



The Outdoor School

Teaching respect, Inspiring wonder

Cabin Leader Handbook

2680 Highway 154
Santa Barbara, CA 93105
Phone (805) 686-5167
Fax (805) 686-5175
info@theoutdoorschool.org
www.theoutdoorschool.org

WELCOME CABIN LEADERS!!!

The Outdoor School welcomes you to a week of **adventure, learning, hiking, bonding, leadership, and fun!!!** When you arrive at The Outdoor School you will have a training session with the Program Coordinator. BUT before you arrive, YES BEFORE, you need to read this book cover to cover so that you are prepared and know what we expect of you. All you need to bring (besides the long list in the back of the book) is an:

- open mind
- a desire to work with children and
- boundless energy

Thank you in advance for devoting your time to the students and our program. We hope that this week is **magical** for you!!!

Keep hiking,
The Outdoor School Community



But what do we specifically have to do?!?

Specifically you will

- Monitor cabin behavior
- Assist the Naturalists on curriculum hikes
- Supervise meal behavior, set-up and clean-up
- Lead team building activities in your cabin
- Communicate any concerns or questions with the Naturalists, Program Coordinator, and Teachers
- Escort your students to their activities on time
- Create a community within your cabin, in your hiking group and with all students

What is the time commitment?

Cabin leaders are expected to remain at Outdoor School from arrival on Day 1 until departure on Day 4. If a Cabin Leader needs to leave during the week (e.g. prior scholastic obligation) they will need their departure to be pre-approved by the Education Director and must sign out appropriately (this policy is the same for both high school students and adults). Cabin Leaders under 18 and/ or in high school will need their guardian to provide transportation if they need to leave sometime during the week. Cabin leaders will have a couple of hours of designated off-time on Day 2 and Day 3. Cabin Leaders are expected to stay on the local site at this time and are welcome to catch up on school work. If you would like to earn community service hours please speak with the Program Coordinator.



Being the Best Cabin Leader Possible

Here are some tips, tricks, and techniques...

1. Learn everyone's name in your cabin the first day – play a name game, make name tags, give them nature names
2. Include everyone – do not let anyone sit out
3. Set boundaries – be firm on day one and the students will respect and listen to you all week
4. Be fair – listen to both sides in arguments
5. Do not allow any roughhousing in the dorms
6. Earn cabin inspection points
7. Create unity – play group games, do riddles, tell stories, share your day, make up a cabin song, design a poster
8. Ask for HELP – Teachers, Naturalists, Education Director – we are here to HELP You!!!



Groups and Activities

You will be involved with 3 GROUPS at the Outdoor School

- Cabin – with you as the leader
- Hiking – you will be a member of one group that explores the natural world around the Outdoor School
- Meal – you will eat with one table of randomly assigned students

Discipline

The school's teachers retain administrative control of students while at The Outdoor School (this is a field trip). Therefore the teachers enforce all of the policies and procedures from their school while visiting The Outdoor School.

Our approach to discipline is positive reinforcement (STARS) – although sometimes it is necessary to have consequences for behavior (CHECKS).

- When a student exhibits negative behavior, they will receive:
 - 1 check – warning and discussion with Naturalist of what student did that was inappropriate,
 - 2 checks – the student is the last person at The Outdoor School to sign up for a special activity,
 - 3 checks – the student misses a special activity, and a behavior contract is created with the teachers, Education Director or Program Coordinator
 - 4 checks – the student misses a special activity and they have to call home with an explanation of their behavior
 - 5 checks – the parents and/or guardian of the child are notified and the child is sent home.
- Students who exhibit severe or unsafe behavioral problems such as intentionally harming another person physically or emotionally, bringing or using knives, other dangerous weapons, cabin raids or fighting will be immediately removed from The Outdoor School
- **Cabin leaders have full authority to give out stars, one at a time, to any student at the Outdoor School.**
- **Cabin leaders also have authority to hand out checks if the situation warrants, however, they must record the checks they've given with the next available naturalist they encounter.**



Need to Know Information

First Aid- Cabin leaders do not administer any first aid or medication to the students. All student medications are kept in the Health Lodge. Student injuries are treated either by Naturalists on the trail or by the teachers in the Health Lodge. Please call the Education Director, Program Coordinator or Health lodge if there is a first aid emergency.

Homesickness – Distraction!!! Distracting the child with other things is the key when dealing with homesickness. Do not give the student excessive attention since this tends to exacerbate the problem.

Bedwetting – Bedwetting is a common incident at The Outdoor School and should be treated with the greatest sensitivity. Every morning, after breakfast, the cabin leaders check all the bunks for bedwetting. When you find wet bedding, inform the Education Director or Program Coordinator as soon as you're done checking the rest of your cabin for other soiled bedding. The bedding will be laundered during morning hikes.

Borrowing and Lending – Do not allow borrowing or lending among the students or between cabin leaders and students. Borrowing and lending can lead to theft accusations and hurt feelings by the end of the week.

Keeping Your Cabin Together – Your cabin should always travel together. No student should be allowed to anywhere at The Outdoor School alone (send partners to the infirmary).

Sleepwalkers – Identified sleepwalkers need to sleep on the bottom bunk to prevent injury. If you encounter a sleepwalker, gently wake them up and guide them back to their bed. Do not shake or yell at the student to awaken them. This will only frighten them.

Rumors – You must discourage the students from spreading rumors. It draws the students' focus away from The Outdoor School experience and onto petty social problems. This includes refraining from telling personal stories, spreading gossip or answering questions about your girl/boy friend, alcohol, drugs, or sex

Raids – The Outdoor School does not permit raiding another cabin area, cabin, or someone else's belongings. A raid is blatant disrespect of other students' personal property and privacy. If your cabin is involved in a raid the CABIN LEADER will be immediately sent home.



The Answers to F.A.Q.s

Accommodations – Cabin Leaders stay in dormitories with as many as twenty students. The dormitories have individual showers and bathrooms – you will shower during your free time

Cell Phones – Cell phones are permitted for cabin leaders at the Outdoor School, however, they must be used with discretion.

Please keep them out of sight while around students and, if possible, keep your phone on airplane mode until your free time.

Drugs/Alcohol/Tobacco – The State Education Code expressly forbids drugs, alcohol, and tobacco and requires The Outdoor School to contact the Sheriff about any incident involving possession or use of drugs or alcohol.

Visitors – Cabin Leaders may not receive visitors.

Time Off – You will have a couple hours during the afternoon to do your homework, relax, make important phone calls, and shower while students are not near. **THIS IS YOUR ONLY TIME TO SHOWER.**

Student gifts – You may bring team building gifts for your cabin – matching bandannas, hair ribbons, name cards, streamers, construction paper, markers, etc.). **BUT** you may not bring gum, candy, soda or food for the students – the Education Director will confiscate it.

Dietary Restrictions – If you have dietary restrictions please let us know the week before you attend so we can make adjustments. Please prepare a list of foods you cannot and can eat. Every meal has a vegetarian option.



Leadership to Think About:

At the Outdoor School, we're asking you to take charge of a large group of students. Your ability to run an effective and happy cabin will entirely depend upon your attitude and emotional state.

It becomes very difficult to control a rowdy group of students when your emotional state is compromised. If you are easy to anger, students will respond with less fervor than if you are calm and concise. The best thing you can do for yourself before your arrival is to meditate on giving clear instructions and achieving leadership qualities without having to raise your voice.

If you can begin training your brain to respond clearly in stressful situations such as being in a cabin filled with students, your time here will flow with relative ease. **Meditate on this!**

WHAT TO PACK

<ul style="list-style-type: none"> <input type="checkbox"/> Sleeping bag or sheets/blankets (twin) <input type="checkbox"/> Pillow <input type="checkbox"/> Shampoo/soap <input type="checkbox"/> Toothpaste/toothbrush <input type="checkbox"/> Comb/brush <input type="checkbox"/> Sunscreen <input type="checkbox"/> 2 towels <input type="checkbox"/> Chap stick <input type="checkbox"/> Water bottle <input type="checkbox"/> Camera <input type="checkbox"/> Stationery/paper/postage <input type="checkbox"/> Reading book <input type="checkbox"/> Money for the Trading Post <input type="checkbox"/> Flashlight <input type="checkbox"/> Backpack for hiking 	<ul style="list-style-type: none"> <input type="checkbox"/> Swimsuit (one piece – for shower) <input type="checkbox"/> 2 short sleeve t-shirts <input type="checkbox"/> 2 long sleeve t-shirts <input type="checkbox"/> Sweatshirt/sweater <input type="checkbox"/> Jacket <input type="checkbox"/> Rain gear (we hike in the rain so be prepared) <input type="checkbox"/> 4/5 pairs of long pants <input type="checkbox"/> 1 pair of shorts <input type="checkbox"/> Pajamas <input type="checkbox"/> 2 pairs of shoes/boots <input type="checkbox"/> Underwear <input type="checkbox"/> 5 pairs of socks <input type="checkbox"/> Hat (for sun and warmth) <input type="checkbox"/> Gloves (for warmth) <input type="checkbox"/> Dirty clothes bag
<p>Optional</p> <ul style="list-style-type: none"> <input type="checkbox"/> Musical Instruments <input type="checkbox"/> Recreational Reading <input type="checkbox"/> Cabin Decorations <input type="checkbox"/> Homework 	<p>Forms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health forms (doctor’s signature is necessary for medications) <input type="checkbox"/> Cabin Leader Contract
<p>DO NOT BRING – Mess Kits, Food, Candy, Gum, Soda, Excessive Cosmetics, Expensive electronics, Things that explode</p>	
<p>DO NOT BRING - WILL RESULT IN IMMEDIATE DISMISSAL</p> <p>Weapons Lighters Matches Tobacco Alcohol Illegal Drugs Fireworks Bad Attitude</p>	

Health History & Emergency Treatment Form

The Outdoor School at Rancho Alegre

Complete and return to your classroom teacher before leaving for The Outdoor School. Any changes to this form should be provided in writing to the classroom teacher before arrival at The Outdoor School.

The Outdoor School at Rancho Alegre is owned/operated by Los Padres Council, BSA.

Student Name: _____ Birth date: __/__/__

Home address: _____ Sex _____ Age _____

Phone: ()

School: _____

Emergency Numbers (fill in completely):

1. Custodial parent/guardian: _____

Cell: ()

Day phone: ()

Night phone: ()

2. Second parent/guardian: _____

Cell: ()

Day phone: ()

Night phone: ()

3. Emergency contact/relative: _____

Day phone: ()

Night phone: ()

4. Neighbor: _____

Day phone: ()

Night phone: ()

MEDICATIONS TAKEN: All medications must be approved by the school district and are regulated by school district policy not The Outdoor School. Please contact your school for the appropriate forms.

HEALTH HISTORY: (Please circle yes or no; provide comments regarding management of condition where applicable)

Yes No Severe Bee Sting Allergies

Date of last reaction and its severity:
(If bee sting kit is necessary, please use school district medication form)

Yes No Allergies - Hay fever, Food, Other
Comments:

Yes No Asthma (Include date of last attack)
Comments:

Yes No Will your child be bringing an inhaler?

Yes No Heart Condition
Comments:

Yes No Diabetes
Comments:

Yes No Epilepsy: (Include date of last seizure)
Comments:

Yes No Frequent Severe Headaches or Fainting
Comments:

Yes No Any Speech, Hearing, or Vision problems?
Comments:

Yes No Sleepwalking. How often?

Date of Last Tetanus:

ALLERGIES/RESTRICTIONS: List all known. Describe reaction and management of the reaction. Medical Allergies (list):

Food Allergies (please include restrictions, i.e. vegetarian, vegan):

Activity Restrictions (e.g. what cannot be done, what adaptations or limitations are necessary):

OTHER: Please use this space to provide any additional information about your child's behavioral, physical, or emotional needs that will help us to better serve them.

INSURANCE INFORMATION

Is the student covered by family medical/hospital insurance? Yes No

If so, indicate carrier or plan name_____Group #_____

Family Doctor_____Phone ()

AUTHORIZATION AND CONSENT FOR MINOR

Pursuant to California Civil Code Section 25.8, Pursuant to California Penal Code Section 12552
With the understanding that my child, _____, will be at all times under the
supervision of a certified teacher, I give my permission for him/her to attend The Outdoor School and to
participate in all the activities involved, unless otherwise noted.

The undersigned do hereby authorize The Outdoor School, its employees, agents and volunteers as
agent for the undersigned to consent to any x-ray examination, anesthetic, medical, dental or
surgical diagnosis or treatment and hospital care

for: _____ born on _____ which is
deemed advisable by and to be rendered under the general or special supervision of any physician
and surgeon, licensed under the provisions of Medicine Practice Act or of any dentist licensed
under the Dental Practice Act, whether such diagnosis or treatment is rendered at the office of said
physician or dentist, at a hospital, camp, or elsewhere. This authorization will remain effective
while the above minor is en route to and from or involved or participating in any activity of The
Outdoor School, unless revoked by the undersigned, in writing, delivered to The Outdoor School.*

I hereby assign and grant The Outdoor School the right and permission to use and publish
photographs/film/videotapes/electronic representations and/or sound recordings made of my
son/daughter during the week. I release The Outdoor School from any and all liability from such
use and publication and waive any right to any compensation.

Student Name:

Address:

Signature:

Date:

Parent/Guardian Name:

Address:

Phone: ()

Signature:

Date:

*If for religious reasons, medical/surgical attention cannot be given strike out that
portion of the consent form.

TALENT RELEASE FORM

I hereby assign and grant to The Outdoor School the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made by my child and I hereby release The Outdoor School of any and all liability from such use and publication. I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of The Outdoor School and I specifically waive any right to any compensation I may have for any of the foregoing.

Student Name:

Date:

Signature:

Parent/Guardian Name:

Date:

Signature:

****Please send with your health history form****