

## Calvin Crest Outdoor School - Instructions for the School

Thank you for choosing Calvin Crest for your outdoor education experience! In these instructions, you will find a detailed explanation of how to prepare for your week at camp. Other general policies and expectations can also be found in this document. If you have further questions or concerns, please contact the Outdoor School Director: 559.772.4040 or email [outdoor.school@calvincrest.com](mailto:outdoor.school@calvincrest.com).



### **Presentation**

If you would like to schedule a representative of Calvin Crest to give a presentation at your school, you should schedule the date/time at least one month in advance of your trip. If you would like to schedule a presentation, please call or email. The presentation can be held with students during school hours (parents are welcome to attend) or with parents on an evening after school (students are welcome to attend) and includes our promotional video (on the website), an overview of the program, and a Q and A session.

### **Students**

Please go over important information with your students and give them enough time to take paperwork home to have it signed and returned to school before your trip. It is ideal for forms to be alphabetized and contained in a folder or binder. Forms will be collected from you at the beginning of the week, kept in a central location where you and Calvin Crest staff will both have access to them, and returned to you at the end of the week.

**Student Paperwork** - The following paperwork can be found on the Calvin Crest website and printed:

- **Medical and Participant Authorization Form**: All participants are **REQUIRED** to have this form filled out in ink and signed by a parent or legal guardian. (Print two-sided.)
- **Physician's Order for Medication**: This form should be filled out and signed by a doctor for any over the counter or prescription medication they are bringing with them to camp. Calvin Crest staff cannot dispense any medication not listed on a form signed by a physician. Medication should also be in its original packaging. Students who are not bringing medication do not need to fill out this form. For more detailed medication policies, see below.
- **Dietary Needs Request Form**: This form should be filled out for any students with food allergies or special diets. For severe allergies or complicated diets, please contact Calvin Crest as soon as possible. Students without dietary restrictions do not need to fill out this form.
- **Fact Sheet/Permission Slip**: Fill out the top portion of the fact sheet before making copies, or have students fill it out in class before taking it home. The permission slip can be kept on file at the school. If your school has an alternate permission slip, you can use that instead.
- **Letter from Calvin Crest**: This letter is helpful to send to parents to give them more information about Calvin Crest and the students' experience at camp. It includes our contact information, should they want to get in touch directly.
- **Suggested Packing List**: This list outlines items we suggest participants bring, those that are optional, and those items they *should not* bring.

### **Cabin Leaders**

The school is responsible for recruiting and sending at least one cabin leader for each occupied cabin (see the Cabin List for maximum cabin size). 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 the 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 high school students be recruited from a local high school. Other cabin leaders may include parents, guardians, older siblings,

school staff members, etc. at the discretion of the school. All cabin leaders should be cleared through fingerprint and background checks per the policy of your school district. The school assumes all responsibility for the cabin leaders.

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.

**Cabin Leader Paperwork** - The following paperwork can be found on the Calvin Crest website:

- **Medical and Participant Authorization - Cabin Leaders**: All cabin leaders should have this form.
- **Cabin Leader Policies and Agreement**: All cabin leaders should receive a copy of the policies and return the signed agreement.
- **Dietary Needs Request**: This form should be filled out for any cabin leaders with food allergies or special diets. For severe allergies or complicated diets, please contact Calvin Crest as soon as possible. Cabin leaders without dietary restrictions do not need to fill out this form.
- **Suggested Packing List**: This list outlines items we suggest participants bring, those that are optional, and those items they *should not* bring.

**High School Cabin Leaders**: Should you choose to bring high school cabin leaders, there is a suggested recruiting procedure on our website. We recommend you start working with a local high school(s) several months before your trip. Additional paperwork for high school cabin leaders is listed below:

- **Cabin Leader Application**: High school aged cabin leaders should fill out this form with the help of their school personnel.
- **Physician's Order for Medication**: Cabin leaders who are under 18 may not keep or administer their own medication and will also need this form.
- **Letter from Calvin Crest to Parents of Cabin Leaders**: This letter is helpful to send to parents of cabin leaders to give them more information about Calvin Crest and expectations for cabin leaders. It includes our contact information, should they want to get in touch directly.

## **Transportation**

Schools are responsible for transporting students, teachers, and cabin leaders to and from Calvin Crest. When you plan for transportation, be sure to take luggage into account and make sure that you have enough room or alternate arrangements for luggage. (i.e., a cabin leader driving luggage in their personal trailer).

## **School Paperwork: Before you Come**

As you're making your final preparations for your week at Calvin Crest Outdoor School, there is some general paperwork to be aware of (in addition to collecting student and cabin leader paperwork).

- **Final Data Sheet**: Please fill out and return this form to Calvin Crest via fax or email no later than one week prior to your trip. This information helps us to plan for food and facilities in advance of your stay. Please see below for information about choosing a class for each teacher to teach.
- **Day of Arrival Form**: Send this form via fax or email to Calvin Crest in the morning before you leave school. This information helps us to make adjustments and write weekly schedules in advance of your arrival.
- **Cabin List**: Send the final version of this form to Calvin Crest in the morning before you leave school. Each cabin should have a cabin leader and students you've selected to stay together as a cabin group (or separated into separate cabin groups due to potential problems). The cabin list has the actual capacity for all of the cabins and should help you in your planning. Please note: if you are attending Calvin Crest with

another school, it is best to contact Calvin Crest with your final numbers and find out the maximum number of cabins you'll be able to use (so that we don't collectively plan for more than the total number of cabins).

- **Class Groups:** If you would like to make a class groups roster, send it to us in advance of your trip. Otherwise, we'll be happy to randomize one for you based on your cabin list. The number of class groups will depend on the number of classes being taught each week. If you are unsure of how many class groups to make, contact the Outdoor School Director. See below for information about the class schedule.
- **Student Health Inventory Summary:** The school nurse or other designated person should go through the student forms and list medications and other problems to be aware of on the summary. The summary can be turned into Calvin Crest with the other paperwork upon arrival. This form will help you to understand the needs of your students prior to the trip.

### **Notes About the Class Schedule and Teaching Classes:**

- The class schedule will be determined and finalized by the Outdoor School Director and teachers on the first morning of your arrival. You will receive a copy of the class groups, class rotation schedule, and cabin leaders assigned to each class.
- The Final Data Sheet asks for which class teachers would like to teach. Each class' curriculum is available on the Calvin Crest website. If you are unsure or have questions about the curriculum/trails, you may contact the Outdoor School Director or wait to choose until you arrive. Please note that multiple schools sometimes attend together and it may be necessary for someone to choose an alternate class if teachers from different schools have selected the same one. If you would like to work out the classes in advance, contact the Outdoor School Director, and it will be possible to do so.
- You are welcome to study the curriculum in advance of your trip, but it is not required. If you have not taught the trail before, someone will orient you to the trail and curriculum on the first afternoon or second morning of your stay. You will be provided with the curriculum packet and necessary materials for the activities outlined in the curriculum.

### **Final Preparations for a Successful Arrival: The Morning You Leave**

- Make sure you have faxed or emailed a Cabin List and a Day of Arrival form (and a list of class groups, if you choose).
- **If at all possible, students' luggage should be loaded separately by gender.** This will allow for a smoother unloading process when you arrive, as boys' and girls' cabins are in separate areas of camp. This is particularly helpful when we are experiencing inclement weather.
- **Store money should be kept with the students.** It will be turned in to make an account as soon as you arrive. If you choose to collect store money from the students beforehand, it should be in clearly labeled envelopes for each student, accompanied by a list of students and the amount each student turned in. We will use this list as a cross-check against our own list when making accounts.
- **Be prepared to give all forms and medications to the Assistant Director as soon as you arrive.**
- **Forms:** Participant Authorization Forms can be kept in a folder or binder, organized in a way that works well for you (ex. by class and/or alphabetical). The forms will be kept in a central location that you will have access to at all times.
- **Medications:** It is best for us to receive all of the medications at one time, in a bag or box. Each student should have a labeled bag (or envelope) containing all medications and the Physician's Orders for that student. (Alternatively, Physician's Orders can all be together as a stack or in a folder with the medications.) If it is not possible for you to collect the medications, students should carry them on the bus, as they will turn them in before having real access to the contents of their luggage.

# **Calvin Crest Outdoor School Policies**

The following policies shall apply to your stay at Calvin Crest Outdoor School. Other policies can be found in the Instructions for the School. Please direct questions or concerns to the Outdoor School Director.

## **The Role of the Classroom Teacher**

The classroom teachers are the representatives between the school district and Calvin Crest. Therefore, they are directly responsible to parents, the school, and the community for the supervision and well-being of the students in their charge.

The classroom teacher is expected to attend with his or her class. If he or she cannot, the school will provide a substitute (ideally, another teacher from the school who is somewhat familiar with the students). 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 (i.e. teaching aides, qualified parents, etc.) may serve as instructors upon the recommendation of attending classroom teachers.

During their stay, teachers will be available on site at all times unless an emergency or special situation demands that they leave. This absence will be approved by the school administration and/or the Outdoor School Director.

The primary responsibilities of attending teachers are: instruction (two 2.5 hour classes on each full day of your stay), supervision of students during cabin leader meetings and student shower time, and availability in the evenings to enforce lights out and deal with problem situations that arise at night. Calvin Crest staff will be on call at night to assist with situations beyond the abilities or comfort level of the teachers.

Calvin Crest will be responsible for the health, safety, and well-being of all involved. Therefore, decisions related to these matters will be made by the Outdoor School Director. Teachers will be consulted in all matters relating to 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 informed of all problem situations.

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

## **Lost or Damaged Equipment**

The school will be charged for any lost or damaged equipment beyond normal wear and tear at the discretion of the Outdoor School Director. Any charges will be invoiced to the school following attendance at Calvin Crest.

Teachers, cabin leaders, and students are responsible for their own belongings. Calvin Crest cannot be held liable for theft, loss, or damage. Should a participant leave personal belongings behind, Calvin Crest will take reasonable action to return the item to the owner as soon as possible.

## **Discipline/Illness Procedures**

If a situation arises due to illness or discipline problems and is not or cannot be effectively resolved, or is a situation with unique or unusual circumstances, a collective decision shall be made by Calvin Crest and the school

representatives as to whether a student(s) or cabin leader(s) shall be dismissed from the Outdoor Education program. If there are mixed feelings, questions, or a situation involves a staff member, the final decision rests upon the Outdoor School Director. Representatives from the school are responsible for informing the school administration and school district, but Calvin Crest may also contact the above to discuss the situation.

It is the responsibility of the school to transport (or arrange transport for) the student(s), cabin leader(s), or school staff member(s) due to illness, injury, or disciplinary reasons, should it become 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.

## **First Aid and Medications**

Files are kept on all routine medical procedures. The Calvin Crest staff will provide staff member(s) with a minimum of basic first aid and CPR/AED training. Should a nurse or medical professional be necessary or desired by the school, it is the responsibility of the school to provide such personnel. If a student requires medical care that goes beyond pills, capsules, liquid medication, or topical creams and ointments, the school will provide a medical professional for that student. No medical care can legally be provided to any student or cabin leader who does not have a signed Medical and Participant Authorization Form on file at Calvin Crest.

All medications to be taken by students or cabin leaders (under 18) who are participating in the Outdoor Education program at Calvin Crest will be collected upon arrival. It is best for us to receive all of the medications at one time, in a bag or box. Each student should have a labeled bag (or envelope) containing all medications and the Physician's Orders for that student. (Alternatively, Physician's Orders can all be together as a stack or in a folder with the medications.) If it is not possible for you to collect the medications, students should carry them on the bus, as they will turn them in before having real access to the contents of their luggage.

All medications must be properly marked with the name of the student and should be in their original packaging. **Medications not in their original packaging will NOT be administered (this applies to both prescriptions and over the counter medications).**

Education Code Section 49423 defines certain requirements for administration of medication, "...any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant practicing in compliance with Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if the school district receives the appropriate written statements identified in subdivision (b). (b) (1) In order for a pupil to be assisted by a school nurse or other designated school personnel pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant." **No medications can be administered without the doctor's written orders (Physician's Order found on our website or other official form from the school district.)** At the close of the outdoor school session, medications will be returned to school personnel to be transported back to the school and returned to the students.

## **Telephones**

Use of the phones at Calvin Crest by students and cabin leaders 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. Should cabin leaders choose to bring cell phones, they should use them only when students are not present. Cabin leaders are not permitted to allow students to use their cell phones. Teachers may use their personal cell phones or the Calvin Crest phones located around campus. Long distance calls should be billed to the teacher's home phone, school, or calling card.

## **Weapons and Illegal Substances**

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

## **Alcohol, Drugs, and Smoking**

Alcoholic beverages and drugs are not allowed on the Calvin Crest grounds. Cabin leaders and teachers who are over 18 are strongly discouraged from smoking tobacco during their stay. If it is necessary for a person who is of age to smoke, they are only permitted to do so by the luggage platform in the parking lot and out of the sight of the students. Cigarette butts should be disposed of in the metal can to the side of the platform.

## **Parent Visits to Calvin Crest**

Parent visits are highly discouraged, primarily due to the fact that visits by family members can cause students to feel homesick. This is true for both the visited students and those whose parents did *not* visit. If this occurs, students almost invariably choose to leave the Outdoor School and miss out on much of the experience.

Although we discourage visitations, they are permitted. We are unable to accommodate family groups larger than 5 people at one time. Parents wishing to visit should give prior notice to the school administration and get their approval. The school administration is asked to give the Director a reasonable count of anticipated visitors at the time the Day of Arrival form is submitted and to orient parents to the following policies:

- Unless there is an emergency, no student will be removed from class or other programmed activities to visit with their families.
- Any visitor staying for a meal must give notice at least one week ahead of the program in order to ensure that enough food will be available. They will be charged the regular guest rate for meals.
- No overnight accommodations will be available to visiting family members.
- The first and last days of the group's attendance are NOT good days to visit.

## **Calvin Crest Student Store**

In order to avoid confusion and lost or stolen money, student's money is banked at the beginning of the week. Students will be allowed to "charge" items to their accounts, but will not be allowed to purchase beyond their means. Students will be allowed to purchase up to two snack food items per day. Food will not be sold on the last day. Souvenirs are not subject to this policy. Prior to departure, students will receive their unspent money and an itemized receipt from the week. Once they receive their money packets, they are responsible for their contents.

Students' and cabin leaders' store time is different, so parents attending with their children are encouraged to make them an account on the first day. It is possible for a parent to make an account for their student using a credit card, and they should work with the Store Manager to do so. Cabin leaders and teachers may choose to bank their money, but are not required to do so. The store accepts both cash and credit cards for accounts and purchases.