



Outdoor Education Program

Adult Packet (2017-2018)

Hello Faculty & Chaperones,

The Adult Packet is designed to give you information about trip logistics, expectations, and the important role you play in the students' experiences. Be sure to complete and submit the Adult Information Form and Adult Behavior Form to the trip coordinator by their designated deadline. As a teacher or chaperone you will have many responsibilities while at Pathfinder Ranch, but your presence and assistance are vital to the success of our program and accomplishing our mission:

Provide meaningful learning experiences that are safe and fun for all participants to build their conservation awareness, knowledge base, and confidence in order to become more responsible global citizens.

Thank you for all your time and hard work to support these students.

Sincerely,

Ryan Mayeda
Outdoor Education Director
Pathfinder Ranch
951-659-2455 (T)
951-659-0351 (F)



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SUPERVISION AND GENERAL INFO

SUPERVISION RESPONSIBILITIES

CLASSES

- **PATHFINDER STAFF:** Teach classes and facilitate activities. Ensure the safety and well being of participants.
- **TEACHERS & CHAPERONES:**
 - Address and resolve behavior incidents.
 - Check that students have their inhalers, used the bathroom, filled their water bottles, and are dressed appropriately before class.
 - Serve as a positive role model and a beacon of enthusiasm.
 - Escort students to bathrooms, water fountain or Health Center.
 - Trail the group and make sure students have taken all their belongings.

MEALS

- **PATHFINDER STAFF:** Facilitate meal set up and clean up. Teach food waste curriculum.
- **TEACHERS & CHAPERONES:**
 - Keep students quiet and respectful while staff is talking.
 - Role-model appropriate table manners.
 - Keep the students seated unless they have a bathroom or “Hopper” pass, or they have a special diet.
 - Watch for students who are not eating and inform a teacher.
 - Food Waste- Encourage students at your table to take small portions and not to waste their food/water.
 - Facilitate the cleanup process at your table.
 - Bring the assigned study group to the dining hall 15 minutes before the meal to help set up.

FREE TIME

- **PATHFINDER STAFF:** Pathfinder staff will be available in the Main Office and/or Health Center.
- **TEACHERS & CHAPERONES:**
 - Supervise and manage student behavior. There must be an adult in any building if a student is present.
 - No one is allowed past the volleyball court outside of classes.
 - Follow the Free-Time schedule created by the trip coordinator.

CABINS AT NIGHT

- **PATHFINDER STAFF:** Pathfinder staff can be reached via the radio in the Health Center from 9pm-7am.
- **TEACHERS & CHAPERONES:**
 - Supervise the students and keep them inside the cabins from evening program dismissal until 7:15am the following morning. Remind students of quiet hour expectations (e.g. times, quiet, not bothering others).
 - Read bedtime stories from the cabin binder to help the students sleep if needed.
 - Maintain general cabin cleanliness.

ADDITIONAL RESPONSIBILITIES

- Assist with supervision of sick or disciplined students.
- Take head counts often and give LOTS of reminders to students.

GENERAL RECOMMENDATIONS

- Wear close toed shoes and walk at all times.
- Kicking or throwing things, rough-housing, and pillow fights are strongly discouraged.
- Stay on camp property and do not visit program areas past the volleyball court (e.g. lake, farm, horses, climbing) without a Pathfinder employee present. Do not feed wild or domestic animals.
- Students should not enter buildings without an adult present.
- Only water is permitted in cabins.
- No medications, except emergency medications like inhalers, can be kept in student cabins.
- Respect self, others, Pathfinder property and the environment.

STUDENT BEHAVIOR MANAGEMENT

- Separate, give a tap on their shoulder, or stand in between misbehaving students.
- Be a positive role model! Reinforce positive behavior (i.e. commend students for listening).
- Get students involved in activities and give them tasks if they are easily distracted.
- Be subtle and avoid embarrassing a student in front of others (i.e. do not ridicule or give put downs).
- Physical punishment (e.g. pushups) for discipline is strongly discouraged.
- Treat behavioral issues as a learning experience. Privately discuss with the student what they did that was inappropriate, how that affects others, and how the student can change their behavior.
- Send a very disruptive or disrespectful student directly to the teachers.
- If needed, the teachers can request to use a Pathfinder land line to call the student's parent/guardian.
- If needed, the trip coordinator can arrange for early transportation and send this student home.

CONSERVATION

- Conservation is an important part of our mission, so we encourage participants at home, school and work to reduce their water and electricity usage by **turning it off when it's not being used**.
- More specifically at Pathfinder, we encourage 3 minutes max of running water for showers. We also emphasize turning off the lights when leaving a room, and keeping cabin doors closed to retain heat. We also encourage smaller food portions at meals to reduce food waste.
- We recommend everyone try the following after your trip:
 - 1st **Reduce** how much you buy and the amount of waste you produce
 - 2nd **Reuse** whatever you can like reusable water bottles
 - 3rd **Recycle** plastics, aluminum, glass and paper that can't be reused

OTHER IMPORTANT INFORMATION

- List ANY **dietary restrictions or health concerns** on your Adult Information Form. Incomplete forms may prevent us from accommodating your needs. We can accommodate gluten free, lactose free, vegetarian or meat restrictions, and mild nut allergies. Please contact the Food Service Manager at 951-659-2455 ext. 28 if you have severe food restrictions, multiple restrictions, or any other questions.
- **Homesickness will worsen if you talk about home or allow that student to call home.**
- California law requires all medications for students AND adults be locked up in the Health Center or a personal vehicle. If needed, adults can secure personal meds in a Health Center locker (free) with 24 hour access. The one exception is students and adults can carry emergency meds (e.g. inhalers, insulin, Epi-pen) with them at all times.
- Campus speed limit is 10mph. Drive safely on campus and vehicles should remain in the designated parking lots during your trip.



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ACTIVITIES & CLASSES

The trip coordinator will decide which of the following classes/activities your students will participate in. Keep in mind this trip is meant for the students, plus due to time constraints and other factors, it is very unlikely that adults will be able to participate in most of the recreation activities (see list below). However, the instructor staff will try very hard to include the adults whenever possible. Visit our website (www.pathfinderranch.com) for more class information.

Arrival Day

Adults and students must bring a sack lunch to eat on their arrival day. Ask your trip coordinator if the school will provide these sack lunches. Pathfinder will provide the school's meals from arrival day dinner to departure day lunch. The adults will eat their sack lunch separately from the students and receive an expectations talk from one of our staff. Afterwards, the adults will receive a campus tour.

Academic Classes

Cultural History, Earth's Resources, Ecology, Permaculture, Wilderness Skills, and Wildlife

Recreation Activities

Archery, Canoeing, Horse Activities, Hikes, Ascent (aka Climbing), and Team Challenge

Note: Pathfinder Ranch provides all of the necessary recreation equipment. If you wish to bring your own equipment for these classes (e.g. riding helmet, archery bow), it will need to be inspected and approved by our Recreation Director before use.

All Group Activities & Evening Programs

Astronomy, Catapults, Electives, Free Time (Recess), Lorax & Town Meeting, Mad Science Fair, Night Hike, Predator & Prey, Skit Night, and Weather

For the safety of participants and staff, individuals should NOT participate in the Recreation Activities (see list above) if any of the following conditions apply:

- Over 250 lbs in body weight (only applies to Horseback Riding and Ascent activities)
- Pregnancy (only applies to Horseback Riding and Ascent activities)
- Cardiac disease
- Received an organ transplant
- Currently experiencing abdominal organ enlargement (e.g. Mononucleosis)
- Active orthopedic and/or joint problems (e.g. Rheumatoid arthritis, recent fracture or sprain, or current sutures or staples)
- History of head, neck, or back injuries
- Any condition that a physician has determined creates a limitation to physical activity or if you think that participating in recreation activities will aggravate any previous medical condition

Contact the Recreation Director at 951-659-2455 ext 19 with questions or concerns regarding our recreation activities.



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EQUIPMENT LIST

IMPORTANT NOTES

- Sack lunch on arrival day is provided by participants (students and adults) and/or the school. Pathfinder staff will provide meals from arrival day dinner to departure day lunch.
- Pack your equipment into **one** suitcase or bag. Keep sleeping bags separate and do not bundle luggage items, because it makes loading the buses/cars **very** difficult.
- Label all personal items and expect them to possibly get lost, dirty, and/or broken.
- Our mountain weather varies widely, so check the weather reports (<http://pathfinderranch.com/ranch-weather/>) a few days prior to determine if you'll need the extra cold weather and/or warm weather gear.

ESSENTIAL GEAR

CLOTHING

- Athletic Shoes or Boots- 2 Pairs
- Warm Socks- 1 Pair/Day + 1-2 Extras
- Underwear- 1 Pair/Day
- Long Pants- 1/Day
- Short or Long Sleeve Shirts- 1/Day
- Sweaters or Sweatshirts- 2
- Warm Jacket
- Rain Jacket or Poncho

CABIN EQUIPMENT

- Sleeping Bag
- Pillow
- Pajamas
- Towel
- Body Soap
- Shampoo & Conditioner
- Sunscreen
- Chapstick
- Toothbrush and Paste
- Other Hygiene Items

OTHER IMPORTANT ITEMS

- Sack Lunch (Arrival Day)
- Water Bottle With Name
- Day Pack (Drawstring or Backpack)
- Watch
- Alarm Clock
- Plastic Bags- 1 Trash & 2 or More Grocery Bags

COLD WEATHER GEAR

- Extra Sweater or Sweatshirt
- Warm Gloves
- Winter Hat or Beanie
- Scarf
- Thick Winter Jacket
- Thermal Underwear (Optional)

WARM WEATHER GEAR

- Shorts- 2 Pair

OPTIONAL LIST

- Flashlight
- Hats (Sun Protection)
- Ear Plugs
- Shower Sandals
- Sunglasses
- Camera
- Reading Book

ITEMS NOT ALLOWED

- Candy, Gum and Food
- Radio and Electronic Games
- Blow Dryers and Curling Irons
- Aerosol Sprays (e.g. Sunscreen, Hairspray)
- Knives and Weapons
- Pets