tylenol, etc.). NO MEDICATIONS can be administered without doctor's written orders (MEDICATION AT CALVIN CREST OUTDOOR SCHOOL forms filled in and signed by both a doctor and a parent/legal guardian).**

MEDICAL AND PARTICIPANT AUTHORIZATION FORMS

All students and cabin leaders must have signed **MEDICAL AND PARTICIPANT AUTHORIZATION** forms. These forms are to be brought to Calvin Crest Outdoor School by the classroom teachers and will be kept on file at Calvin Crest. No medications can be dispensed, and no first aid can be provided to any individual not having a form on file. **Forms will NOT be returned to the school** when schools depart as Calvin Crest must keep these legal documents on file until student participants reach the age of 18. Should schools need copies for themselves they are required to make duplicate copies of the forms before bringing the forms to Calvin Crest.

TELEPHONES

Use of the pay phone (outside Cedar Lodge), or other telephones at Calvin Crest by students and cabin leaders attending the outdoor education program is discouraged and will be at the discretion of the Director and the teachers. Students are not permitted to bring cell phones to Calvin Crest. Cabin leaders bringing cell phones are to use them only when students are not present. Cabin leaders are not permitted to allow students to use cell phones. Teachers may use their personal cell phones or the phones located in either the Outdoor Ed office or the General Store. Long distance or toll calls should be billed to the teacher's home phone, school, or calling card.

WEAPONS

Firearms or weapons of any kind shall not be permitted. Students are not allowed to have pocket knives. If any student or cabin leader is found with a weapon, or illegal substances in his/her possession: the weapon/ substance will be confiscated; the Madera County Sheriff's Department will be contacted; the individual may be arrested and prosecuted - as it is against the law to have a weapon, or illegal substance on a school site; the individual will be removed from Calvin Crest.

ALCOHOL, DRUGS, AND SMOKING

Alcoholic beverages and/or drugs are **NOT** allowed on the grounds. Tobacco products are **NOT** allowed on the grounds. Calvin Crest is a drug free zone. **PLEASE BE SURE THAT YOUR CABIN LEADERS ARE NOT SMOKERS.**

PARENT VISITS TO CALVIN CREST

As the week is for the education and social growth of the students attending Calvin Crest Outdoor School, we discourage parent visitation. The principle reasons for this policy are that visitations can:

1. Cause students to feel homesick. If this occurs, students almost invariably choose to leave the outdoor school, and in so doing, miss out on much of the value of the experience.
2. Parents visiting their child may cause other children to miss their own parents, and they, too, may want to go home due to homesickness.

Although we discourage visitations, should parents want to come, we do permit visits. We are unable to accommodate large groups of parents/families (more than 10-15 persons) at one time. All persons visiting Calvin Crest should inform the local school administrator of their intended visit. No child will be removed from class to visit with parents, unless it is an emergency. Any visitor staying for a meal will be charged the regular guest rate for meals. Calvin Crest must be informed by the beginning of the week about any visitors who plan to come for a meal, in order to ensure that enough food will be available. No overnight accommodations are available. School administrators are requested to orient parents to the above noted visitation policies, and to submit a reasonable "anticipated visitor count" to the Director at the start of the week. The first and last days of the group's attendance are **NOT** good visiting days.

CALVIN CREST STUDENT STORE

In order to avoid confusion, and lost or stolen money, we will bank students' cash on the day of their arrival. All transactions at the store will then be charged against each person's account, and the remainder will be returned prior to departure, along with an itemized list of all of the student's store purchases. Students will not be allowed to charge beyond their means. Students will be allowed to purchase only two food items per day. Other store items are not affected by this policy. No food will be sold on the school's last day of attendance.

Teachers and cabin leaders are not required to bank money, but can use cash or credit cards for purchases.

Student List By Cabin

Cabin:	Cabin:	Cabin:
Cabin Leader:	Cabin Leader:	Cabin Leader:
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
Cabin:	Cabin:	Cabin:
Cabin Leader:	Cabin Leader:	Cabin Leader:
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
Cabin:	Cabin:	Cabin:
Cabin Leader:	Cabin Leader:	Cabin Leader:
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.

Calvin Crest Outdoor School

Student Health Inventory Summary

Dates of Attendance: _____ School: _____

Please list students with difficulties, and check or fill in necessary information below.

STUDENT	TEACHER	CAR SICKNESS	SLEEP- WALK	INSECT BITE/ FOOD ALLERGY	ALLERGIES TO MEDICATIONS	TAKING MEDICINE (KIND)	DISABILITY (DESCRIBE)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

CALVIN CREST OUTDOOR SCHOOL CLASS ROSTER

[illegible]

Calvin Crest Outdoor School - Class Schedule

Teacher	Unit	Tues AM Group/C.L.	Tues PM Group/C.L.	Wed AM Group/C.L.	Wed PM Group/C.L.	Thurs AM Group/C.L.	Thurs PM Group/C.L.
	Rock Your World	Black Bears	Ravens	Raccoons	Mountain Lions	Kingfishers	Chickarees
	Orienteering	Chickarees	Black Bears	Ravens	Raccoons	Mountain Lions	Kingfishers
	Giant Sequoia	Kingfishers	Chickarees	Black Bears	Ravens	Raccoons	Mountain Lions
	Survival	Mountain Lions	Kingfishers	Chickarees	Black Bears	Ravens	Raccoons
	Miwok	Raccoons	Mountain Lions	Kingfishers	Chickarees	Black Bears	Ravens
	Initiatives	Ravens	Raccoons	Mountain Lions	Kingfishers	Chickarees	Chickarees