

## Hello Faculty and Chaperones,

The Adult Information 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 the online reservation and forms by the deadline provided by your school's teachers. 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 your time and hard work to support your school's students.

Sincerely,

Bridget O'Neill

Outdoor Education Program Coordinator

951-659-2455, x. 12 (T)

951-659-0351 (F)

## **COMMUNICATION & ELECTRONICS**

We encourage our chaperones and faculty to stay off their devices as much as possible in order to engage and remain present during their school's field trip. This is a great opportunity to "disconnect", get outside and make memories with your child/students! However, we realize you may have commitments back at home, school and/or work requiring you to check your mobile device periodically. We ask that this not be a distraction to the students, and is done in a discreet manner out of earshot and eyesight of the students. AT&T and Verizon have reliable service on campus. If you have any other service provider, we do have land lines in the main office where you can make a short phone call to briefly check in with family or work. If you don't have service and there's an overnight family or work emergency, the caller can reach our on-call staff at 760-408-3408 after hours from 4:30pm-8:00am to relay a message to you.

## **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**. At Pathfinder, we encourage 5 minutes max of running water for showers, turning off lights before leaving a room, not leaving windows fully open overnight, and taking smaller food portions. You can help us with this by talking with your students about the importance of conservation before, during and after your trip.

## **SUPERVISION RESPONSIBILITIES**

### **DURING CLASSES AND ACTIVITIES**

**Pathfinder Ranch staff are responsible for:**

- Teaching classes and facilitating activities.
- Ensuring the safety and well being of participants.

**Faculty and Chaperones are responsible for:**

- Addressing and resolving behavior incidents.
- Checking that students or the group's adults have their emergency meds, used the bathroom, filled their water bottles, and are dressed appropriately before class.
- Serving as a positive role model and a beacon of enthusiasm.
- Escorting students to bathrooms, water fountains or the Health Center.
- Trailing the group and making sure students have taken all their belongings.

### **MEALS**

**Pathfinder Ranch staff are responsible for:**

- Facilitating meal set up and clean up.
- Teaching food waste curriculum.

**Faculty and Chaperones are responsible for:**

- Keeping students quiet and respectful while staff is talking.
- Modeling appropriate table manners.
- Keeping students seated unless they have a bathroom or Hopper pass, or they have a special diet.
- Watching for students who are not eating and informing a teacher.
- Encouraging students to take small portions and not to waste their food/water.
- Helping with the cleanup process at your table once clean up is announced by a staff person.

### **STUDENT FREE TIME**

Pathfinder Ranch staff are available in the Main Office or Health Center to assist the group and participants.

**Faculty and Chaperones are responsible for:**

- Supervising and managing student behavior. Adults must be present in any building that has a student. No one is allowed past the volleyball court outside of classes.
- Following the Free-Time schedule created by the trip coordinator.

### **CABINS OVERNIGHT**

Pathfinder on-call staff can be reached via the radio in the Health Center.

#### **Faculty and Chaperones are responsible for:**

- Supervising students and keeping them inside the cabins from evening program dismissal until 7:15am the following morning.
- Reminding students of expectations for quiet hours (e.g. times, no noises).
- Reading bedtime stories from the cabin binder to help the students sleep if needed.
- Maintaining general cabin cleanliness.

### **OTHER FACULTY & CHAPERONE RESPONSIBILITIES**

- Assisting with the supervision of sick or disciplined students.
- Taking head counts often and giving LOTS of reminders to students.
- **Addressing homesickness.** Children missing home often just need a friendly listener and to be reminded that they will see their family/home/pets soon. Other methods for addressing homesickness include selecting activities for the remaining day(s) that the child can look forward to, writing a letter home, and talking about favorite interests. Letting a student call home will likely make their homesickness worse and is discouraged.

### **SAFETY GUIDELINES**

- All school policies and expectations for students, faculty and chaperones will apply at Pathfinder Ranch.
- Wear close toed shoes at all times while outside.
- Kicking or throwing things, rough-housing, and pillow fights are strongly discouraged.
- Stay on campus property and do not visit program areas past the volleyball court (e.g. lake, farm, horses, climbing) without Pathfinder staff present. Do not feed wild or domesticated animals.
- State law requires all non-emergency medications and chemicals (e.g. cleaners) be secured to prevent unauthorized student access. Adults can request access to a locker to secure personal meds. Only emergency meds (e.g. epinephrine, inhalers, insulin) can be kept with students and/or an adult.
- The campus speed limit is 10mph and vehicles should remain in the designated parking lots.
- Students cannot enter buildings without an adult present.
- Only water is permitted in student cabins.

### **BEHAVIOR MANAGEMENT STRATEGIES**

- Separate, give a tap on their shoulder, or stand in between disruptive students.
- Get students involved in activities and give them tasks if they are easily distracted.
- Be a positive role model! Reinforce positive behavior (i.e. commend students for listening).
- 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, how that behavior affects others, and what they can

do instead to avoid the negative behavior.

- Send significantly disruptive or disrespectful students to the teachers.
- The group's teachers can request a landline to call the student's parent/guardian.
- The group's teachers can arrange for early transportation and send a student home.

### **ARRIVAL & SACK LUNCH**

Adults must bring a sack lunch on their arrival day. **Nut products are NOT allowed on campus** for the safety of staff and other clients who have nut allergies, so please **DO NOT pack any nut products** in your sack lunch. Pathfinder will provide all other meals for the group during their trip. After sack lunch, adults will receive an orientation and tour.

### **FOOD SERVICES**

If you forgot to include any special diet information (e.g. vegetarian, gluten free) in the online Health History Form, please be sure to log back into your account, revise the form and save it so that our Food Service Staff can properly prepare for your trip. We can accommodate several special diets including vegetarian, mild nut allergies, gluten free, lactose free, no shellfish, and no pork. However, we sometimes serve food items that have been processed in facilities that also process nuts. If you or your child has a severe nut allergy, multiple restrictions, or something not listed above, please contact our Food Service Manager at 951-659-2455 ext 28.

### **VACCINATIONS**

California law requires all children enrolled in state schools, both public and private, to have or receive during enrollment certain doctor-recommended immunizations. You and/or your child will likely be attending as members of a California school and are familiar with these requirements. We would also like you to be aware of Pathfinder Ranch's position on vaccinations. Guests attending programs sponsored by Rental Groups (e.g. Outdoor Education) are not under the direct supervision or authority of Pathfinder Ranch and should contact their sponsoring Group regarding vaccination requirements. Groups renting our facilities are encouraged to have an MMR vaccination screening process as well as a policy on vaccination requirements to participate in Group-sponsored events (e.g. field trips). Pathfinder Ranch will report any suspected virus-related risks associated with any attending group members to the group leader as well as the Department of Health. Please keep in mind that any guest leaving the site due to an identified or suspected communicable health issue will be required to obtain signed approval from a licensed doctor to return to camp.

### **HEALTH SERVICES**

- Please be sure to include all pertinent medical information in the online Health History Form so we can prepare for your trip. Incomplete forms will postpone your participation until the issue(s) is resolved.
- Pathfinder Ranch has physician-approved standing orders to carry and administer common OTC medications as needed without a Medication Order Form. Here's a list of some medications that we have in stock in our Health Center:
  - Ibuprofen
  - Acetaminophen (eg Tylenol, Dayquil)
  - Phenylephrine (eg Sudafed, Dayquil)
  - Loratadine (eg Claritin)
  - Cetirizine (eg Zyrtec)
  - Diphenhydramine (eg Benadryl)
  - Dextromethorphan (eg Delsym)
  - Antacids and Pepto-Bismol
- All non-emergency medications must be secured to prevent unauthorized student access. However, the school faculty is responsible for determining who (e.g. student, chaperone, faculty) should carry and be responsible for emergency medications (e.g. inhaler, epinephrine).
- EMS is about 5 minutes away for advanced care, life support, etc.
- If you have additional health questions, please call 951-659-2455 ext 22.
- Some of Pathfinder Ranch's medical limitations include:
  - We do not employ a registered nurse or physician, and thus, our staff cannot make diagnoses.
  - Our staff cannot administer most needle injections (e.g. insulin), but are trained to assist with epinephrine administration if needed.
  - The group's faculty will determine who should carry emergency meds (e.g. student, chaperone, faculty).
- We cannot supervise or care for participants with chronic medical conditions or disabilities requiring care outside of our scope (e.g. injections, hygiene assistance or 1-1 care). We recommend that students requiring such care be accompanied by a parent/guardian or authorized caregiver.

### **ACTIVITY RESTRICTIONS**

Please be sure to complete the online Activity Acknowledgement Form and include your physical or activity limitations. For the safety of all participants and staff, Pathfinder Ranch may restrict/adapt participation for individuals with the following conditions in certain activities:

- 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 a Program Coordinator at 951-659-2455 ext 21 with recreation activity questions.

### Packing List

- Sack lunch on arrival day is provided by participants (students and adults) and/or the school. Pathfinder staff will provide meals for the rest of the group's stay. For the safety of staff and clients with severe allergies, we are a nut free program, so please **DO NOT** put any nut products in your child's sack lunch.
- Students must carry their own luggage, so pack their 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

#### 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
- Pajamas
- Hat and Sunglasses (Recommended for sun protection)

#### CABIN EQUIPMENT

- Sleeping Bag
- Pillow
- Pajamas
- Towel

#### HYGIENE ITEMS

- Body Soap
- Shampoo and Conditioner
- Sunscreen
- Lip Balm
- Toothbrush and Paste
- Deodorant
- Other Hygiene Items
- Shower Sandals

#### OTHER IMPORTANT ITEMS

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

#### COLD WEATHER GEAR

- Extra Sweater or Sweatshirt
- Warm Gloves- 2 Pairs
- Winter Hat or Beanie
- Scarf
- Thick Winter Jacket
- Thermal Underwear (Optional)

#### WARM WEATHER GEAR

- Shorts- 2 Pairs

#### OPTIONAL

- Camera
- Reading Book
- Ear plugs
- Flashlight
- DayPack

#### PLEASE DO NOT BRING:

- No candy, gum or snacks inside of student cabins
- Radio or electronic games
- Blow Dryers or Curling Irons
- Aerosol Sprays (e.g. Sunscreen, Hairspray)
- Knives and Weapons
- Pets