

Dear School Representative,

To assist you in preparing for outdoor school, we have designed an information packet to answer questions that are often asked concerning Outdoor School week. This packet is organized into three sections: (A) information for you as the school's representative, (B) information for the chaperones, and (C) information for the teacher. Finally, parents can download a packing list of items for the student to bring, on the website, or you can download these documents and hand them out to the students.

(A) Administrative Packet Contract Information

- Discipline Guidelines
- Medical Preparedness

(B) Chaperones

- Chaperone Letter*
- Chaperone Responsibilities*
- Schedule Breakdown*
- Daily Schedule*
- Electives & Recreation Information

(C) Teacher

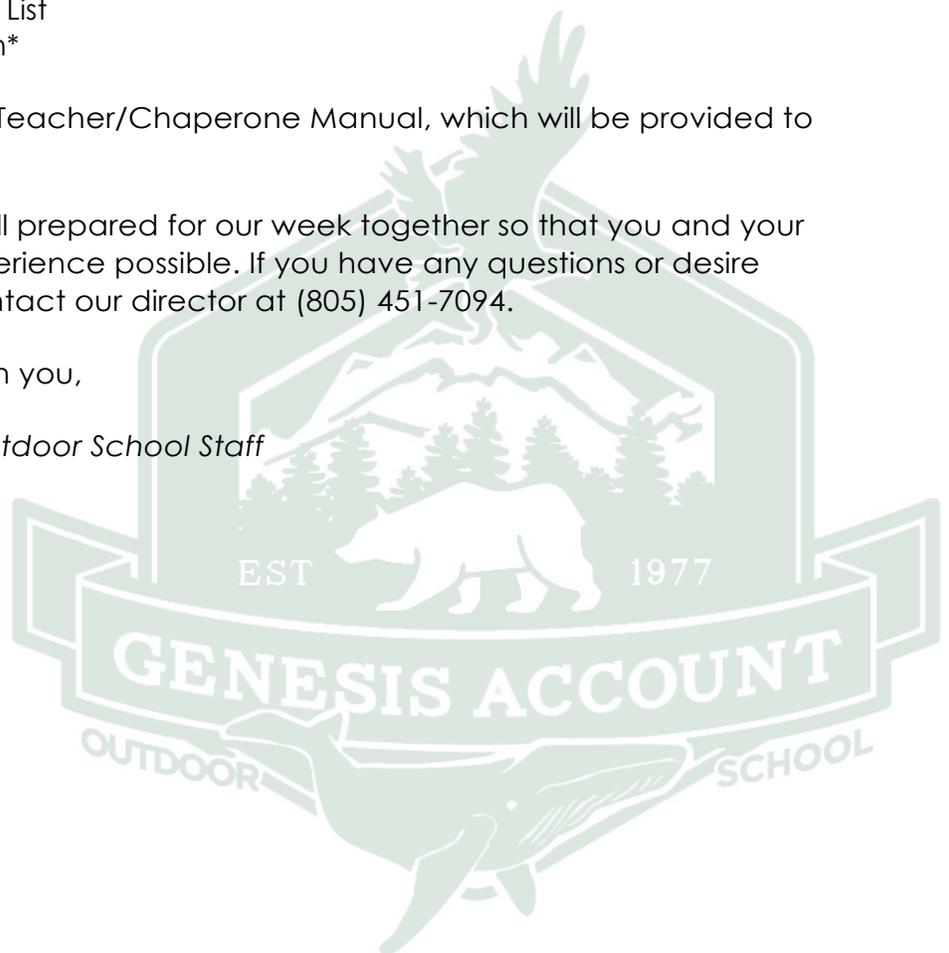
- Teacher Letter
- Teacher 'What-to-Bring' List
- Journal Time Information*

* Information also found in the Teacher/Chaperone Manual, which will be provided to every adult attending camp

Our hope is that you will be well prepared for our week together so that you and your students will have the best experience possible. If you have any questions or desire further explanation, please contact our director at (805) 451-7094.

Looking forward to working with you,

Genesis Account American Outdoor School Staff



Discipline And Guidelines

This page presents several guidelines, which Genesis Account American Outdoor School requires, students to follow while attending outdoor school. They will be presented to the students during outdoor school orientation. If there is any conflict with your school's standards of conduct, or if you have any policies you would like to add, please mention them at the adult orientation upon arrival. Your assistance in enforcing these guidelines will be much appreciated.

General Guidelines

The following guidelines will help all of us to live as an encouraging community this week.

1. Be respectful of people and property.
2. Be on time and prepared for activities.
3. Stay within the boundaries.
4. Telephones are reserved for emergencies.
5. There are to be no cabin raids, pillow fights, etc.
6. Conserve water during showers.
7. Cabins need to be free of food, gum and drinks (except water!)
8. Have Fun!!!

Consequences for Not Following Guidelines

1. Outdoor school guidelines will be thoroughly explained at a general session on the first day of outdoor education.
2. The counselor or teachers will handle all first offenses
3. Students who continue to ignore guidelines will be sent home according to the following policy:

G - First warning call to parents.

O - Second call for parents to come pick you up.

- Prior to camp please inform parents and students of guidelines 4 and 7.
- Telephones: these are provided in case of emergencies. Please do not have parents request that their children phone home upon arrival at camp.
- Candy and Sweets: In order to reduce some of the difficulties caused by having food in the cabins, we request that students not bring candy, gum, and/or sugary foods to camp. Your schools' teachers will keep packages from home containing these items until the end of outdoor school.

MEDICAL AND EMERGENCY PREPAREDNESS

An emergency can happen any time, whether at your school facility or outdoor school, and must be anticipated. We will be using an online platform called CampDoc to help us be prepared. CampDoc is a secure, easy-to-use web-based solution that manages health forms, medications, allergies and student/teacher registration. Additionally, CampDoc will provide you as an administrator instant access to vital medical information, reduce risk and liability for everyone, and help keep safety in the forefront of our operations. This allows medical treatment to be provided if needed. Please make sure to have everyone attending camp register through CampDoc before they arrive to camp. Do not substitute your school's health form or permission slips for our Health/Waiver form. Some campsites may also require you to fill out their liability waivers in addition to our CampDoc forms.

Requirements for being prepared:

- Designate one of your attending adults to be the First-aid person that will be responsible for dispensing daily student medications as well as handling emergency situations.
- Bring a vehicle that can be used as a transport to an emergency facility or back to school.
- Bring a first aid kit with common over the counter products. Your designated school person will dispense any internal medications (i.e. Tylenol, Pepto-Bismol, prescriptions, etc.) GA/AOS and the camp do not provide or administer any medications.

Dear Chaperone,

We appreciate your help in making our program possible. Your role this week is vital, and how you carry out the responsibilities will affect the students' experience. The following information will provide guidance for you as you take on the task of counseling a group of students.

The main purposes of the Genesis Account American Outdoor School are:

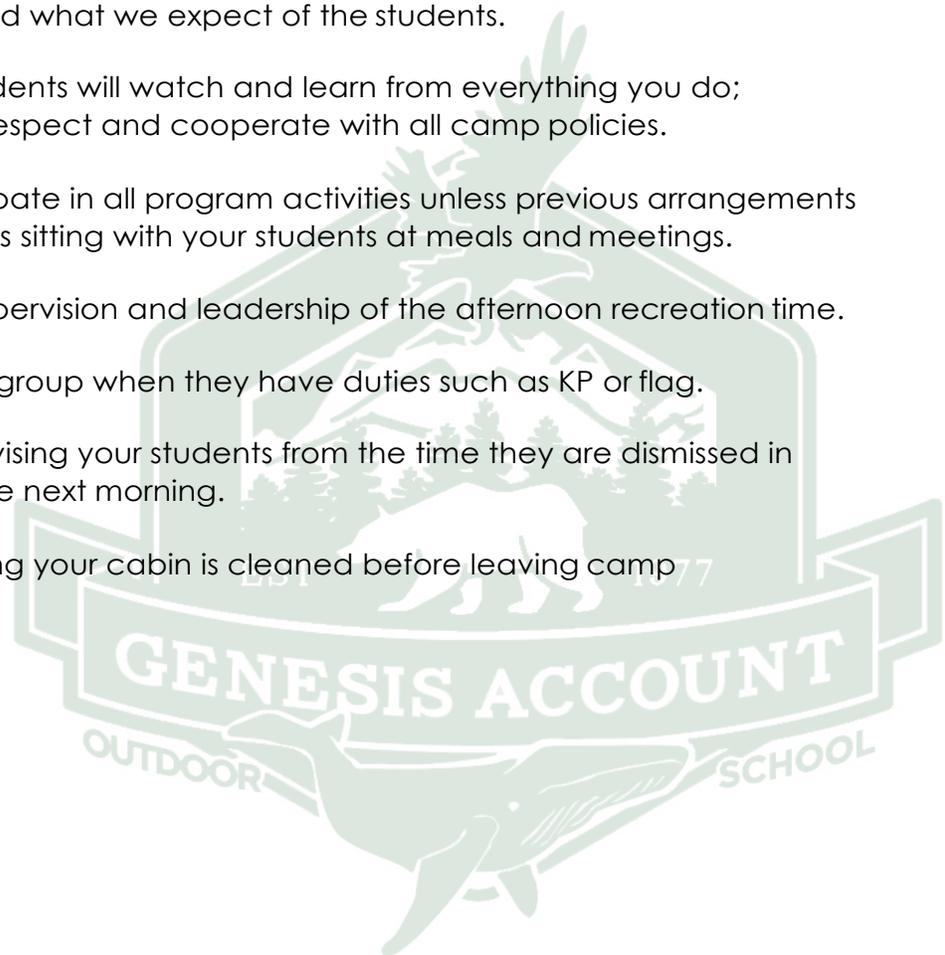
1. To guide students into a better understanding of and appreciation for the natural world.
2. To provide a high quality educational experience that will supplement students' classroom learning.
3. To facilitate the growth of deeper relationships between students and their teachers

Our job is to take care of the details and program so that you can spend the week focusing on your students. Your involvement is essential to our program's success. The following is a breakdown of our schedule, along with your role in each part:

Chaperone Responsibilities

Your role in the cabin is important. It is important that students respect your authority. There is a difference between being a nice guy and being a friend. Please do not threaten a punishment you are not able to carry out. Your involvement and interactions will have an impact on the program.

1. Know the camp guidelines and what we expect of the students.
2. You are a role model. The students will watch and learn from everything you do; good or bad. Please model respect and cooperate with all camp policies.
3. Please be on time and participate in all program activities unless previous arrangements have been made. This includes sitting with your students at meals and meetings.
4. You are responsible for the supervision and leadership of the afternoon recreation time.
5. Please come with your cabin group when they have duties such as KP or flag.
6. You are responsible for supervising your students from the time they are dismissed in the evening until breakfast the next morning.
7. You are responsible for ensuring your cabin is cleaned before leaving camp



Schedule Breakdown

Flag Raising/KP (7:45-7:55): Cabin groups will be assigned to raise the flag (usually the breakfast KP group). The chaperone needs to make sure that all students arrive on time and demonstrate respect for the ceremony and one another.

Breakfast (8:00): Mealtime is a good opportunity to interact with your students. We ask that a chaperone sit at each table so that (1) you are able to help regulate volume in the dining hall, (2) students will have an adult example to follow, and (3) students can relate to you on a relaxed, personal basis. Genesis Account staff will also sit with the students if seating allows. **Announcements are usually made during meals, so please be ready to listen and make sure students are listening. This includes details to the schedule and how to prepare for the next activity.

Chaperone Meeting/Cabin Clean-up (8:30-9:00): Students are responsible for cleaning their cabin. Chaperones clean only their own area and encourage students to do their best. While students are cleaning, **chaperones meet with the supervisor for prayer, sharing suggestions and concerns, and reviewing the schedule.

Morning Class (9:15-11:00): During class, chaperones can model participation and interest, and your help in maintaining control is valuable. Please do not distract students, but help them to focus and participate.

Electives (11:15-12:15): Genesis Account staff will lead electives each day. Chaperones may also be asked to lead activities. This provides more options for students, smaller groups. Typical electives include hikes, exploring activities, team sports, games, crafts, etc. (More suggestions for electives are in the pre-camp packet.)

Lunch (12:30-1:15)

F.O.B. (Flat On Bunk) /Rest time (1:30-2:00): This is a chance for students to rest. Students should be in their cabins and quiet. The chaperone needs to be present and in control at this time.

Afternoon Class (2:15-4:00)

Recreation time (4:00-5:15): Genesis Account relies on chaperones to be in charge at this time and involved with students in group games, hiking, talking, or other recreational opportunities that are available. This non-structured time is a chance for students to develop friendships with you and each other, and for you to just have fun with them. Evening Meal (5:30-6:15)

Journal time (6:20-7:00): After the evening meal, the classroom teacher leads the students in a time of written reflection on the day's activities. Journal questions are provided in the teacher manual if you wish to use them.

Evening Activities and All-Camp Meeting (7:15-9:15): Whether it is a game or the evening sharing time, the adult's attitude and behavior is a crucial factor in the success of the activity. Please don't sit in the back and watch. During the all-camp meeting, please sit with the students.

Lights Out (10:00): This can be one of the most challenging times of the day. Even a respected teacher will have his/her authority tested the first night. Please help one another in enforcing the quiet time, so students get the rest they need.

OUTDOOR SCHOOL DAILY SCHEDULE

	Arrival Day	Mid-Program Day	Departure Day
7:00 AM		rise and shine	rise and shine
7:40 AM		KP	KP
7:55 AM		flag and breakfast	flag and breakfast
8:30 AM		cabin clean-up and counselor meeting	cabin clean-up / pack and counselor meeting
9:15 AM		class:	outdoor school review
11:00 AM		electives	KP
11:30 AM			lunch
12:00 PM	arrive & sack lunch	KP	head for home
12:30 PM	move into cabins	lunch	
1:00 PM	adult orientation and student games		
1:30 PM	student orientation	FOB	
1:45 PM	camp tour		
2:15 PM	class:	class:	
4:00 PM	recreation time*	recreation time*	
5:15 PM	KP	KP	
5:25 PM	flag and dinner	flag and dinner	
6:15 PM	journal time*	journal time*	
7:00 PM	prep - evening activity	prep - evening activity	
7:15 PM	evening activity	evening activity	
8:15 PM	snack**	snack**	
8:30 PM	all camp meeting	all camp meeting	
9:15 PM	prepare for bed	prepare for bed	* teachers and counselor leadership
10:00 PM	lights out *	lights out	**snack not provided at all camps

KP

Breakfast			
Lunch			
Dinner			

ELECTIVES

Each morning from approximately 11:15-12:15, elective "classes" are offered to the students. These activities are intended to be fun, yet educational. The students will choose the elective "class" they wish to participate in (until it is full) based on the cabin clean-up scores. In order to achieve a smaller class size and more individual attention for each student, chaperones may be asked to lead two or more elective "classes" during the course of the week. The following is a list of possible options. If you have an additional area of expertise and/or interest that would be appropriate to share with the students, please feel free to offer it as an elective "class".

Sign-up for leading electives will be done during the daily chaperone meeting held immediately after breakfast.

Adventure Hikes-

This covers a wide range of elective activities of which the primary focus is hiking.

- **Reptile Hunting**-Searching for lizards, snakes, and turtles. "Hot" hunting ground tips can be obtained from the Genesis Account American Outdoor School staff. Popular with girls as well as with boys.
- **Distance Hikes**-The objective is to hike as far as possible in a few minutes less than half the time allowed for electives. (The return trip usually takes just over half the time to go out).
- **Scavenger Hikes**-These hikes revolve around searching for a specific natural item and focus on building the students observational powers and skill.
 - Mushroom hunts (Finding Fantastic Funky Fungus)
 - Feather hunts (Foraging for Phenomenal Flying Feathers)
 - Rock hunts (Grubbing for Geological Goodies)
 - Search for the largest pinecone
- **Bird watching**-In search of our fine-feathered friends. This is an introductory level class-activity in the art of birding.

Exploration activities

These activities center on exploring a particular area or skill related to the out-of-doors.

- **Creek or Pond Explorations**-This is an exploratory activity that centers on the camp's riparian area(s). Searching for what lives there, both plant and animal. Nets, collection cups, field guides and suggestions may be obtained from the Genesis Account American Outdoor School staff.
- **Nature Photography**-An introductory class/activity into the basics of nature photography; framing, composition, texture, point of focus, etc. Lots of fun for camera buffs and those who simply enjoy the outdoors.
- **Animal Tracks** ("Who was there?") Basic tracking skills, print identification, and track casting if conditions allows. Casting materials not provided.
- **Animal Handling**-This activity involves handling and learning about the different animals that GA/AOS brings to camp: primarily reptiles, amphibians and small mammals. Adequate knowledge of animals a prerequisite.

Nature Games This may include a wide variety of games of both team and individual types, such as Meet a Tree, Predator-Prey, Invent-a-Game, Bat and Moth, etc.

Natural Arts and Crafts This is an artistic approach to expressing the beauty of nature. The possibilities are as limitless as your imagination: poetry, Haiku, nature collages, rock people, weaving, stick animals, painting, creative writing, nature mobiles, macramé, etc.

Materials are not provided by GA/AOS. If you would like to do a special project with your school, such as T-shirt designs or murals to take back to school please plan to bring your own equipment.

ELECTIVE TIPS:

- The student's enthusiasm will mimic your own. Be *ENTHUSIASTIC!*
- Don't feel you have to be an expert. That's what field guides are for! Learn with the students.
- Encourage creativity in all the students. They have *great* ideas!
- Get everyone involved, "no idle hands" mean fewer discipline problems and a positive experience for everyone.
- Control the students with encouragement and a positive attitude. Never use sarcasm to discipline or reprove a student. You may remove activity time if necessary but be sure to follow through with it.
- Have problem students stay close to you for better control. It also makes it easier to involve them if they are close to you.
- Isolating repeat offenders and disrupters is best if all else fails.

The Genesis Account American Outdoor School staff will be happy to help by answering any questions, providing suggestions, or giving feedback on your ideas. Have fun!

RECREATION TIME SUGGESTIONS

Recreation time is an excellent time to do an all-cabin activity, which will promote unity in your cabin and give you an opportunity to build relationships. During this time the counselor is responsible for the complete supervision of his/her cabin group. You should know where your students are and what they are doing. A few ideas of activities to choose from are:

1. All cabin hike of any variety (see elective sheet)
2. All cabin game (Traditional or New Games style)
3. Cabin vs. Cabin challenges-
 - a) Sports games (Softball, Volleyball etc.)
 - b) Field games (Sardines, Hide-n-go-seek, Capture the flag, etc....)
4. Localized free play set boundaries for students and play whatever they want (i.e. Frisbee, catch, football, etc.)
5. Set up a tournament that can run through the whole program: ping-pong, horseshoes, volleyball, basketball, tether ball, etc. (depending on what the camp facilities provide)
6. Use of whatever special recreational facilities the camp has to offer.

Dear Teachers:

Outdoor education week is on its way! Undoubtedly you are as excited about your week as your students. We are also looking forward to spending the week with you. It can be one of the best experiences that you and your students will have this year. We are hoping that this week will expand your relationship with your students beyond the role of a teacher to include their chaperone and friend.

Taking the time to determine the goals or focus of the program you want for your students will be a step toward a successful week. Are you wanting to focus on the academic, social, or a mixture? Please realize that the time of year that you attend outdoor school will affect these goals as well. Fall will emphasize an introduction to the academic content for your grade levels attending; social relationships will be at beginning stages. **Spring will generally be a review of the year's academic content; social relationships will be strongly developed and at the testing point.** Let us know how we can assist you to meet your goals through our program.

The following is designed to make your week as enjoyable and successful as possible. Please read carefully so that you will be oriented to the outdoor school program. Included are materials that you will need to use prior to camp, as well as in-camp materials.

All of your preparation prior to outdoor school will reap many positive results. Thank you for your dedication and commitment to your students.

Looking forward to working with you,
Genesis Account American Outdoor School Staff



TEACHER "WHAT-TO-BRING" LIST

The following list has been collected from our teacher evaluations over the past couple of years. These items are things that teachers have wished for, or did bring, that made their program run smoothly. These items are not required but have been suggested by other teachers.

- Pens/pencils: student supply runs low by the third day.
- Extra set of bedding: needed for accidents or unwanted pranks.
- Extra garbage bags for wet clothes/bedding or simple raincoats.
- Recreation equipment: especially for rainy days - such as cards or board games. See "Recreation Time Suggestions".
- Elective equipment: see "Electives Information".
- Also remember the required first aid kit: (tweezers are often helpful, ACE bandages, ice packs, over the counter medicine, etc.)

We hope that this is helpful in your planning. If you have other suggestions that we can pass on to future teachers please let us know.

JOURNAL QUESTIONS

Journal time is 30-45 minutes each day. We provide blank journal pages in the students' manuals that they receive at camp. We will also provide some journal questions in your manual for the students to reflect on.

Several teachers have effectively used this time by using these questions followed by a discussion time. Other teachers have lead poetry writing; some teachers don't choose the questions at all and just spend the time bonding with their students. Feel free to use this time in a way that would best suit the needs of the students.

Our only request is that this time is to be used as some type of quiet, reflective class time. These questions could also be used as a post-camp follow up or writing exercise.