



Cabin Leader Information & Adult Health Forms

In accordance with the policies set by the Archdiocese of San Francisco CYO Camp requires TWO adult cabin leaders per cabin (two adults per ten students). Here we provide a description of cabin leader responsibilities, suggestions for arranging cabin leaders, and adult health forms for cabin leaders. Please contact us if you have any questions regarding cabin leaders or need assistance scheduling cabin leaders.

BEING A CABIN LEADER FOR OEE

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 classes and skits, 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 a **SCHOOL EXPERIENCE** for the students, and it should be an educational experience for you, too. It is different from summer camp, and from a formal school setting. Cabin Leaders are expected to stay on site during the entire school visit.

The goals of our Outdoor Environmental Education program are as follows:

- To enable students to understand and experience the relationship between themselves and the natural environment and their roles as stewards of the Earth
- To strengthen social relationships between
 - ◆ Teachers and students
 - ◆ Students and their peers
- To give the students a sense of independence and self-identity
- To give all students a chance to succeed in a non-graded environment
- To encourage the students to become more aware of his/her senses
- To foster an attitude of inquiry in the child
- To encourage openness and active participation in outdoor activities
- To promote the values of faith, caring, honesty, respect and responsibility

Cabin Leader Responsibilities:

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



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Policies that all leaders must observe while at CYO Camp:

1. Profanity or foul language is not permitted.
2. Good judgment in relationships between different ages and sexes must be exercised.
3. Smoking is not permitted in the presence of children. Smoking is permitted in designated areas only.
4. No alcohol or illegal drugs are permitted at the Camp.
5. Physical punishment is not permitted by state law or by CYO Camp policy.
6. All school rules apply at CYO Camp.

CYO Camp reserves the right to dismiss any person whose behavior contradicts these policies.

Preparing for the week:

- You will receive a "Bring Along List." This is outdoor education! Pack carefully and be prepared for rainy or cold weather. Also, remember to **bring a battery powered alarm clock and a watch**. No radio's, electronic games, compact disc players, etc., are permitted. Cell phones are permitted. **Do not allow any student to use your cell phone to call home. Your School's Teacher will assist any student needing to call home.**
- You will receive a Health Form and CYO Camp's Code of Conduct forms, all of which **are required** for participation in the program. Give these completed forms to the Lead Teacher of the school you are accompanying.
- Find out about the students you will supervise. What age are they? Do you know some stories to share at bedtime? What things would be important to a student at this age?

Thanks for your participation! CYO Camp and the schools we serve depend on your volunteerism and exceptional energy in order to provide outdoor environmental education experiences for students. We appreciate your time and effort, and believe you will benefit from the experience.

MAKING INITIAL CABIN LEADER ARRANGEMENTS

Each cabin must have two Cabin Leaders. The type of Cabin Leader you choose is crucial, for it is their enthusiasm, and commitment that make the week successful for the students.

It is the school's responsibility to select, screen, train and evaluate Cabin Leaders. School staff is also responsible for supervising and coaching Cabin Leaders during their stay at camp.

There Are Many Sources for Cabin Leadership

1. College students may be acquired from local colleges that allow their students to serve as Cabin Leaders as part of their degree program. College students as a whole are better cabins leaders than high school students, but are harder to obtain due to their schedules.
2. Teachers, student teachers or teachers' aides may be Cabin Leaders, although this role does place restrictions and extra responsibilities upon them. Several school districts believe it is crucial that teachers stay in the cabin. They feel that the more teachers are involved in the week's activities, the more the students will benefit from the experience.
3. Parents may also be utilized as Cabin Leaders. Careful consideration should be given in choosing parents willing to be involved in the entire camp experience. You want to assure that their goal is to provide leadership for all students, not just their own child. **We do not allow parent Cabin Leaders to bring along other children and/or family members.**

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OUTDOOR ENVIRONMENTAL EDUCATION CABIN LEADER GUIDE

Introduction:

Welcome to the CYO Camps' Outdoor Environmental Education team! The Program Director, staff and classroom teachers are here to help you in every way we can. Your job this week is a 24-hour a day responsibility. We are parents, advisors and friends to each child in Camp, as well as being responsible for organizing the week's program. Please do not hesitate to call on any of the staff for help or advice.

Because we are the adults responsible for the students' supervision, it is expected that we all maintain an exemplary standard of behavior. We are their role models for the week. Your students' association with you this week can be the most positive experience of the whole program; also it can be the most negative. Your campers will reflect your energy and attitude. A lot depends on you!

Expect to have a wonderful, rewarding experience, but please don't expect a vacation. Once the children arrive, it is your responsibility to focus all your attention and energy on them. This is no small task, so make sure to get plenty of sleep before you arrive at camp and maintain your health.

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. For the most part, all rules listed or stated apply to everyone equally. These rules are based on the values of caring, honesty, respect and responsibility.

Just as teachers in the classroom:

- 1. We are not permitted to smoke on camp property.**
- 2. We are not permitted to use profanity or foul language.**
- 3. We need to use good judgment in relationships of different ages and sexes.**
- 4. We are not permitted to use alcohol or drugs. Use of these will be cause for dismissal from camp.**
- 5. We need to make sure students are on time, properly dressed, acceptably clean and getting the most they can out of the week.**

More than anything else, we all need your enthusiasm!

Goals:

It is best to keep the following Outdoor Environmental Education goals in mind as the week progresses.

1. To help students live responsibly with other students.
2. To lead students toward a greater appreciation of the natural world.
3. To allow teachers to participate with their students in the outdoor setting.
4. To foster growth and cooperative skills in educational and living situations.

In addition to these program goals, each Cabin Leader should have five strong areas of concern:

1. To help individual students develop their personalities and skills, with special attention toward those students who need our help the most.
2. To build a strong feeling of cabin unity and pride. This group pride will help you and your students overcome problems within the cabin and to function as a strong, cohesive, group.
3. To develop your group into one that is mechanically smooth, is on time, and accomplishes assigned work projects. This will build a much more positive attitude about things kids "love to do", and their part in the overall program.
4. To handle "stress" situations such as injuries, wet beds, stolen property etc. Ask for help, but remember that your first duty is to take charge and calm the situation down, giving reassurance that all is well, or soon will be.
5. To promote caring, honesty, respect and responsibility in daily interactions and through role modeling.



Behavior Management:

Many Cabin Leaders are confused as to how to “discipline” their students. The best definition of discipline for our purposes is simply “training” that develops self-control, character, orderliness and efficiency. We are here to train students in a positive way to have useful skills, concern for their fellow human beings, and an appreciation of the outdoors. We encourage you to promote the five ‘Rules to Make Life Easier’ listed below.

1. Speak for yourself...not for anyone else
2. Listen to others...then they’ll listen to you
3. Avoid put downs...no one benefits!
4. Take charge of yourself...you are responsible for you.
5. Show respect...every person is important.

VERY IMPORTANT: When disciplining any student, DO NOT ever allow yourself or put yourself in a situation where you are alone with a student (no one around to hear/see the situation) -- Cabin, bathrooms, etc.

You will have fewer problems if you make it clear from the beginning of the week what you expect from your students. As soon as a student’s behavior or attitude disrupts your cabin or the program, and you cannot get him/her to respond, seek the help of his/her teacher, the Program Director, or another staff member.

Some Tips to Avoid Behavior Problems:

1. One compliment is worth ten criticisms. Congratulate kids on a job well done.
2. You may not use physical force to punish a student.
3. Do not make a lot of threats, and never ones that you are not prepared to back up immediately. A better approach may be to give the student “choices” of how to redirect their behavior. Please check with the teachers or Program Director to find out what “choices” can be presented to unresponsive students (what can be used as leverage).
4. A problem child should always be separated from the group before serious discussion begins, or a consequence is given out. Talk to the student by yourself first. If you do not see improvement, have a teacher talk to the student.
5. It is much easier to start firm and loosen up as the week, and your students, progress. It is very hard and usually painful to regain lost control.
6. Ask for help from the teachers, Program Coordinator, Program Director, or staff. This will not be a negative reflection on you, but rather a sign of your concern.
7. Don’t wait! Take care of the problem now. It won’t go away by itself -- it will only get worse.

As a form of physical discipline, a child shall not be deprived of food or sleep, be placed alone without staff supervision, observation, or interaction, or be subjected to ridicule, threat, corporal punishment, excessive physical exercise or excessive restraint. This is not just a rule devised by CYO Camp. IT IS THE LAW. If in doubt on the correctness of a certain disciplinary procedure, consult the Program Coordinator.

Students who do not respond to discipline, or are repeat offenders, may be sent home for the good of the entire group. The teachers and the Program Coordinator make this decision.



What to expect at camp:

General Camp Rules:

The following rules are outlined to students when they arrive their first day at camp. As Cabin Leaders, you are expected to follow these rules unless otherwise noted.

1. When the hand goes up the mouth goes shut.
2. The rules you have at school apply to you at camp.
3. You may go down to the lake only when a CYO Camp staff member is with you.
4. You may only enter your own cabin. (Except Cabin Leaders helping in other cabins)
5. Please do not write on the cabin walls or bunks.
6. Keep all belongings organized within the cubby holes provided by each bunk.
7. Any medication must be turned into the health officer, except for inhalers and bee sting kits.
8. Any food, candy, or gum should be given to a CYO Camp staff member and will be returned to you before you leave.
9. Help return equipment to where it belongs after you use it, and help clean up after classes.
10. Please keep sticks and stones on the ground.
11. Leave critters where you see them.
12. No putting anyone else down; no "slashing" each other.
13. Students are not permitted to use the phones.
14. Foul language is not tolerated.
15. Shoes must be worn at all times.
16. Students need to have a buddy and notify the Cabin Leader if leaving the group.
17. Electronic games, pagers, radios, curling irons, blow dryers are not allowed.
18. No raiding or knocking on cabin windows or doors.
19. Boys and girls may not enter each other's cabin areas.

Cabin Clean Up:

Each cabin group is responsible for cleaning its cabin before breakfast. The cabin inspectors will check each cabin after the breakfast bell. After breakfast, the inspectors, known affectionately as Mop and Glow, will report how clean the cabins were. Cleaning up can be fun! But if you have a negative attitude, so will the students. Take pride in working as a team. Items Mop and Glow check include:

1. Swept floors.
2. Beds made and clothes in suitcases.
3. Empty wastebaskets (into large garbage cans located outside your cabin).
4. Trash both inside and outside of the cabin picked up.
5. Doors and windows closed.
6. Inside light and porch lights turned off.
7. Everyone out of the cabin and at flagpole on time.

Meal Procedures

1. Cabins do not sit together at meals. We try to get a mixture of boys and girls at each table.
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. Try to double up with a staff member rather than with another Cabin Leader.
3. You are in charge at your table -- enforce good table manners. Encourage the use of "please" and "thank you", and other manners appropriate for a casual family style meal.
4. Sit at a different table each meal and encourage a variety of students to sit with you.
5. During the announcements, strive to keep your table quiet, raising hands when expected, and attentive to the instructions.



Health Procedures:

1. Any health problems, no matter how minor, should be checked on by your school's teachers or CYO Camp staff.
2. Please do not give any child any medication.
3. No medication should be kept in cabins. Exceptions include Epi-pens and asthma inhalers.
4. If you need medical assistance during the middle of the night, check in with your teachers.

If someone in your cabin wets the bed, discreetly fold their bedding into half and find a staff member at breakfast and make them aware of the situation. There are spare sleeping bags just inside the health office if it is a problem in the middle of the night. If it is and you need to get it cleaned up right away for the student to sleep, your cabin has a spill kit, which has rubber gloves, a trash bag to place solid bedding, and a wipe to disinfect the mattress. The health officer will wash the bedding and have it back on the student's bed by lunch.

Extra Cabin Responsibilities:

Throughout the week, cabins will be assigned various tasks. A schedule will be posted in the dining hall upon your arrival and staff will assist you in completing your responsibilities. It is a good experience for students to clean up after themselves. Make sure each student does his/her share, and your involvement will be a good example. Such tasks include:

1. Sweeping the dining room floor after meals.
2. Raising or lowering the flag.
3. Setting the tables.
4. Taking out the compost.
5. Picking up and sweeping the bathrooms.

Cabin Activity Time:

After every meal, you and your cabin group will have about half an hour of cabin activity time. During this time, you need to make sure that your cabin group is prepared for the next planned class or activity (changing clothes, getting warmer clothes, et cetera). You and your group may have some extra free time. The Cabin Leader is responsible for the supervision of students during this time. Your cabin needs to remain together. Students should not be left in the cabins alone. Here are some ideas to do with your group:

1. Play basketball, volleyball, soccer, etc.
2. Sit inside a room and talk or play games. Most of the classrooms should be available.
3. Go for a walk and explore camp.
4. If your cabin has already done the Incredible Journey class, take them back to try some elements again.
5. Play some tag or running games outside.
6. Create a cabin chant or cheer.
7. Practice a skit or song to present at skit night or at a campfire.
8. Write letters or read a good book.

Classes:

Fourteen hours of formal class time is scheduled during a five-day week. These classes are taught, with your assistance, by the staff. Try to assist the instructor as much as possible. Introduce yourself to the staff at the beginning of class and ask how you can help. Some students have a mental block about the word "class". Your enthusiasm and positive attitude can go a long way in overcoming this problem. For example, it is much better to say, "Let's go to Firequest!" rather than "We have to go to class".



Afternoon Electives:

In the afternoons between the last class and dinnertime, students are offered a choice of electives. These usually include such things as athletics, crafts, hikes, etc. Each student may choose to attend any one activity. Students are not permitted to go back to their cabins at this time. During this time, you will be meeting with the teachers and OEE Coordinator to discuss the program and how things are going with you and your cabin group. Please escort your students to the designated meeting place and wait for a staff member to arrive before departing for your meeting.

Evening Activities:

Each evening there is an organized activity that involves participation by the entire group. Once the program is complete cabins are dismissed individually. Everyone is expected to return quietly to their own cabin. You are expected to stay in your cabin with your students and not make visits to other cabins. All lights, except the porch lights, are to be turned out and students quiet in bed no later than one hour after evening program has ended. The teachers perform bed checks each night. You are in charge of your cabin; should you decide to turn off the lights sooner, it is your prerogative to do so.

Bed Time:

One of the hardest challenges you may deal with is getting your cabin group to bed on time and asleep. The following are some bedtime ideas to help you:

1. During cabin time on the first day, set up your bedtime expectations.
2. No ghost stories! You may think they are harmless, but you may also have a lot of scared, sleepless students all night long.
3. Take the entire cabin group to the bathrooms before lights out to "try" -- they will have no excuse to leave the cabin for the bathrooms immediately after lights out.
4. Assign, or have the students choose, bathroom buddies for the night. Instruct the students to wake you before they depart for the bathroom and have them check in with you upon their return.
5. Students are normally tired but so worked up and excited about being at camp that they do not let themselves fall to sleep. If you monopolize the conversation they will not talk and will most likely fall to sleep. You can tell or read them a story.
6. Topics to talk about with your cabin group: sports, movies, today's events, vacations, stories, hobbies, tomorrow's events, future plans, etc.
7. Avoid the following topics: drugs, alcohol, smoking, sex, gossip about others and inappropriate jokes or stories.
9. Hint: Collect all flashlights at lights out and line them up by the front door. They will be there if the students need them, but the flashlights won't be in their hands as a temptation to bother others.
10. Please do not allow pillow fights, hanging from the rafters, jumping from bunk to bunk or any other physical behavior.
11. Let your cabin group know that the teachers and staff will be roving about the cabin area after lights out. They will be checking that all cabin groups are quiet, sleeping and with the lights out.
12. If a student in your cabin is noisy, uncooperative, or causing a disturbance, inform the student that you will take him/her to the teachers. If the behavior does not change, it is important to follow through by taking the student to a teacher or staff member.

Emergency Procedures:

Procedures to follow in the event of an emergency will be covered by the OEE Coordinator in detail at your first afternoon meeting. In the event of an emergency in camp, a staff member will ring the emergency alarm bell located on the basketball court.