

**2010-2011 CARITAS CREEK at CYO CAMP**  
**TEACHER RESOURCE MANUAL**

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# **SECTION I: THE TEACHER'S ROLE**

This section outlines the expectations for teacher participation BEFORE, DURING, and AFTER the Caritas Creek at CYO Camp program week. Consider this section your introduction and guide to our program.

## **T2 OVERVIEW OF THE CARITAS CREEK AT CYO CAMP PROGRAM**

### **T3-T8 TEACHER'S ROLE**

This section serves as a basic outline of your responsibilities and will help you plan your Caritas Creek experience.

### **T9-T10 TIMELINE CHECKLIST**

The Timeline Checklist provides a time and sequence to help you prepare for Caritas. It includes a general timeline to help you prioritize and coordinate the events leading to your program week.

### **T11 FUNDRAISING IDEAS**

This document provides several suggestions to assist you and your students with raising funds for your participation in our program.

### **T12-T18 CABIN LEADER PACKET**

This packet provides all of the information that you will need to recruit and orient your cabin leaders.

## Caritas Creek at CYO Camp Program Description

The Caritas Creek at CYO Camp Environmental Education program has evolved over the course of 35 years and integrates themes and lessons from diverse sources of knowledge and wisdom. Catholicism, Environmental Science, Native American traditions, Psychology, Deep Ecology, Buddhism, and Taoism are just a few of the resources considered during the development and growth of this unique program.

The experience begins and ends in the classroom, where students need it most. Teachers receive a Pre-Caritas Manual that covers practical issues, such as packing lists and consent forms, and introduces some preliminary activities and concepts. The Site Director then spends four hours visiting the classroom, working directly with the students to prepare them for a week at camp.

Students spend five days at the CYO Retreat Center near Occidental, California. During the week, they are exposed to a series of themes, hikes, activities, and lessons designed to promote learning, awareness, and character development on multiple levels: personal, social, environmental, and spiritual. The week includes five primary hikes, including an ocean hike and a night hike, that add up to over 15 hours on-trail. There are also small group discussions (Serendipities), moral development activities, camp electives (canoeing, archery, etc.), classroom meetings, and a closing Celebration. Figure 1 includes a visual overview of the Caritas week.

In the weeks following camp, the Site Director returns to the classroom for two hours to debrief the experience and empower students to carry forward the lessons they have learned. The follow-up class visit offers ways for the students and teachers to continue their journeys as explorers, scientists, change agents, and ambassadors of Caritas.

# **TEACHER'S ROLE**

The classroom teacher is a crucial role in the success of the Caritas Creek at CYO Camp program. As you know, Caritas provides an environment for significant academic and personal growth. We invite you to be an active participant in all aspects of the program. Your role includes helping students adequately prepare for their visit, helping your students gain the most they can from their week, as well as reinforcing the lessons they learned at Caritas after you return. There are several steps that need to be taken BEFORE, DURING and AFTER your visit to Caritas.

## **THE TEACHER'S ROLE: BEFORE**

Before the program week, classroom teachers should focus on the following three areas: Logistics, Education and Motivation. The Caritas Creek Site Director assigned to your school will support you by providing a Parent Preview and Classroom Visits.

### **Logistics:**

There are several letters and forms to send to the Parent/Guardian(s) of your students: the Introduction Letter, Deposit Due Notice and Permission Slip, the Medical Authorization Form, the Suggested Clothing List, the Clothing Order Form, and the Final Parent Update Letter. You will find these forms in Section II: Parent/Guardian Information and section III, Mandatory Forms. These forms should be sent and collected according to the time frame listed on the "Time and Sequence Outline" found in this section.

You should begin recruiting cabin leaders immediately. Work with the school/schools that you will be attending Caritas with to determine how many Cabin Leaders of each gender that you will need. Please see the Cabin Leader Packet for more information.

While we encourage adult cabin leaders to participate in the program as much as possible, please keep in mind that cabin leaders do not have to stay at camp during the day and they do not have to stay for the entire week. For those who need to get some work done during the day, wireless internet will be available in the Lodge and cell phones using the Verizon network receive clear signals and can be utilized. **We ask that all electronic devices are kept out of site when the students are present.**

The greatest challenge can be the process that you, the school, the class and the parents will undertake in order to raise funds to pay for each child's experience. You will want to plan strategies with your principal and parent groups well in advance. We've enclosed general fundraising ideas and information we hope will be helpful.

## **Motivation:**

Students will naturally possess much curiosity and excitement about their pending experience at Caritas Creek. Along with their natural enthusiasm, you can help them to focus their energy, questions and ideas about what Caritas Creek will hold for them.

## **Education:**

We designed the Caritas Creek program to supplement your curriculum and complement many areas of study. You are the best judge of how to integrate relevant curriculum into your lesson plans. We use nature as the catalyst to teach themes such as Community, Diversity, Interdependence, Cycles, Habitat, Adaptation, and Evolution. We make connections between the forest, the rivers and the student's home environment. We use interactive activities, hands-on exploration, group discussion, inter-personal reflection and journal writing in a majestic outdoor classroom. Classroom teachers should begin integrating Caritas Creek content into the classroom curriculum at least 1 to 2 months prior to your on-site date. For ideas on integrating the Caritas Creek content into your classroom, contact your assigned Caritas Creek Site Director or Program Coordinator Emily Wood Ordway at eordway@cccyo.org.

## **THE TEACHER'S ROLE: DURING**

You will have an amazing opportunity to build new, solid, healthy relationships with your class. As your students enjoy new experiences and achieve new goals, they will look to you as their teacher, guide, mom/dad, friend, role model and fellow team member. **Your role at camp differs greatly from your classroom role.** Responsibility for the curriculum, activities, and discipline lies in the hands of Caritas Program Coordinator, Site Directors, Program Naturalists and Cabin Leaders. We want you to participate and experience the program with your students. You do not have to be a science teacher, a camper, or a hiker; you just have to be invested in your students' growth and willing to share in their experience. You will have the time to focus on individual students and watch their interactions with new teachers, students and learning situations. It is also an opportunity to observe different teaching styles, techniques, and activities. We hope that you enjoy the opportunity and take full advantage of its possibilities.

## **Discipline/Supervision:**

Although the Caritas Creek staff possesses training in proactive discipline and supervision, we will continuously ask you for information and feedback regarding your students. We hope you will work in tandem with the Caritas Creek Site Director regarding major disciplinary action or medical emergencies. We want to act consistently with your students and honor any special needs you identify.

## **Mealtimes:**

Cabin Leaders sit with the students during meals. Teachers may sit with students or are welcome to join the staff.

## **Medication:**

We will have a meeting on Monday with the leadership team of CYO Camp to discuss medical concerns and special needs. **You will be the distributor of your students' medication throughout the week (usually at meals and/or bedtime.)**

## **Electives:**

Electives are organized activities and games that the students take part in after Exploration Hikes. They are intended to be fun, alternative, skill-building activities (e.g. archery, arts and crafts, gaga ball, canoeing, etc.) that offer students opportunities to learn new activities while making great friends in the process. You have the option to lead some of the standard activities offered at camp, or you may lead one of your own (e.g. Yoga, nature printing, science-based activities, the options are endless). Most of all, we encourage you to participate in an activity that you enjoy.

## **Serendipities:**

Throughout the Caritas Creek experience, young people participate in "Serendipities". These serendipities are activities designed to build a bridge of understanding between the diverse participants and to create a safe space for each young person to share thoughts, emotions, and spiritual insights in a supportive environment. There are three serendipity norms ("powers") that each camper agrees to honor before participating in the activity. The first power is active listening. Students are expected to listen to each other with their eyes, with their ears, and with their heart. This ensures that each person's thoughts are considered and validated. The second power is the power of no put-downs. Students are discouraged from invalidating others' feelings through spoken or unspoken insults. The staff member who facilitates the serendipity is charged with the responsibility to maintain this safe environment. The third power is trust. The community that is participating in the serendipity agrees that what is said in the circle remains in the circle. This insures that the thoughts and feelings shared during the serendipity are treated as sacred, and students show their respect for each others' opinions by agreeing to keep them private. Three decades of meaningful serendipities have served as proof that a diverse group of individuals can create a sense of family through honest communication and mutual respect. Serendipities illuminate the connectedness of all human beings to each other and to the divine as we share in the joys and sorrows of each others' lives. All classroom teachers are invited to participate in serendipities throughout the experience.

## **The Week:**

Below is a general overview of some of the highlights of the week. The staff of Caritas provides a customized experience that will best fit the needs of your individual students. In order to help us meet this goal, we ask that you remain flexible and open to any changes that deviate from the schedule below. This is not meant to be a complete schedule or mandatory list of activities, it is simply meant to give you a general idea of some of the ways you can participate in the week. If you have any special requests regarding the schedule or your role in any activities, please speak with your Site Director.

## **Monday:**

**Check-In:** When you arrive on Monday please check in with your Site Director immediately. We will ask you to review cabin assignments and make any necessary changes in order to finalize the housing arrangement. Additionally, you will need to turn in payment for your clothing order.

**Site Director/Classroom Teacher Meeting:** During your students first hiking experience you will have the opportunity to sit with your Site Director and the other teacher(s) to discuss the schedule, the facility, medical concerns, expectations, etc.

**Serendipity:** Hiking groups have their first serendipity together on Monday evening. Please discuss your attendance with the Site Director or Program Naturalist and experience the tradition!

**Campfire:** We encourage you to join the classes at the campfire after they finish their serendipities. It's a great opportunity to show a different side to your students: sing along and be silly!

## **Tuesday:**

### **Exploration Hikes (Tues., Wed. and Thurs.):**

Be an active participant! Caritas Creek does not assign classroom teachers to Exploration groups: you are free to select whichever group you prefer. Please join the children whenever possible. They need your encouragement and support. Your Caritas Creek Site Director will guide you through this process.

**Please bring hiking attire.**

**Serendipity and Night Hike:** If you would like to join your students for a serendipity and night hike, ask your Site Director or a Program Naturalist. This is a great bonding opportunity for you and your students!

## **Wednesday:**

**Class Meeting:** On Wednesday, we have set aside one hour in the afternoon for you to meet with your class. You are free to use this time as you please (class meeting, serendipity, a short hike, a game, letter writing, or a combination).

**New Eyes Serendipity (7<sup>th</sup>/8<sup>th</sup> grades):** This is a serendipity that allows students to be honest with their peers in a unique way. It can be a powerful way for you to get to know your students and the ways they relate to each other.

**Town Hall Meeting (5<sup>th</sup>/6<sup>th</sup> grades):** This activity allows students to debate a complex topic that directly relates to their camp experience. It encourages them to think about the topic of cutting down trees from many different viewpoints, while also allowing them to act out characters and debate a position.

## **Thursday:**

**Celebration:** A chance for the entire camp to come together and celebrate their week by presenting gifts to the community and having an all-camp serendipity.

## **Friday:**

**Springboard:** A staff member will lead a discussion with your class to brainstorm ways the students can continue to live Caritas style after they return home. This has a much greater effect if you are present and willing to participate!

## **THE TEACHER'S ROLE: AFTER**

The role of the classroom teacher after the program week is to help the students keep the spirit of Caritas Creek alive by integrating the Caritas style and values into your everyday routine. Develop activities that remind them of Caritas Creek and continue to spark their interest in the natural world and support their sense



of adventure. Tie future lesson plans into the lessons they learned through hiking activities, serendipities, celebration or other activities. Encourage your students to work on projects "Caritas style" and to live in the Spirit of Love. The more you participate in the week, the easier it will be for you to integrate the relevant information into classroom curriculum after the Caritas experience. Your Caritas Creek Site Director will help brainstorm additional realistic ideas with you and your students.

# Timeline Checklist

## AS EARLY AS POSSIBLE

- Set-up your class visit schedule and Parent Preview schedule you're your Site Director.
- Communicate with the school/schools that you will be attending Caritas with, coordinate gender needs, and begin to recruit cabin leaders.
- Start fundraising. Ideas to help you get started are on **T11**.

## 2 MONTHS PRIOR

- Prepare each of the parent forms to be sent home. Set a deadline for the parents to return the forms to you: we suggest 4 to 6 weeks prior to your Caritas Creek program week.

## 1 MONTH PRIOR

- Contact the Director for a general attendance check-in.
- Collect all the mandatory forms from parents found in **Section II**.
- Begin to compile your clothing orders and checks. Fill out the Clothing Order Tally Sheet.
- Complete the optional Cabin Group Preference Activity or compile an attendance list of your students and indicate their gender.

## **TWO WEEKS PRIOR**

- Use the Youth Health Forms to complete the Dietary and Medical Summary sheets on **M15-16**.
- Send one alphabetized copy of the **Youth Health Forms (P12-P15)** Send in you health forms. It's very important that we receive Youth and Adult Health Forms before you arrive so we can prepare.
- Make sure the Site Director received either your Cabin Group Activity (**M2-5**) or your class attendance list with the gender of all the students.
- Make sure to fax all clothing orders to 707-874-0230 at least two weeks before your program week. You can also email your order to [praia@cccyo.org](mailto:praia@cccyo.org). ***An order received after this date is not guaranteed for delivery during your program week.*** Clothing order forms are on page **M17**, and the clothing order tally sheet and summary sheets are on pages **M18-M19**.
- Contact the Director to check in about arrival and departure times. This will help you with your Final Parent/Guardian letter.

## **ONE WEEK PRIOR**

- Send the Final Parent/Guardian letter on **P6** home.
- Prepare your students (and yourself!) for the fun and adventurous week ahead. Use section IV in your manual if you choose. Lunch will be provided on arrival day. Review the Suggested Clothing List that is on **P4**.

## **ARRIVAL DAY ☺**

- Give every student a name tag and remind them they must wear it all day.

# Fundraising Ideas

The goal is to make sure your entire class can participate. For some families, the cost of a week at Caritas Creek is beyond their financial means. The following list provides a few ideas for fundraising that may help ensure that your entire class can participate. It is especially helpful if you **start early**: some classes start fund raising years in advance! Most importantly, be creative!

- Hold a benefit party or auction
- Sponsor a car wash
- Sell chocolate, lollipops, ice cream or donuts
- Have a lunchroom goodies sales
- Sell holiday items, wrapping paper, or candles
- Recycle cans and bottles, ink cartridges, cell phones, or computers
- Keep change jars to collect coins
- Send out donation letters to family, friends or co-workers
- Host a walk-a-thon
- Sell fruit or bottled water at school
- Make a guessing jar (charge a small amount per guess)
- Sell coupon books (call local stores and ask them to donate discounts)
- Sell school supplies at the beginning of the year
- Host a spaghetti dinner or a potato bar (call local stores and restaurants for food donations)
- Sell candy grams or flower bulbs

## **Here are some websites to help you brainstorm some more ideas:**

<http://www.cspinet.org/schoolfundraising.pdf>

<http://childparenting.about.com/cs/parentinvolvement/a/fundraiser.htm>

[http://www.fundingfactory.com/?campaign\\_id=71](http://www.fundingfactory.com/?campaign_id=71)

[http://www.rrewards.com/qualifying\\_items.aspx](http://www.rrewards.com/qualifying_items.aspx)

<http://globalre-sourcefunding.com/>

<http://www.fundraiserhelp.com/fundraising-letters.htm>

<http://topschoolfundraisers.com/school/elementary-school.htm>

[http://www.greeningschools.org/resources/view\\_cat\\_teacher.cfm?id=26](http://www.greeningschools.org/resources/view_cat_teacher.cfm?id=26)



## Cabin Leader Information

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.

#### **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.**

**T12**



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[www.cyocamp.org](http://www.cyocamp.org)

### 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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## 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. **T14**



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### **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.**





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## **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.

**T16**



CYO Summer Camp  
Retreat Center  
Outdoor Environmental Education  
Caritas Creek at CYO Camp

2136 Bohemian Highway  
Occidental, CA 95465  
Tel 707 874-0200 Fax 707 874-0230  
[www.cyocamp.org](http://www.cyocamp.org)

### **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".



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**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.
8. 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.
9. Please do not allow pillow fights, hanging from the rafters, jumping from bunk to bunk or any other physical behavior.
10. 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.
11. 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.

**T18**

## SECTION II: PARENT INFORMATION

This section serves as the Parent/Guardian information packet. Please make copies of these forms for your parent/guardian(s). In Section I, the Timeline Checklist (T8-10) provides a suggested timeline for distributing and collecting these forms.

**P2 INTRODUCTION LETTER TO CARITAS CREEK AT CYO CAMP**

This letter serves as an overview to help parents familiarize themselves with the Caritas Creek experience.

**P3 DEPOSIT DUE NOTE AND PERMISSION SLIP**

These forms are tools to help you collect both permission slips and fees from each of your students. These are for your use ONLY and do not need to be returned to Caritas Creek.

**P4 SUGGESTED CLOTHING LIST**

Please ask all parent/guardian(s) to pay particular attention to this list and try to pack their child's bags accordingly. Special awareness should be given to rain gear as the Russian River area is quite wet.

**P5 CLOTHING ORDER FORM**

Our office must receive the Clothing Order Tally Sheet (**M17**) 2 weeks prior to your scheduled program date in order to ensure their distribution during the Caritas Creek at CYO Camp program week. Any orders received after this date may need to be distributed at a later date. Please give all additional clothing order forms to the Site Director upon arrival.

**P6 FINAL PARENT UPDATE LETTER**

Send this letter home one week before departure. It covers last minute needs.

**P7-9 HEALTH SERVICES AT CYO CAMP**

This document provides a comprehensive overview of the health services at CYO Camp

**P10-P13 YOUTH HEALTH FORM**

Please make sure one Youth Health Form is completely filled out and signed for every member of your group under the age of 18.

**P14-P15 ADULT HEALTH FORM**

Please fill out one Adult Health for each member of your family over the age of 18 who will be attending Caritas.

Dear Parent(s)/Guardian(s),

The Caritas Creek at CYO Camp Environmental Education program is being offered to our class and provides us with an opportunity to participate in a residential education program. The program includes a parent preview, a classroom preparation session, a five-day outdoor classroom experience, and a follow up classroom session.

This new and exciting educational experience can enhance the growth of your child and the entire class. The redwood forest functions as an outdoor laboratory where students learn through direct observation and hands-on experiences. The learning activities feature a multi-disciplinary curriculum and emphasize science, natural history, California history, and language arts. Students will also be participating in daily group discussions referred to as Serendipities that offer the children an opportunity to discuss a variety of topics through structured, fun filled activities. Through these serendipities the students learn to build trust with one another and share thoughts and feelings in a positive, meaningful and educational way. The students will also be able to develop interpersonal cooperation skills by living, working and learning with their peers.

The facilities at CYO Camp include a full service kitchen and dining room, heated cabins, full service restrooms with individual showers, campfire circles, cleared nature trails, swimming pools and a lake for group study. The students sleep on bunk beds equipped with mattresses. The camp facilities are certified by the American Camping Association for group use, and meet or exceed Health Department standards.

We will leave school on Monday morning and return after lunch on Friday. A teacher from the school, together with a qualified Caritas Director, will serve as 24 hour on-call supervisors each day. In addition all students will be under constant supervision by Caritas instructors and cabin leaders. If an emergency should arise, you would be notified by telephone immediately.

Every effort has been made to bring the cost of the outdoor classroom program within reach for all families. The cost will be \$\_\_\_\_\_ for each child. Any checks written to finance your child's participation should be made payable to your child's school. We do not have access to telephones for students, however each child warmly welcomes letters from home during their stay. If you would like to send mail to your child, please **check to ensure the amount of postage is correct** as the Post Office will return it due to insufficient postage if it is not, and mail to:

Child's Name – School (**Must have School Name**)  
CYO CAMP - Caritas Creek  
PO Box 188  
Occidental, CA 95465

FOR EMERGENCIES ONLY PLEASE: 24/7 Emergency Camp Pager 707-491-8939

We believe that the Caritas Creek Environmental Education program will greatly enhance each student's scholastic experience and benefit their overall education immensely.

Thank you for your support.

Sincerely,

**DEPOSIT DUE NOTE**

Dear Parents:

We need a definite count of students attending the Caritas Creek at CYO Camp Environmental Education Program. Please return this permission slip to the school by:

\_\_\_\_\_ (Date)

Please include a deposit of \$\_\_\_\_\_ in order to hold your reservation. We will notify you regarding the payment timeline and/or any fundraising or financing plans.

If you have any questions or concerns please contact me as soon as possible.

#\_\_\_\_\_.

Sincerely,

\*\*\*\*\*

**CARITAS CREEK AT CYO CAMP  
ENVIRONMENTAL EDUCATION PROGRAM  
PERMISSION SLIP**

I give permission for my child, \_\_\_\_\_, to attend **Caritas Creek at CYO Camp Environmental Education Program**. I agree to let my child participate in all camp activities. I understand that my child's transportation to and from Caritas Creek will be by properly insured vehicles and carried out by licensed personnel of

\_\_\_\_\_.

He/She will attend the program during the week of: \_\_\_\_\_.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## SUGGESTED CLOTHING LIST

**PLEASE NOTE THAT CARITAS CREEK AT CYO CAMP WILL NOT BE HELD RESPONSIBLE FOR LOST ITEMS. PLEASE DO NOT SEND IRREPLACEABLE, BREAKABLE OR EXPENSIVE ITEMS WITH YOUR CHILD. PLEASE ALSO IMPRESS UPON YOUR CHILD THE NEED TO KEEP TRACK OF HER/HIS THINGS DURING THE WEEK. Caritas Creek uses the forest as a classroom: please be aware that anything that comes to camp may return home dirty, damp or muddy. Please do not pack anything that cannot return home dirty.**

**\*\*\*Please write your child's name on everything\*\*\***

Clothing	Hygiene Gear
4 pairs of Jeans or Outdoor pants	1 Towel
4 Tee Shirts	1 Wash Cloth
2 Sweaters or Sweatshirts	1 Bar of Soap
2 Turtlenecks or Thermals	Toothpaste
1 or 2 Warm Jackets	Toothbrush
Swimsuit/Shorts	Hairbrush/Comb
6 pairs of underwear	Shampoo/Conditioner
8 pairs of socks	Cabin Gear
Mittens or Gloves	Sleeping Bag or 2 Blankets/ Pillow
Warm Hat, Cap, or Ear Muffs	Dirty Clothes Bag (Plastic Bag, Pillow Case)
Sleepwear	Stationery, Envelopes, & Stamps
2 pairs of shoes (Tennis, Hiking Boots)	Book or Magazines
Sandals (For Showering)	Stuffed Animals Welcome
Robe *Optional*	
Rain Gear	Hiking Gear
<b>Waterproof*</b> pants (nylon, plastic or vinyl)	Flashlight and Water Bottle
<b>Waterproof*</b> jackets (nylon, plastic or vinyl)	Back-pack (large enough for water bottle + extra clothing)
*Water <b>resistant</b> is insufficient	Sunscreen & Bug Repellant

## PLEASE DO NOT BRING THE FOLLOWING ITEMS

Food	Cell phones or Pagers
Candy	Electronic Games
Gum	Curling Irons
Radios	Hair Dryers
Ipods	Make-up, Hair Spray or Hair gel
Knives	Jewelry
Money	Any item of value
Body Spray (Deodorant OK)	

## **Caritas Creek at CYO Camp Clothing Order Form**

Caritas Creek at CYO Camp offers logo clothing to participants and their families for purchase.

Please make all clothing order checks payable to your child's school. If you miss your schools deadline for orders you may send a check made out to Caritas Creek at CYO Camp with your child. Please note that any returned checks will be charged a \$20 processing fee.

NOTE: Only clothing orders received **2 weeks prior** to the Caritas program week are guaranteed to be distributed during your child's stay. Last minute orders will be delivered to you child's school. If your teacher submitted your clothing order two weeks prior to Caritas Creek and your child returns home without their clothing, please contact us at [praia@cccyo.org](mailto:praia@cccyo.org)

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### **Caritas Creek at CYOP Camp Clothing Order**

If you would like to order clothing for your child, please fill out this form and submit to his/her teacher by:

Student's Name \_\_\_\_\_ School's Name \_\_\_\_\_

Quantity:

- **Tee Shirt \$15.00** Ash gray with the Caritas Creek rainbow logo design. Made from shrink-resistant cotton.

**Size: S M L XL 2XL 3XL (Adult Sizes Only)**

- **Sweatshirt \$30.00** Ash gray with the Caritas Creek rainbow logo design. Made from shrink-resistant cotton.

**Size: S M L XL 2XL 3XL (Adult Sizes Only)**

**Total Clothing Order: \$\_\_\_\_\_**

**Signature: \_\_\_\_\_**



Dear Parents:

This is possibly our last note about the Caritas Creek at CYO Camp Environmental Education trip. Please read it carefully.

We will leave Monday morning on \_\_\_\_\_(Departure Date)

Please arrive at school at \_\_\_\_\_

The children should be at school by the arrival time indicated above. We will pack the bus, take roll, and leave immediately. Be sure to feed your child a complete breakfast Monday morning. No other food or money should be sent or brought to camp. Lastly, please remember to carefully review the packing list!

In case of an emergency, you may contact us at 707-874-0200. Based on previous experience we do not allow students to make phone calls home.

Send Mail to:

Child's Name – School (**Must have School Name**)  
**Caritas Creek at CYO Camp**

PO Box 188, Occidental, CA 95465

FOR EMERGENCIES ONLY: 24/7 Emergency Camp Pager 707-491-8939

The students will return to school on Friday at:\_\_\_\_\_ (Time)

Thank you for your support and cooperation in this endeavor. Your child should return fulfilled and enriched as a result of this adventure.

Sincerely,

# Parent Information for Health Services at CYO Camp

Our health service practices are shaped by regulations and/or guidelines from entities such as American Camp Association, Association of Camp Nurses, and state of California. Please contact your school or if you have further questions.

## **HEALTHCARE PLAN**

We partner with you to provide a safe and healthy experience for each student. You know your child's health needs; we know the capabilities of our program. Our healthcare plan is designed to complement the growth and development needs of children and youth within normal parameters.

## **HEALTH FORMS**

Each health form is reviewed by our staff prior to and during your child's stay. If we have a question, we will contact you for clarification. We rely on the information you provide to care for your student. Please complete your student's health form thoroughly and return to your school as soon as possible.

## **About Camp and Your Child's Health**

**We ask that your child be healthy upon arrival** and ready to participate in the OEE experience. If you have questions or concerns contact us! We reserve the right not to admit a person who poses a communicable illness threat.

**Our program has a busy schedule filled with activity.** Students live with eight or more people in a cabin. Prepare your child so these experiences are exciting rather than intimidating.

**Our program expects that students can meet their own personal needs,** can move independently from place to place and are capable of community living in our cabin environment.

**CYO Camp is not a therapeutic environment** nor prepared to provide psychiatric support. Please consider these facts when determining if our program is appropriate for your child.

**Community living skills are new for many students.** Your child may appreciate knowing that his or her bedroom will be shared with many other people and everyone sleeps in bunk beds. Talk with your child about picking up personal items, the noises people make when they sleep and whether a top or bottom bunk would be best.

## **CYO Camp Staff**

The OEE staff at CYO Camp has been certified in CPR and Community First Aid. The teachers from your school are responsible to dispense all prescription medicines during their stay.

## **Healthcare Facilities**

Palm Drive Hospital in Sebastopol, CA is approximately 8 miles away.

## **Scope of Service**

The scope of service provided by our staff is limited to care of routine illness and injury; we do not have physicians in residence. We do, however, have medical protocols signed by our supervising physician so care for common problems is available. We stock over-the-counter medications which are dispensed as directed in our protocols. Your student will be referred to the local medical community when need is beyond the scope of our care.

## **Treatment of Chronic Health Concerns**

We expect children with chronic health concerns (i.e. asthma, allergies, diabetes) to be capable self-managers and to bring the supplies they need to manage their diagnosis. Because treatment modalities vary, our staff relies on your student's familiarity with and ability to do their own treatments. Our staff will provide general oversight and partner with your student to follow individual treatment plans and/or strategies to facilitate your student's care.

## **Asthma, Diabetes, Anaphylaxis Forms**

Use the appropriate form to tell us about your child's treatment plan. Special forms have been developed for asthma, diabetes, and anaphylaxis. These forms can be requested from your school.

## MEDICATION

All medication, with the exception of some inhalers and Epi-Pens, is collected by the teachers at the school before departure. Once at camp, all medication is required by state law to be kept locked in the Health Center with the exception of emergency medication.

### Stocked Medication

The CYO Camp Health Center stocks the following over-the-counter (OTC) medications and remedies; please do not send these with your student. CYO Camp Staff have medical protocols from the camp physician which directs the use of these medications for common and routine human health problems. Use the health form to indicate which of our stocked OTC remedies should not be give to your student:

Acetaminophen (Tylenol)	Diphenhydramine (Benadryl)	Chloraseptic Spray (Sore Throat)
Ibuprofen (Motrin, Advil)	Docusate Sodium (Stool Softner)	Tums
Pseudoephedrine (Sudafed)	Loperamide HCL (Anti-Diarrhea)	Cough Drops
Guaifenesin DM (Cough Medicine)	Silver Sulfadiazine	Calagel
TechNu Extreme (Poison Oak)	Hydrocortisone Cream	

### If You are Sending Medication with Your Camper

- Send enough for your child's entire stay.
- Place the medications in a zip lock bag with your child's full name, Village and session.
- Each medication must come in its original and appropriately labeled bottle/container, including vitamins and other nutritional supplements.
- Do not mix medications.
- Do not presort medications into a daily medication box or container.
- Use the health form to record the medication and explain why your child is using the medication.
- Our health officers expect that medication indicated on the health form will arrive with the camper. If a medication status changes, notify us in writing of that change.

### Prescription Medication

- Must come in a pharmacy container with a legible label in the camper's name.
- Must be labeled with the camper's name, the name of the medication and current instructions for administration.

**NOTE: Health Officers must follow labeled directions. If there is a change to your camper's medication, make sure the label correctly reflects that change, or please have your healthcare provider write a new prescription with the change of dosing and send that with your child. It must be signed and dated by the healthcare provider.**

### Over-the Counter Medication

- Must come in its original container with a legible label.
- Must have the camper's first and last name clearly written in indelible ink on the container but in a place which does not obscure label information.
- Must be appropriate to the age of the child with the proper dosing information.
- If different, please send your healthcare providers instructions, signed and dated by him/her.

### Methods for Treating Common Problems

We are sensitive to the fact that there are different ways to treat common health problems. If your child is susceptible to sore throats, headaches, and/or upset stomach, and you have identified a treatment to which your child responds, please share that information with us by writing it on the health form. We may not be able to provide exactly the same treatment, but we will complement it as our regulatory agencies and laws allow.

### Insulin and Other Injections

We expect that students who use injectables (e.g. insulin injections, growth hormone shots) are capable of doing their own injection. CYO Camp staff are not permitted to administer injections. Refrigeration, a sharps container and alcohol preps are available.

**Please send your entire student's medication and the necessary syringes with them to camp.**

**Immunizations**

Immunizations, (especially an up-to-date tetanus inoculation) are important because your student will be outdoors and in close proximity to other program participants. We recommend that students are immunized; however, our program also recognizes that some choose not to immunize their children for various reasons. Please attach appropriate documentation to your child's health form if this is your position.

**Communicable Disease**

Please notify your school and CYO Camp if your child is exposed to a communicable illness within the three weeks prior to arriving at camp. We are especially concerned about chicken pox, mumps, sore throat, colds and flu.

**Head Lice or Nits**

Because our program has a "no nits" policy, if a child is found to have nits once they are at camp, you will be contacted to come pick up your child per our medical protocols. In addition, please instruct your student not to share items such as brushes, hats, pillows, hair ties and clothing with other people.

**COMMUNICATING HEALTH ISSUES WITH PARENTS AND GUARDIANS**

Our staff and the teachers from your school will make due diligence to contact you by phone if your child has need for out-of-camp health care. The phone numbers you provide on your student's health form will be used. Please make sure that we know how to reach you at all times during your child's stay.

We generally do not contact you if your child is seen in the Health Center for routine problems (e.g. skinned knee, sore throat, bee sting, headache, upset stomach). We will call if we have questions determined on a case-by-case basis by the Health Officer. If you would like us to do something different, attach a letter to your child's health form explaining your alternate plan.

A child's usual response when not feeling well is to tell the parent or guardian. Sometimes children at camp react the same way – they write a letter telling you how they feel and may not consider telling their cabin leader or our Health Officers. Talk with your child and explain that the counselors, staff, and Health Officers are there to help.

*Please instruct your student to tell these people about their needs so care can be provided...because we care!!*

## CYO Camp OEE ~ Youth Health Form

### Personal History

Student's Last Name (Printed)			Student's First Name (Printed)		M.I.
Street Address			Date of Birth (Month, Day, Year)		Age
			School		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
City	State	Zip	Height	Weight	

### Emergency Contact Information

Father/Guardian Name	Father/Guardian Home Phone	Father/Guardian Work Phone	Father/Guardian Cell/Pager
Mother/Guardian Name	Mother/Guardian Home Phone	Mother/Guardian Work Phone	Mother/Guardian Cell/Pager
Emergency Contact Name	Emergency Contact Phone	Relationship to Child	Emergency Contact Cell/Pager

### Medication Information

*Please list any additional medications on a separate sheet and attach to your health form.*

*"Medication" is any substance a person takes to maintain and/or improve his or her health and includes vitamins and homeopathic remedies.*

- This student will not take any daily medication while attending CYO Camp.
- This student will take the following daily medication(s) while attending CYO Camp. Bring enough of each medication to last their entire stay. ALL medications must arrive in appropriately labeled pharmacy containers as described in the "Health Services Parent Information".

NAME OF MEDICATION	REASON FOR TAKING IT	WHEN GIVEN AND DOSAGE	DATE STARTED
		<input type="checkbox"/> Breakfast Dose: _____ <input type="checkbox"/> Dinner Dose: _____ <input type="checkbox"/> Bedtime Dose: _____ <input type="checkbox"/> Other: _____	
		<input type="checkbox"/> Breakfast Dose: _____ <input type="checkbox"/> Dinner Dose: _____ <input type="checkbox"/> Bedtime Dose: _____ <input type="checkbox"/> Other: _____	
		<input type="checkbox"/> Breakfast Dose: _____ <input type="checkbox"/> Dinner Dose: _____ <input type="checkbox"/> Bedtime Dose: _____ <input type="checkbox"/> Other: _____	

The following medications are stocked in our Health Centers and are used to manage illness and injury as directed by our medical protocols. **Cross out those your student should NOT be given.**

- |                                 |                                 |                                  |
|---------------------------------|---------------------------------|----------------------------------|
| Acetaminophen (Tylenol)         | Diphenhydramine (Benadryl)      | Chloraseptic (Sore Throat Spray) |
| Ibuprofen (Motrin, Advil)       | Docusate Sodium (Stool Softner) | Tums                             |
| Pseudoephedrine (Sudafed)       | Loperamide HCL (Anti-Diarrhea)  | Cough Drops                      |
| Guaifenesin DM (Cough Medicine) | Silver Sulfadiazine             | Calagel                          |
| TechNu Extreme (Poison Ivy/Oak) | Hydrocortisone Cream            |                                  |

**Insurance Information**

*Please include a copy of your insurance card.*

CYO Camp does NOT carry health/accident insurance for campers, schools, and conference camping participants.

Primary Policy Holder	Insurance Company	Policy Number	Relationship to Child
Secondary Insurance Holder	Insurance Company	Policy Number	Relationship to Child
Physician's Name	Physician's Phone Number	Date of Last Visit	

**Health History**

**Immunization History:** Provide the month and year for each immunization. Starred (★) immunizations must be current.

Immunization	Date: Month(s) & Year(s)	Immunization	Date: Month(s) & Year(s)
Tetanus Booster ★	Within 10 years:	Polio ★	
Varicella (Chicken Pox)		MMR (Measles, Mumps, Rubella) ★	
Meningitis		Pneumococcal	
Pertussis Booster (Whooping Cough)		DPT (Diphtheria, Tetanus, Pertussis) ★	
Hepatitis B		Hepatitis A	
Influenza			

**Allergies:** Check those that apply to your student.

- This student has no known allergies.
- This student is allergic to this food(s). \_\_\_\_\_  
 \_\_\_\_\_  
 Causes anaphylaxis?  Yes★  No  
 Describe the reaction to this food and what is done to manage it: \_\_\_\_\_  
 \_\_\_\_\_
- This student is allergic to this medication: \_\_\_\_\_  
 Causes anaphylaxis?  Yes★  No  
 Describe the reaction and how it is managed: \_\_\_\_\_  
 \_\_\_\_\_
- This student is allergic to the following: \_\_\_\_\_  
 Causes anaphylaxis?  Yes★  No  
 Describe the reaction and what is done to manage it: \_\_\_\_\_  
 \_\_\_\_\_

**Nutrition:**

Our kitchen prepares well-balanced meals. We can work with some medically prescribed diets but do not cater to individual food preferences.

- This student eats a regular diet.
- This student is the following type of vegetarian.
  - Semi-vegetarian (no pork or beef)
  - Pesco (no pork, beef or chicken)
  - Lacto-ovo (no pork, beef, chicken, seafood or fish)
  - Vegan (no meats, seafood, eggs or dairy)
- This student does not eat pork because of faith reasons.
- This student is lactose-intolerant. Note: our expectation is that the student self-manages using products such as Lactaid.

**Chronic Health Concerns:** Check those that pertain to your student and describe how it is handled at home.

- This student has no chronic health concerns and is capable of full participation in the OEE program.
- This student has the following chronic health concern(s):
  - Asthma ★  Bedwetting  Seizure Disorder
  - Headaches  Menstrual Cramps  Frequent Colds
  - Sleepwalking  Frequent Ear Infections  Surgical History of Consequence
  - Diabetes ★  Fainting  Other

Information about items above (attach additional information if needed): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**★Asthma, Diabetes or Anaphylaxis**  
 Please complete the additional "Request for Information" forms and attach to this Health Form.  
 Forms can be downloaded from our website or available from your student's teacher.

**Chronic Health Concerns:** Check "True" or "False" for each statement.

- 1. This student has had chicken pox or has received the varicella immunization .....  True  False
- 2. This student has not had mononucleosis ("mono") during the past year .....  True  False
- 3. This student's hearing is within normal ranges ... .....  True  False
- 4. This student's sight is within normal ranges or s/he uses corrective lenses to remedy vision .....  True  False
- 5. This student typically sleeps without snoring, sleep talking or making other noises .....  True  False
- 6. This student is free from illness, injury or physical challenges that would affect participation .....  True  False
- 7. For girls: this student knows about menstruation and/or has a normal menstrual history .....  True  False
- 8. This student has been in countries outside the United States in the past 9 months .....  True  False  
If "True", list the countries and the length of time spent in each.

Country: \_\_\_\_\_

Country: \_\_\_\_\_

Dates: \_\_\_\_\_

Dates: \_\_\_\_\_

**Mental, Emotional and Social Health: Check "Yes" or "No" for each statement.**

- 1. This student has been diagnosed with Attention Deficit Disorder (ADD) or AD/HD .....  Yes  No
- 2. This student has a psychiatric diagnosis such as depression, OCD, panic/anxiety disorder .....  Yes  No
- 3. This student has an emotional health concern (specify) ... .....  Yes  No
- 4. This student has seen or is currently seeing a professional to address mental/emotional concerns .....  Yes  No
- 5. This student has had a significant life event that continues to affect the student's life .....  Yes  No  
If "Yes", please provide information about the event - death of a loved one,  
family change, adoption, new sibling, survived a disaster - its impact upon your  
student's life, and care tips for their time at camp.

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**When We Need To Talk With You:** We will certainly call in an emergency, but we'll also call if we have questions about your student's health. If we cannot reach you or your emergency contact at the numbers listed, please provide contact information for other people who know your student and with whom we can consult. We assume you have spoken to these alternative contacts and they are willing to assist should the need arise.

Alternate Contact \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship:

Alternate Contact \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship:

**What Have We Forgotten to Ask?** Provide additional information about your child's health that may have been neglected on these forms. We are particularly interested in information that has an impact upon your child's ability to fully participate in our program.

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**Parent/Guardian Authorization**

The information contained in this form is correct, as far as I know, and the child herein described has permission to engage in all camp activities except as noted. I understand that health/accident insurance coverage is the responsibility of the parent/guardian. I hereby give permission to CYO Camp to secure emergency medical, routine medical, surgical treatment, and non-surgical care for the child named on this form, while at camp. I also understand that the parent/guardian is fully responsible for the camper's transportation if he/she is dismissed for disciplinary, behavior or medical reasons. I absolve Catholic Charities CYO / CYO Camp and all of its employees of any and all liability, financial and/or otherwise arising from administration of medication to my child under the terms of this release. CYO Camp is not responsible for payment of any medical expenses incurred during participation at camp.

In consideration for being allowed to participate in the CYO Camp's programs, I agree to assume the risk of such activities and programs, and I further agree to hold harmless Catholic Charities CYO of San Francisco, its officers, employees and representatives from any and all claims, suits, losses, or related causes of action for damages, including, but not limited to, such claims that may result from injury or death, accident or otherwise, during or arising in any way from the activities. I grant permission for me or my child to participate in all planned camp activities including out of camp trips by van or bus, or hiking. CYO Camp is not responsible for lost, stolen or damaged personal articles. I also authorize the CYO Camp to have and use photographs, slides or video tapes of me, my child, or my family as may be needed for its public relations programs. I acknowledge that this General Release of Liability and Authorization for Treatment of Catholic Charities CYO is binding on me personally and on my heirs, personal representatives, successors and assigns.

**Limited Purpose Power of Attorney: Consent to Treatment of Minor (Must be signed by parents or legal guardians)**

By signature(s) below, the undersigned appoints \_\_\_\_\_ (School Name), to act alone, or delegate to another person, the power to consent on our behalf to all emergency treatment and/or medical care (except elective surgery) of (child's name) \_\_\_\_\_ determined to be necessary or desirable by our child's attending physician at the hospital.

*This Power of Attorney shall continue through the participant's stay at camp, or until revoked by the undersigned, whichever is earlier. Physicians or the hospital's medical staff may assume and rely on this authorization being current and in effect during such period unless notified otherwise.*

The undersigned certify that they read this Power of Attorney (or had it read to them), that they understand this Power of Attorney, and sign it voluntarily.

**Note:** If this form is being signed for a child or minor participant at the camp, it must be signed by both parents or legal guardians unless one is deceased, mentally incompetent, or has had parental rights terminated, or there has been a divorce, or parents are unmarried, the parent having physical custody of the child should sign. (The signing parent should understand the indemnification clause above defending CYO Camp against claims by other parties on behalf of the child.) If neither parent has parental rights, or both are deceased, this form must be signed by the legal guardian of the child. This agreement will be enforced in accordance with the law of the State of California.

If there are not two parent signatures below, please indicate the reason why by checking the appropriate box.

- Missing parent is deceased.
- Missing parent mentally incompetent or has had parental rights terminated.
- Parents are divorced or unmarried and signing parent has physical custody of the child.
- Both parents are deceased and a legal Guardian is responsible for the child.
- Parental rights have been terminated and a legal Guardian is responsible for the child.

Father's or Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother's or Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Health Office Use Only \***

Date	Time	CHO	Notes



## CYO Camp Adult Health Form (18 and over)

### Personal History

Name:	Home Phone:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address:	Work Phone:	Date of Birth:
City, State, Zip:	Cell Phone and/or Pager:	Height:      Weight:

### Emergency Contact Information

Name:	Relationship:	Home Phone:	Work Phone:
Name:	Relationship:	Home Phone:	Work Phone:

### Insurance Information

*Please include a copy of your insurance card.*

CYO Camp does NOT carry health/accident insurance for campers, schools and conference camping participants.

Primary Policy Holder:	Insurance Company:	Policy Number:
Secondary Insurance Holder:	Insurance Company:	Policy Number:
Physician's Name:	Physician's Phone Number:	Date of Last Visit:

### Medication Information

To the best of your knowledge, are you free of any communicable diseases?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain:
Are you allergic to any medication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
Are you allergic to anything else? (i.e. foods, animals, environmental allergies, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
Are you under the care of a physician now?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
List any medications you are presently taking:		
Date of last Tetanus Booster: ____/____/____	Have you completed Hepatitis B Immunizations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of last T. B. test: ____/____/____	Result of T.B. test: <input type="checkbox"/> Positive <input type="checkbox"/> Negative	
Do you have any physical or mental limitations, which could interfere with your activities at camp?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:

## Communicable Disease History

Please check any that apply:

Chicken Pox  
 Hepatitis  
 Measles, German

Measles, Red  
 Mumps  
 Mononucleosis

Tuberculosis  
 Whooping Cough  
 Other (Specify)  
\_\_\_\_\_

## Other Health Issues

Please check any that apply:

Asthma  
 Bleeding Disorders  
 Diabetes  
 Ear Aches  
 Eating Disorders  
 Emotional Concerns

Frequent Colds  
 Headaches  
 Hearing Difficulties  
 Heart Condition  
 Hypertension  
 Migraine Headaches

Seizures  
 Sight Difficulties  
 Sinus Infections  
 Skin Conditions  
 Urinary Tract  
 Other \_\_\_\_\_

Explanation of Treatment of Above: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State recent operations, illnesses and/or injuries: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Authorization

(This section must be signed and is required under California State laws, unless there is religious objection.) "This Camp Health Information is correct so far as I know and I am able to engage in all camp activities, except as specified. I hereby give my permission to \_\_\_\_\_ to secure emergency medical and surgical treatment and to provide routine medical care for me while at camp."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SECTION III: MANDATORY FORMS

This section contains key forms that need to be completed and returned at specified times. The Youth Health Forms AND Adult Health Forms can be found in the Parent Section. Consult your **Timeline Checklist (T9-10) in Section I "Teacher's Role"** for help completing these mandatory forms.

### **M2-M5**

#### **CABIN GROUP PREFERENCE ACTIVITY**

This activity will help us determine the best placement for each student in both social and academic endeavors. When completed, please mail to camp along with your **Student Information Form (SIF)**. If you choose not to do the Cabin Group Preference Activity, please submit a class list indicating gender.

### **M6-M7**

#### **MEDICAL SUMMARY SHEET**

After you receive all of the forms from the Parent or Guardian Packets, please compile all of the most pressing medical needs of your students and list them here.

### **M8**

#### **DIETARY NEEDS SUMMARY SHEET**

Please list any special dietary needs that the staff of Caritas Creek should be aware of.

### **M9**

#### **CLOTHING ORDER SUMMARY SHEET**

Please email or fax the order to the office 2 weeks prior to camp. Fax: 707-874-0230 Email: [praia@cccyo.org](mailto:praia@cccyo.org). **PLEASE BRING ONE CHECK FROM YOUR SCHOOL FOR YOUR ENTIRE CLOTHING ORDER.**

### **M10-M11**

#### **CLOTHING ORDER TALLY SHEETS**

Please email or fax the Summary Sheets with your Clothing Order Tally 2 weeks prior to camp. **PLEASE BRING ONE CHECK FROM YOUR SCHOOL FOR YOUR ENTIRE CLOTHING ORDER.**

## **Cabin Group Preference Activity**

This is one of the first experiences in which the students are directly involved before their journey to Caritas Creek. Your input is welcome and appreciated with regard to the placement of your students. Please complete the **STUDENT INFORMATIONFORM (SIF)** should you have any special requests or concerns.

### **Step One:**

Pass out one 3" x 5" index card to each student. Use one color for boys and another color for girls. Have each student write their name in the top right hand corner on the card.

### **Step Two:**

On the card, have students print neatly in block letters 5 **choices** (same sex) for desirable cabin-mates. Numbers 1, 2 and 3 should be good friends. Numbers 4 and 5 should be people they want to get to know better. Our goal with respect to cabin placement is to make the child comfortable as well as expand their social boundaries.

### **Sample Cabin Group Card**

**Gregor Mendel**

### **CABIN GROUP**

- 1. Charles Darwin – Good Friend**
- 2. Albert Einstein – Good Friend**
- 3. Aristotle – Good Friend**
- 4. George Lucas – Want to Know Better**
- 5. Edgar Allan Poe – Want to Know Better**

**Step Three:**

Please complete the enclosed Social Chart. We suggest that you review each student’s card one at a time. For each name that the student listed, write the choice number next to that person’s name under the cabin column on the Social Chart list. Do this for each student. We use this information in order to split up social cliques and help children expand their boundaries

**Example:**

Gregor Mendel’s sample card lists 1. Charles Darwin, 2. Albert Einstein, 3. Aristotle, 4. George Lucas, and 5. Edgar Allan Poe. Therefore on the **Social Chart** you would then put a “1” next to Charles Darwin’s name, a “2” next to Albert Einstein’s name, and a “3” next to Aristotle’s name, and so on.

**Example:**

<b>Girls</b>	<b>Cabin Group</b>
Jane Goodall	4,2,5,2,2,3,2,5
Cleopatra	1,1,2,2,1,1,1,1,5
Rosa Parks	2,4,5,3,4,2,1,3,2,4
<b>Boys</b>	<b>Cabin Group</b>
Aristotle	4,3,5,2,3,1,1,3,4
Albert Einstein	1,1,3,5,2,4
George Lucas	4,5

\*\*Please do not worry about children who may have only one or two numbers next to their name. We pay special attention to this information and we will make every effort to make sure that these children feel secure and welcome in their cabin group.

## Social Chart

<b>Girls</b>	<b>Cabin Group</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	
<b>8</b>	
<b>9</b>	
<b>10</b>	
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<b>27</b>	
<b>28</b>	
<b>29</b>	
<b>30</b>	

## Social Chart

<b>Boys</b>	<b>Cabin Group</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	
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<b>30</b>	







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**M7**

# **Dietary Needs Summary Sheet**

**School:** \_\_\_\_\_ **Program Date:** \_\_\_\_\_

<b>Student Name</b>	<b>Food Allergies, Diabetic, Vegetarian, etc.</b>	<b>Reaction/ Treatment required.</b>

## **Birthdays**

If your class has any birthdays that will fall during your Caritas Creek program week, we would love to celebrate them. Please list those student's names below.

<b>Student Name</b>	<b>Birth date</b>	<b>Age</b>

**Please fax or email this Summary Sheet to 707-874-0230 or [praia@cccyo.org](mailto:praia@cccyo.org) no later than two weeks before your program week!**

**M8**

## **Caritas Creek Clothing Order Summary Sheet**

\*\*Please fax or email this Clothing Order Summary Sheet to 707-874-0230, or [praia@cccyo.org](mailto:praia@cccyo.org) and turn in one check from your school on the Monday you arrive. Please make sure the check is made out to Caritas Creek at CYO Camp.\*\*

**School:** \_\_\_\_\_ **Program Dates:** \_\_\_\_\_

Item	Small	Medium	Large
<b>T - Shirts</b>			
<b>Sweatshirts</b>			

Item	Extra-Large	2XL	3XL
<b>T-Shirts</b>			
<b>Sweatshirts</b>			

\*\*\*Note: Clothing is available in Adult sizes only.

**PLEASE FAX OR E-MAIL THIS INFORMATION NO LATER THAN 2 WEEKS PRIOR TO ARRIVAL AT CAMP.**

This will help us ensure that there is enough inventory on hand. All checks must be made payable to Caritas Creek at CYO Camp.





**M11**



## **SECTION IV**

### **STUDENT INFORMATION**

This section contains the information to help motivate and excite your students about their week. Use these materials at your discretion.

- S2**            **STUDENT EXPECTATIONS AND RESPONSIBILITIES**  
This sheet introduces the fundamental details of our program. It is meant to be fun and interactive.
- S3**            **CARITAS CREEK PROGRAM INFORMATION**  
This page provides information relevant to a student preparing to experience Caritas Creek.

# **STUDENT EXPECTATIONS AND RESPONSIBILITIES**



Caritas Creek provides the perfect environment to learn about nature, humanity, spirituality, self and others. The beauty of our creek, trails, animals and forest places the joy of life at your fingertips. Bring an open mind and an open heart. If you bring these two things, you will discover the wonder and magic of our natural lands.

Caritas Creek provides a "hands-on" learning experience. Be prepared to use your senses; Touch, Sight, Sound, Smell and even Taste! Allow yourself to experience each moment as it arises! Leave your fancy clothes at home. Meet DIRT...your new friend!



Soon you will leave the "hustle and bustle" of city life. You will leave the buildings and the crowded streets by traveling north into the beautiful and peaceful lands of West Sonoma County. As the bus travels from your school to Caritas, watch how the environment changes as you get closer and closer!

Learning to care for and about our natural environment remains one of the most important parts of the Caritas Creek adventure. RE-DUCE, RE-USE and RE-CYCLE are just a few ways we can care for the environment. Can you think of any other ways to care for the world we all share?



Part of caring for this world involves caring about one another. At Caritas Creek we live together in community. You get the opportunity to live with your classmates and we hope you reach out to each one of them and the students from other schools during your stay. This is a good time to restart old friendships or build entirely new ones. Sometimes being away from home can be difficult. Reaching out to someone who feels lonely or separated from others can make a big difference in their week. Reach out and build new friendships "Caritas Style".

1. **EXPLORATION GROUPS** - Students must never leave their Caritas Teacher/Naturalist while hiking through our forest. Along those same lines, when hiking try to stay on the trails.
2. **FREETIME** - Whenever you are not with you Exploration or Cabin group, please take care to stay within the boundaries that will be designated for freetime. These boundaries are meant to provide freedom and protect you rather than limit you. Also, there are a limited number of freetime materials (i.e.: basketballs, volleyballs, frisbees) so sharing is a requirement.
3. **CABIN LIFE** - Each day you will have 15 minutes after breakfast to straighten up your cabin and get ready for your daily adventures. Please try to:
  - Air out your bed by opening your sleeping bag for 15 min.
  - Pick up your clothes.
  - Hang drying towels at the foot of your bed.
  - Pick up all litter off the floor, even if it is not yours.
  - Pick up the litter outside of your cabin, even if it is not yours.
4. **MEALS** - Smooth running of meals requires your assistance with set-up, food-serving, procedures and clean-up. We have a good system that will be easy and fun for you to learn. This will be explained during your first dinner on arrival. No food is to be taken away from the lodge area at any time.
5. **COMMUNITY** - Always respect the needs of your fellow Caritas Creek community members. Everyone present is part of something very special. Caritas Creek is a place where everyone is unique and equally important.