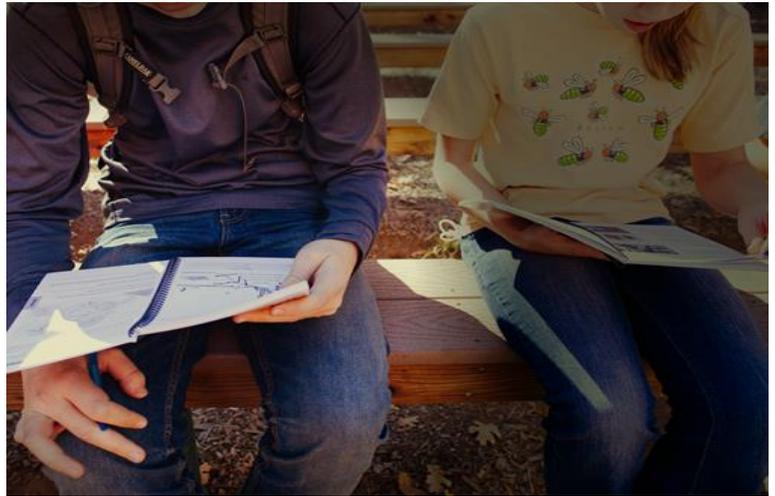


# TEACHER'S INFORMATION PACKET



## WELCOME to CAMP

Hello Teachers and Administrators!

First and foremost, thank you! We really appreciate the time, effort, and sacrifice that you will be making to bring your students to camp in order to give them impactful, long-lasting educational experiences.

We want to ensure that you have the *ultimate* experience, so we have created a packet for you to learn about camp's expectations, what you can expect, and of course, to be used for pre-camp planning. Please make copies and distribute this to anyone involved in the planning of your camp trip.

We look forward to seeing you,

CODES Admin

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## OUR MISSION

To give every child a lifelong love of learning through experiential education in the natural environment.

## CHECK ONLINE for MORE

Download documents, waivers, Prior to Arrival forms, supplemental information for parents, and find out the latest news online by going to <https://www.codesschool.com>.

## PREPARING for CAMP

### RETURNING SCHOOLS

We are so glad to have you back! With every school that comes to camp, we strive to take note of each one's experience and to use your feedback to continuously improve our program to best meet your needs. We invite you to share with us both the good and the bad, things like: the ways your school has done things in the past, specific room requests, event flow preferences, favorite activities, etc. George Bernard Shaw once said that "progress is impossible without change", and here at CODES we want to partner with you to promote positive change in your students through outdoor education.

### PREPARING for the TRIP

- Please use the Planning Checklist on pg 2 to prepare for your trip.
- Cabin Group and Trail Group lists must be returned to CODES a minimum of **2 weeks prior to arrival**.
- Health forms must be completed **6 weeks prior to arrival**. It is the school's responsibility to provide for students who may have physical or mental disabilities, or for students who need aides or additional support/supervision.
- Teachers or a school health professional is responsible for communicating medical needs, dietary needs, or any other special student needs **1 month prior to arrival** via the Prior to Arrival form (found here [www.codesschool.com/prior-to-arrival-form](http://www.codesschool.com/prior-to-arrival-form)).
- Cabin lists must be gender specific. Once we receive your Prior to Arrival form, we will send you the exact names and number of cabins you will need based on your exact number of students. This last count of attendance will also determine your final bill.
- Trail Groups are co-ed. Please keep Trail Groups around the same size (15-22 students) and relatively equal in gender ratios.
- Keep a copy of the General Release Waivers if you will not be issuing refunds to parents whose children could not attend camp and did not notify you within **2 weeks prior to the camp start date**. This is our refund policy, and we will redirect parents to the school for all refunds. If a refund **prior to 2 weeks** is requested, **we will issue payment back to the school**, not to individual parents.

# PLANNING CHECKLIST

12 Months – 3 Months before Arrival	
	Take a tour of Mile High Pines. Call (909) 794-2824 to book a tour.
	Sign the Contract—your spot is not reserved until we receive your <b>contract AND the 10% deposit</b> .
	Fundraise.
	Begin to recruit Chaperones (if your school has opted to bring their own).
3 Months – 1 Month before Arrival	
	Arrange bus transportation.
	Meet with all participating teachers, students, and parents to discuss the CODES program.
	Distribute all forms to parents and notify them of all deadlines. Forms must be completed <b>6 weeks prior to arrival</b> .
	Distribute the student packing list. Reinforce that they must bring a backpack, a water bottle, and multiple writing utensils.
	Discuss trip goals, behavioral expectations, and consequences of misbehavior at camp with students. You may wish to create a behavior contract for your students and have both the parent and student sign it (pg 22). <b>Parents must know that they are REQUIRED to pick up their student should they be dismissed from the program for any reason.</b>
	Finalize the number of students and adults attending camp.
	Make arrangements for a designated emergency vehicle (1 teacher <b>MUST</b> drive their own vehicle to camp, no exceptions).
	Ensure all teachers attending camp read the “Expectations for Teachers” (pg 9) and “4 Day Schedule” (pg 23).
	Complete background checks on all Chaperones attending camp who are not school employees.
	Send <b>25% deposit</b> (indicated in your contract) to CODES. <b>This is due no later than 90 days prior to arrival.</b>
1 Month – 1 Week before Arrival	
	Complete the Prior to Arrival forms online. <b>This is due no later than 30 days prior to arrival.</b>
	Complete Trail Group assignments. You will receive this form upon receipt of the Prior to Arrival form.
	Complete Cabin Group assignments. You will receive this form upon receipt of the Prior to Arrival forms.
	Submit Trail Group and Cabin Group assignments to CODES <b>2 weeks prior to arrival</b> .
	Check bus schedule. Arrival to camp should be between 10-10:30am on the first day and departure no later than 11am on the last day.
	Ensure that the final payment will be ready by the first day of camp.
	Bring a copy of the Cabin Group and Trail Group assignments for each teacher.
Day of Arrival	
	The CA Dept. of Public Health requires that each student is screened before attending camp. Students may not attend if they have lice, bed bugs, influenza, or any other contagious disease/illness.
	Ensure that students do not bring contraband. Phones, weapons, gum, or any other item that is prohibited at school is considered contraband.
	Ensure that students turn in all medications, that they are properly labeled and stored (in Ziplocs), and that they are on the same bus that the student is on (this includes inhalers).
	Ensure that all luggage is labeled with the corresponding student's name before leaving school.
	Upon arrival, immediately give all medications and forms to CODES Administrative staff. Please have them out and ready to go.
	Notify CODES Administrative staff of any last minute changes in student attendance or ETA.
	Give your final payment to CODES Administrative staff.
	Get ready to have an amazing time at camp!

## ARRIVAL PROCEDURES

On arrival day, please call ahead to let us know when your buses are leaving the school. We also appreciate updates about transportation delays. We like to have an estimated time of arrival so our staff can greet the buses. Please plan to arrive **between 10-10:30am**. Once on campus, our staff will greet your group, give students instructions about unloading, and usher your students into an orientation meeting where they will go over camp rules and expectations (please brief them in advance). Teachers will also have an orientation meeting with CODES Administrative staff to briefly go over the schedule and our teacher expectations for the week. Please **use this time to ask any questions you have about camp and share any of the following important information:**

- Changes in the number of students at camp
- Students who will arrive late or depart early
- Students that need to change Cabin Groups or Trail Groups
- Students who had a recent injury or who are having behavioral issues

## DEPARTURE PROCEDURES

If there are multiple schools in camp, please make sure that your school's luggage is placed in the proper location to prevent luggage from being put on the wrong bus. Before you get on the bus, all student medication will be returned to you and should be placed on the bus with the corresponding student. **You will not receive any forms back.** Our last organized activity ends at 10:45am, it then takes about 15-20 min to load the buses. Please notify bus companies that you plan to **leave no later than 11am**. If you have multiple buses please let us know how you would like students to be dismissed from the final assembly to the buses.

## MEDICATIONS

**\*\*All medications MUST be in the original box or bottle it was purchased in, and it MUST have the administering information on the packaging. Loose medication cannot and will not be administered. \*\***

A signed physician's note is required if:

1. The prescription label is in another language.
2. The prescription does not match the dosage the parent/guardian would like administered.
3. The medication is not intended for its prescribed use. **Please refrain from sending these types of medications.**
4. The medication is not intended for the age of the student. **Please refrain from sending these types of medications.**

### Labeling Medications

1. Write the student's name on the medication box or bottle.
2. Place each student's medication in a Ziploc bag. If a student has multiple medications, place them all in the same bag.
3. Write the student's name and the name of the medication on the Ziploc bag.
4. Do not put the Medical Form in the bag.

### Other Languages and Forms

1. CODES cannot accept any medication that is not labeled or prescribed **in English**.
2. CODES cannot accept Medication Forms or General Release Waivers that are not **in English**.

## MEDICATIONS (cont'd)

3. CODES cannot accept a school release form, medication form, or any other paperwork in lieu of the CODES provided forms unless it is supplementary to enact as a standing order from the school.

### Packing for Multiple Buses

1. Please place all medications in a box that is both **accessible** and on the bus with the student to who the medication belongs.
2. Clearly mark and list the student's name on each box so our staff can return them to you in the proper boxes upon departure.

### Organizing Paperwork

1. Please staple the General Release Waiver and Medication Form together for each student. You will not receive these forms back at the end of camp; make copies if needed. Unless there is a specific order or protocol in place at your school that will need to be instated at camp, we do not need your school/district's paperwork. (Notify camp prior to arrival if this is the case).
2. Organize all forms alphabetically by **LAST NAME**, not by class or bus.

### 24 Hour Screening Form

This form can be completed by a teacher or school nurse. By order of the CA Department of Public Health, individuals cannot attend camp if they have lice (nits, nymphs or adults), bed bugs, influenza, or any other communicable/contagious disease. During the course of camp, if any student or adult shows symptoms of a communicable/contagious disease (e.g. chicken pox, measles, norovirus) he/she will be sent home at the earliest opportunity. This policy is in consideration of the affected individual's comfort as well as the health and well-being of the remaining students and teachers. You do not need to send us a form unless a student was found to be ill and given an exemption to attend camp.

### Medications to Bring and Not to Bring

1. In order to serve your students quickly and effectively, and to tend to those who have serious medical needs, please discourage parents from sending:
  - Vitamins (doctor's note is required)
  - Essential oils (doctor's note is required)
  - Over-the-counter, generic pain reliever (we have this on-site)
  - PediaSure or similar dietary supplements (doctor's note is required)
  - Allergy medication for students who rarely have seasonal allergies (unless they need it daily or have a severe allergy)
2. Check that parents: **DO NOT SEND** medications intended for adults (a doctor's note is required for these); medication that the student has never tried at home (there are many risks involved when a student tries a new medication and this should be done with access to the student's pediatrician); or medications that are not being used for the intended, labeled purpose (i.e. using Benadryl as a sleep aid).

3. Please **SEND** medication that a student needs routinely, in an emergency (e.g. Epipens), or for recovery from an injury or illness (e.g. antibiotics, prescription pain medication).

## PROGRAM VARIATIONS

### One Day Field Trips

If you are planning on coming to camp for a field trip, you will be asked to choose two or three courses, depending on the group's size, from those offered in our outdoor education curriculum and our leadership curriculum. CODES does provide meals for field trips at an additional cost, otherwise please remember to have your students pack a lunch, and to provide at least one Chaperone per Trail Group (typically 15-22 students). A Prior to Arrival form (found here: <http://www.codesschool.com/prior-to-arrival-form>) must also be submitted one month in advance.

### Leadership Camp

Please follow the same procedures for Leadership Camp as you would for CODES (outdoor science school). Leadership Camp is a great experience for both students and teachers alike! As a teacher you will have the opportunity to observe your students in an environment that challenges them in critical thinking and leadership principles. Our program focuses on seven leadership principles: communication, goal-setting, courage, effective teamwork, delegation, vision, and recognition of strengths and weaknesses. This program is adaptable to students in 3<sup>rd</sup> through 12<sup>th</sup> grade.

### Classes

- **Initiatives:** Students will be presented with a variety of games, challenges, and puzzles that they must solve as a group by learning the principles of: using effective communication and delegation to reach a common goal; the importance of taking the initiative and cooperation; and how to maximize their strengths and embrace their weaknesses.
- **Leadership through Nature:** Students will participate in activities, including meeting our live animal collection, which will help them understand the principles of leadership as it is demonstrated in the plant and animal kingdoms. They will embrace their wild side and learn the importance of: vision; using the right tools for the job; self-control; and drive/ambition.
- **Leadership after Dark:** Students will move outside of their comfort zones and experience how the wilderness changes once the sun goes down. This class will ask students to confront fear: the fear of confrontation, rejection, and the unknown. It will offer lessons in: leading with courage; exercising wisdom and discernment; and having integrity.
- **Rock Wall, Low Ropes:** Students will experience this two-component class that is made of team-building challenges and a high ropes course offering them the chance to climb to the top of our 40ft Rock Wall. The only way to reach a goal is to set one, and that is exactly what this class will impress upon students: the principles of goal-setting; encouragement; and the application of the scientific method as a problem-solving tool.
- **Survival:** Students will enter the San Bernardino National Forest as wary campers and exit as new survivalists. Through friendly competition, student teams will elect a leader and compete to stay

alive (under the watchful eyes of our Naturalists) by building shelters, procuring food and water, creating fire, and orienteering. This class will develop students' critical thinking skills and promote cooperation and leadership in a (hypothetical) crisis.

## PROGRAM VARIATIONS (cont'd)

### Night Programs

- Campfire: Students will have a blast as they gather around the campfire to enjoy s'mores and to participate in a hilarious, camp patented game show. Watch out for pies in the face and chubby bunny contests!
- Star Wars or Who Dun It?: Students will have to use teamwork to defeat the evil Empire (camp staff) in Star Wars or to solve the mystery of Who Dun It in these staff favorite, all-camp games.

### CODES

Our outdoor education program, CODES, focuses on the CA Next Generation Science Standards (NGSS). Our Naturalists use lecture presentation, gamification, and experimentation to create experiential learning opportunities for students. Although we do have a set schedule and classes based on the students' grade, we love to hear about the topics you have been focusing on with your students or those you would like us to reinforce. Standard classes include:

Class	NGSS	Topics Covered
<b>Introduction to Ecosystems</b>	5-LS2-1: Interactions, Energy & Dynamics MS-LS2-1, MS-LS2-2, MS-LS2-3, MS-LS2-4: Ecosystems: Interactions, Energy & Dynamics MS-LS1-1: From Molecules to Organisms: Structures & Processes	Interdependence, Abiotic, Biotic, Food Web, Decomposers, Soil Layers, Mixed Coniferous, Chaparral, Riparian, Lentic
<b>Consumers</b>	5-LS2-1: Interactions, Energy, & Dynamics 5-PS3-1: Energy MS-PS1-3: Matter & Its Interactions MS-LS1-4: From Molecules to Organisms: Structures & Processes MS-LS4-4: Biological Evolution: Unity & Diversity	Herpetology, Mammalogy, Ornithology, Food Web, Specialization, Native Bird ID, Adaptations, Stewardship, Animal Classification
<b>Producers</b>	5-LS1-1, MS-LS1-4: From Molecules to Organisms: Structures & Processes MS-PS1-3: Matter & Its Interactions MS-LS1-6: From Molecules to Organisms	Producers, Food Web, Photosynthesis, Plant Anatomy, Native Plant ID, Dendrochronology, Medicinal Plants, Seed Dispersal
<b>Watershed</b>	5-PS1-2: Matters & Its Interactions MS-ESS2-1, MS-ESS2-4: Earth's Systems	Watershed, Topography, Water Cycle, Stewardship, The Scientific Method, Riparian, Lentic
<b>Night Hike</b>	5-ESS1-1, MS-ESS1-1: Earth's Place in the Universe MS-LS1-8: From Molecules to Organisms: Structures & Processes	Astronomy, Rods & Cones, Eye Anatomy, Senses, Nocturnal Animals, Nocturnal Adaptations, Triboluminescence

<b>Rock Wall &amp; Low Ropes</b>	3-5-ETS1-2, MS-ETS1-2: Engineering Design	The Scientific Method
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<b>Review</b>		Review of All Topics
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## TEACHER'S PACKING LIST

- Extra socks & shoes/waterproof boots (for winter)
- Rain jacket/winter coat (check Big Bear City weather before arriving)
- Toiletries (linens are provided)
- Water bottle (24oz+)
- Backpack
- Sunscreen
- Sunglasses
- Camera
- Flashlight
- Clothes for 4 days (layers are best)
- Chapstick
- Cabin Group & Trails Group lists
- Bus list (how you want students on the bus)

Teachers will stay in the Summit Lodge in private hotel style rooms with bedding and towels provided. The shared common area has a fireplace, couches, dining area, and kitchenette complete with a microwave, full size fridge, coffee maker, and dishes. Coffee is available 24hrs/day in the Dining Hall as well.

## DISCIPLINARY GUIDELINES

- Teachers are responsible for assisting with disciplining students in classes, while dining, and during other assemblies. Our staff will take their cues from the teachers; you know your students better than we can within a four day period. Please let us know which students may need extra attention.
- We give students "Time Outs" in 5 min increments for behavioral violations (see chart below). If the unacceptable behavior persists after 4 consecutive violations, the lead teacher will make the decision about whether the student should be sent home, whether school consequences will result from their behavior, whether the student will lose a camp privilege, etc.
- Teachers are responsible for calling parents **and** for waiting with a student who needs to be sent home.
- At least one teacher will be **required to supervise TOs** at the beginning of each Rec Time. You will refer to the list in the office. Make sure the students are sitting away from one another and that they are silent. If they move from their spot, talk, or behave inappropriately their TO will restart.

Minor Violations	Minimum Consequence	Maximum Consequence
Name calling/excessive teasing or bullying	Verbal Warning	15 min TO
Tardiness	Verbal Warning	15 min TO
Foul language	Verbal Warning	15 min TO
Wandering without permission	Verbal Warning	15 min TO
Repeatedly disrupting activities/repeatedly not following directions	Verbal Warning	15 min TO
Repeated disruption in cabin after Lights Out	Verbal Warning	15 min TO
Inappropriate gesture or conversation	Verbal Warning	15 min TO
Major Violations	Minimum Consequence	Maximum Consequence
Fighting or Stealing	15 min TO	Immediate dismissal
Any activity that is inherently dangerous to self or others	15 min TO	Immediate dismissal
Outright defiance	15 min TO	Immediate dismissal
Intentionally destroying property	15 min TO	Immediate dismissal
Cabin raiding/pranks	15 min TO	Immediate dismissal
Unauthorized leaving of cabin/entering a cabin of	15 min TO	Immediate dismissal

the opposite gender		
Possession of illegal substances or weapons	No Warning	<b>Immediate dismissal</b>

## EXPECTATIONS OF TEACHERS

### Alcohol Use, Snacks and Beverages

**Alcohol use or the possession thereof is strictly prohibited on campus.** Teachers and Chaperones should be prepared to assist their students at all times of the day and night. CODES reserves the right to take action including involving school administration if teachers or Chaperones are found with alcohol in their lodgings, rooms or on-site.

While all meals are provided, teachers are welcome to bring snacks and beverages to camp. Camp also provides evening snacks to our teachers in the Summit Lodge. We do ask that you **do not bring beverages into the bedroom**, with the exception of water. Coffee is available 24hrs/day in the Dining Hall.

### Lights Out

Every night at Lights Out, a teacher is required to do a bed time check of all the cabins, and to give out a maximum of two "Quiet Cabin Awards". This award should go to the cabins that are silent and have their lights off at the time of the check. If a cabin receives the award, they will turn it in the following morning, use it to go to all meals first that day, and receive 10pt/award for their school. Lights Out is at 9:45pm for 5<sup>th</sup> grade and 10pm for 6<sup>th</sup> grade and up, with at 15min extension on the last night in camp.

### Clean Cabin Award

For those who do not wish to stay up until Lights Out to give out the Quiet Cabin Award, we have a new Clean Cabin Award which may be given to a maximum of two cabins and has the same rewards as the former. Teachers may evaluate cabins for this award during class time or during Rec Time. Please do not do this while students are present (the stealthier you are, the more fun it is for the students).

### Cars and Drivers

As stated in your school contract, **schools are required to have at least one car on campus**, for emergency purposes. All other adults may ride in buses, but one adult, teacher or school representative must bring a vehicle.

### School-Provided Chaperone Supervision

It is the responsibility of the school to properly background check and screen all adults attending camp. It is also the teachers' responsibility to supervise the behavior and discipline of all adults attending camp including sending a chaperone home if they breach a policy or become harmful to or inhibit the CODES program.

### Classes

All classes are open for teachers to attend and are unique to the Naturalist leading them. For information on classes, trails, and staff you can visit HQ (Health Center) or ask a Naturalist during line up. If you are unable to attend classes due to physical restraints, please note that some classes are held within campgrounds and you can observe these classes. Otherwise, please enjoy a well-deserved break using the WiFi in the Summit Lodge or the couch corner in the Pine Center.

## Illness and Injuries

Our trained and certified First Aid team (HQ and all CODES staff) will respond to illnesses and injuries on-site.

## EXPECTATIONS OF TEACHERS (cont'd)

However, it is the teachers' responsibility to wait with a student that cannot attend class due to illness or injury or one that is waiting for a parent pick-up for the same reasons. This includes students that are quarantined

overnight for illnesses such as influenza. Students are permitted to miss one class due to illness or injury. If they are not recuperated before the start of the second class since they fell ill or got injured, it is the teachers' responsibility to coordinate a parent pick-up with the Medical Monitor on duty.

Our Medical Monitor on duty may call parents to discuss care that is beyond medical First Aid. If you wish to be present during these phone calls, please speak with the Medical Monitor after arrival.

### Mail

We highly recommend that parents send mail with their student's teacher as it often arrives after students have left camp. However, parents can send letter and packages to their student at the following address:

CODES at Mile High Pines  
ATTN: Student Name, School  
PO Box 397  
Angelus Oaks, CA 92305

It is the teachers' responsibility to distribute mail daily to students privately **during breakfast or lunch.**

### Meals

On Extended Hike day (Thursday), all teachers should pack a lunch for the day at 9AM; the Kitchen Team will not be serving lunch.

Additional meal options are provided for teachers or individuals who have dietary restrictions. Please see the Adults Only Counter in the Dining Hall for those options.

### Meetings

\*At least one representative from your school is required to attend all camp meetings.\*

#### 3 Day Camp Meetings

Arrival Day: 11AM in Dining Hall medicine check-in, orientation meeting and tour

Arrival Day: 6:45PM in Dining Hall, Cabin Leader meet-n-greet and Q & A

Everyday: 4:50PM in HQ, medical debrief of the day's incidents

#### 4 Day Camp Meetings

Tues: 11AM in Dining Hall, medicine check-in, orientation meeting and tour

Tues: 6:45PM in Dining Hall, Cabin Leader meet-n-greet and Q & A

Wed: 6:45PM in Pine Center, Teacher-Led meeting

Fri: 10:15AM in Dining Hall, evaluation and rebooking

## EXPECTATIONS OF TEACHERS (cont'd)

Everyday: 4:50PM in HQ, medical debrief of the day's incidents

### Teacher-Led Meetings

On the second night of the program, teachers will lead a 30 min meeting with their students. CODES staff will not be present. If multiple schools are in camp during the same week, each will be assigned separate meeting spaces. The purpose of this meeting is for teachers to touch base with their students early in the week to gain feedback about the week so far. Students may share concerns about CODES staff members or their experience, and many times there are no issues, in which case teachers may opt to have their students share things like: what they have done so far, what they are looking forward to, stories, sing songs, write thank you notes, journal in their field guides, take a group photo, or any other activity.

Please share serious concerns with CODES Administrative Staff.

### Parents

It is the teachers' responsibility to communicate with parents before, during, and after the camp experience. Parent phone calls to students **are not permitted** unless there is an emergency. Please ensure that parents receive all the required forms so that teachers can submit them to camp on time. These forms can be found in this packet or on our website: <http://www.codesschool.com/important-documents>.

### Emergencies

In an emergency that requires evacuation, it is the teachers' responsibility to have an up-to-date student roster to ensure that all students are present before the evacuation begins. In a medical emergency that requires an ambulance or emergency transport, it is the teachers' responsibility to ride with the student to the hospital and to stay with the student until his/her parent or guardian arrives at the hospital.

### Recreation Time

Teachers are asked to roam and monitor students during the daily Rec Time period to help us facilitate the students' safety and enjoyment. Teachers may also be asked to supervise a specific activity during Rec Time like basketball or field games.

## TIPS FOR BRINGING YOUR OWN CHAPERONES

For an additional charge, CODES will provide Cabin Leaders. However, for schools opting to bring their own, here are some requirements that must be met:

1. All school-provided Chaperones must be 21 years or older (for most districts, call if you are uncertain).
2. All school-provided Chaperones must be criminally background checked.

Some districts have specific requirements for background checks and may allow you to do it online which costs <\$20, others may request fingerprinting, which can be done at local law enforcement offices, and costs ≥\$100. The school is responsible for screening and vetting school-provided Chaperones.

3. Proper ratio standards (1 adult : 10 students) must be upheld, and all school-provided Chaperones that will stay overnight with students must be the same gender of the students they are supervising.

## TIPS FOR BRINGING YOUR OWN CHAPERONES (cont'd)

4. Pre-camp orientation is a requirement for all school-provided Chaperones, so that they are aware of the expectations and camp rules they will be enforcing.
5. School-provided Chaperones must fill out a General Release Waiver, Medical Form, Cabin Leader Contract, and Self-Evaluation (these can be found in this packet or on the CODES website).

## TEACHERS' GUIDE TO CODES (FAQ)

### **What are the facilities like at Mile High Pines?**

The CODES (CA Outdoor Education and Science School) program runs at Mile High Pines (MHP) camp. The camp facilities have been in operation since 1945 and have been continuously updated and modernized through the years. There are two campuses on grounds, Upper and Lower Pines, that are used in conjunction and independently of one another depending on schools' needs.

Our camp has several meeting/general assembly rooms, many with fireplaces, and has a Dining Hall where students' meals will be prepared and served by a talented Kitchen team of chefs and assistants. The activities at MHP vary depending on the programming deemed appropriate by the school or due to weather conditions. On site, there are three basketball courts (1 full size, indoors), two volleyball courts (1 full size, indoors), a Gaga Ball pit, rock wall, zipline, turf field, two amphitheatres with fire pits, a swing set, an archery range and many other activities. Our camp is also within walking distance of Jenks Lake and Frog Creek.

Our cabins are furnished with solid pine bunk beds and mattresses that are clean and comfortable. Cabins on the Lower Pines campus have restrooms in the cabins, while cabins on the Upper Pines campus have large bath houses just steps away from each cabin. Cabins are selected by the school.

### **How will the students be supervised and by whom?**

Much of the daily student supervision will be done by the Cabin Leaders, provided by CODES or the Chaperones provided by the school. Cabin Leaders will sleep in the cabins with students, lead students from activity to activity, and supervise them throughout the day. If your school has opted to use school-provided Chaperones, your school's teachers are responsible for selecting, screening and informing those Chaperones of their responsibilities before the camp week begins. School-provided Chaperones may be high school or college-aged students, have prior counseling experience or are simply parents themselves.

That being said, your school may instead elect to have CODES provided Cabin Leaders, all of whom receive training such as the Child Protection Plan, American Red Cross CPR & AED certification, Wilderness 1<sup>st</sup> Aid certification, etc., and have been fully background checked prior to employment. All of our Cabin Leaders are college-aged or older and also teach in-cabin curriculum lessons on character, integrity, humility, self-worth, and gossip just to name a few.

### **What is the disciplinary system like?**

CODES staff is trained in disciplinary “do’s and don’t’s” and our 5 step system. In most cases, after the first behavioral violation a student will receive a verbal warning. If the student continues the behavior a 5 min Time Out (TO) is given. Five minutes of sitting out of Rec Time while all of your friends are having fun is not a student’s idea of a good time. If the behavior continues, the TO may be increased to a maximum of 15 min using 5 min increments. If the behavior continues after a student has grossed a 15 min TO, CODES staff are obligated to

## FAQ (cont’d)

involve teachers which may result in a call home and a dismissal from camp in which case you, the parent, would need to pick up your student.

We do not like to send students home, however; we have found that oftentimes, those students who struggle behaviorally benefit the most from the program as they learn to exercise teamwork, engage in camaraderie, and how to be respectful. We also understand that life can be busy and having to pick up a student early from camp may be difficult.

The following behavioral violations are ground for immediate dismissal from camp:

1. Fighting or stealing
2. Any activity that is inherently dangerous to self or others
3. Outright defiance
4. Intentionally destroying property
5. Unauthorized leaving of cabins or entering cabins of the opposite gender
6. Possession of illegal substances or weapons
7. Pranks or bullying
8. Other behaviors at the discretion of CODES Administrative staff and teachers

### **What is the daily schedule like?**

We offer students activities that are a mix of school and camp life—classes, Rec Time, evening activities, songs, games, campfire nights, skit nights, meals, and stewardship both in cabins and on grounds. Our classes are when students go hiking (on well-established trails) and when they learn different life sciences, physical sciences, wilderness survival skills, team building skills and social skills. There is rest time scheduled and Rec Time scheduled each day as well, as we strongly believe that students need time to play and be themselves so they have energy for our more structured activities like class and skit nights.

### **What is the dining experience like? What if a student has special dietary needs?**

The professional Kitchen Team at MHP serves home-style, kid-friendly meals during the camp week, by serving meals that most students would be familiar with. All meals are nutritious, plentiful and delicious. While students are encouraged not to waste food, we also ensure that there is enough food available for multiple helpings. We ask that you do not send food up with your student unless a medical condition or dietary restriction requires it. This includes gum; gum is not allowed.

### **Vegetarians, Gluten-free & Other Dietary Restrictions:**

Please **notify your teachers** (NOT CAMP) a minimum of **one month in advance** if your child has any dietary restrictions. This will allow the Kitchen Team ample time to adjust their needs when creating and ordering food for the menu. We will try our best to accommodate students’ needs and supplement the menu when necessary. Vegetarian students will be given an alternative at meals where there is no other protein substitute.

For example, if we are serving hamburgers, a veggie burger will be provided as an alternative. However, if we are serving pancakes, sausage, oatmeal, cottage cheese, cereal and fruit (a typical breakfast), the sausage will not have an alternative since there are other protein options already available.

## FAQ (cont'd)

In special cases parents may have to supplement the menu by sending food up with their student such as snacks or entire meals. If you would like to supplement the menu yourself, you may call (909) 794-2824 and ask to speak with the Kitchen Team manager to get the menu for the week of your student's stay.

We typically can accommodate gluten-free diets, lactose intolerant diets, and strawberry, seafood or moderate nut allergies. However, soy-free, vegan, severe nut allergies, and combination allergies may require parents to supplement their student's snacks and/or meals.

### **Will parents be allowed to call their student(s) or to have their student(s) call them?**

What we have found is that when a student is allowed to call home, particularly in the case of homesickness, the problem gets worse, and often that student is sent home early from camp as a result. We strongly believe that we have a valuable outdoor educational experience to offer, and that to cut a student's week short is robbing them of that opportunity. We understand that not every call home will cause a domino effect leading to a trip home, but calls from parents or to home will pull students out of their activities, which is disruptive and ends up being a problem when several students need to call home using the office lines.

What should you do instead? Send a letter or postcard the week before your student will attend camp to ensure it arrives on time or send letters up with your student's teachers. Teachers will deliver mail to their students daily; if you would like to have the mail delivered on separate days, indicate this on the envelope (i.e. Give to Luis on Tuesday). Please address mail as:

CODES at Mile High Pines  
ATTN: Student's Name, School  
PO Box 397  
Angelus Oaks, CA 92305

In the event of a family emergency you may call to speak with your student or to arrange a pick-up.

### **What about illness and medications?**

All medications and health concerns should be listed on the Medical form provided by your teachers (which they receive from us). Medications are dispensed by our Medical Monitor team that is available throughout the day and on-call overnight or by our Naturalists who are American Red Cross CPR, AED and 1<sup>st</sup> Aid certified (they carry all the medications for any student in their Trail Group with them on all hikes and at general assemblies).

### **What curriculum is provided for the students?**

Dr. Rick Oliver, a microbiologist, herpetoculturalist, and founder of "Outdoor Science School" at Mount Hermon (in Santa Cruz County), has been a close colleague of MHP for many years. When he first wrote the curriculum in 1994, he used what was then called the California Science Standards and Framework to create an outdoor education curriculum that was suitable for 5-8<sup>th</sup> grade students. As the years go by, MHP continues to update

and modify this curriculum as scientific knowledge expands and as the now named California Next Generation Science Standards require. Our curriculum has been tailored to fit the ecosystems and wildlife found at MHP and our Naturalists are trained to use grade-appropriate material depending on the school in attendance. If a school brings mixed grade levels, we “teach-up” and present the higher level curriculum.

### **What happens if a student will celebrate his/her birthday while at camp?**

## FAQ (cont’d)

Please notify teachers if your student will be celebrating his/her birthday while at camp. We love to celebrate birthdays at dinner. Our Kitchen Team makes a special dessert for all birthday boys and girls, we sing to them, and they participate in other special camp traditions. Parents may send a gift up with their student's teachers (or mail it in advance) that will be presented to their student during the dinner celebration. If you choose to mail a gift, please indicate on the package the date the gift should be given.

### **What if a student has never been away from home before?**

We have found that most of the students attending camp are experiencing being away from home for the very first time, and they love it! It our desire that every child feels safe and cared for in such a way that they are comfortable. However, if you are worried about how your student will feel away from home, we recommend planning a few sleepovers at a friend's or family member's house. This will be a good test to see if your student can make it through the night without becoming homesick, and it will allow them to get used to the idea of being away from home.

One first time student said:

*“I really enjoyed the time I was there on your campgrounds it was fun spending time with everyone. With the Cabin Leaders and the Naturalists, I had an incredible time and I wish I could go back some day to visit again. I really enjoyed hiking and learning different things.” -Asucena*

### **What if a student wets the bed?**

Many students still wet the bed and CODES staff is committed to handling these situations with discretion. We recommend that parents provide nighttime underwear (e.g. GoodNights, Pampers UnderJams) to protect students' bedding and clothing, and additional pajamas just in case. **Please disclose that your student wets the bed** on the Release Waiver/Health History Screening form to be submitted no later than one month in advance of arrival. If your school is using CODES provided Cabin Leaders, we will inform your student that if he/she has an accident, they can simply tell their Cabin Leader and we will take care of the rest. We wash all clothing and bedding as discreetly and quickly as possible.

### **What should students pack?**

Every student must bring:

- Bedding (pg 17)
- Towel
- Backpack
- Water bottle (≥ 16oz)
- Chapstick
- Pens and pencils (multiple)
- Toiletries
- Clothing appropriate for the weather (e.g. beanies, gloves, snow pants)
- Rain jacket or heavy coat
- 2 pairs of socks/day

We do get snow, so no matter the season, please **pack clothes that can be layered**. Sandals, flip flops and/or dress shoes are not allowed on hiking trails, instead pack a good pair of running shoes, hiking boots, or in some cases snow boots. You may also wish to pack small, personal items like stuffed animals or cards.

Students **should not pack** phones, smart watches, tablets, or other electronic devices. Cameras are allowed,

## TEACHERS' MUST-KNOWS TO PREPARE STUDENTS AND PARENTS

but are only to be used outdoors (i.e. on hikes, at campfire).

### Medications to Bring and Not to Bring

1. In order to serve your students quickly and effectively, and to tend to those who have serious medical needs, please refrain from sending:
  - o Vitamins (doctor's note is required)
  - o Essential oils (doctor's note is required)
  - o Over-the-counter, generic pain reliever (we have this on-site)
  - o PediaSure or similar dietary supplements (doctor's note is required)
  - o Allergy medication for students who rarely have seasonal allergies (unless they need it daily or have a severe allergy)
2. Please **DO NOT SEND** medications intended for adults (a doctor's note is required for these); medication that the student has never tried at home (there are many risks involved when a child tries a new medication and this should be done with access to the student's pediatrician); or medications that are not being used for the intended, labeled purpose (i.e. using Benadryl as a sleep aid).
3. Please **SEND** medication your student needs routinely, in an emergency (e.g. Epipens), or for recovery from an injury or illness (e.g. antibiotics, prescription pain medication).

### Ensure Your Students Know the Rules

It is important that students know what is expected of them while at camp. Here is a list of the rules that students will learn during their first orientation meeting at camp.

1. No fighting or stealing.
2. No pranks or bullying.
3. No bad touch (any touch that is romantic, inappropriate or violent).
4. Stay inside camp boundaries.
5. Stay in your own cabins (students should never enter a cabin of the opposite gender)
6. Always listen to your leaders (Cabin Leaders, Naturalists, Teachers, etc.)
7. Be good stewards (keep your cabin clean, your shower short, your food waste low, and be good stewards of your time by arriving to activities on time).
8. Have Fun! (Students will learn that it is their decision to have fun or to act "too cool for school". Play games, be silly, try new things, we want them to have experiences that they will remember for life).

### Ensure Your Students Know How Discipline is Enforced

Discipline is carried out with a verbal warning, followed by 5, 10, and 15 min Time Outs during Rec Time. You, their teachers, will be involved if more than 15 min is not effective for ending to unacceptable behavior. If the

behavior continues, a call home is in order and the student's parents will need to pick up that student. Both students and parents should be informed of this policy; sometimes, schools elect to have both the parents and students sign a behavior contract (pg 22).

Once again, the following behavioral violations are grounds for immediate dismissal:

1. Fighting or Stealing
2. Any activity that is inherently dangerous to self or other

## TEACHERS' MUST-KNOWS (cont'd)

3. Outright defiance
4. Intentionally destroying property
5. Cabin raiding/pranks
6. Unauthorized leaving of cabin/entering a cabin of the opposite gender
7. Possession of illegal substances or weapons

### "Truddy" System

Students are required to walk around camp with a minimum of two buddies at all times (groups of 3 or more). Some schools choose to assign these "truddies" in advance, however, if students are prepared for this ahead of time they can find "truddies" fairly easily when they need to. This system is a part of our CamperProtect plan that all students and adults on campus must follow. To see a video about our rules please visit:

<http://www.codesschool.com/rules-for-students>.

### Prepare Your Students with the 5 B's

Before every class, students will be asked to get ready with their "5 B's" which are: (1) a *backpack*, (2) a *bottle of water*, (3) a *ballpoint pen or pencil*, (4) a *bladder that is empty*, and (5) a *book* (students receive this in their first class). **Each student needs to have their own backpack, water bottle, and writing utensils.** In the event that a student does not have these items, please let a staff member know so the student may borrow what he/she needs for the week from the "CODES Closet".

### Prepare Your Students for the Weather

Please look up the weather in Big Bear, CA one week prior to your arrival date to ensure that you and your students are prepared. Many students have never had the opportunity to be in the mountains and are unaccustomed to snow or the temperature fluctuations that happen rapidly. Impress upon students the importance of packing warm clothing, proper hiking gear, pants (not shorts), adequate bedding, and especially chapstick and sunscreen. Our motto is: It is better to have it and not need it, than to need it and not have it.

### Special Considerations (Medications, Allergies, Student Aides)

If students have special considerations for their stay, please discuss them with CODES Administrative staff before you leave for camp. In some cases, students may need an aide or additional supervision from a teacher. It is our goal to provide care for every student, but our staffing and policies do not allow us to provide one-to-one supervision. If a student may have difficulty following the assigned program content, we will make whatever adjustments are possible and reasonable. However, in some cases it may be best for your school district to determine if a one-to-one aide is needed. Some instances in which this may be warranted are: (1) if the student

has a one-to-one aide in school for a physical disability, emotional support, or learning disability; (2) if the student has mobility restrictions and would find it difficult to walk 1-2mi/day; and (3) instances at the discretion of parents in conjunction with your school. Please ensure that your parents are aware of what assistance they will need for their child, and how your school, in partnership with camp, can help your child have an amazing experience at camp.

### **Keeping Camp Safe for all Campers (Bed Bugs and Lice)**

Two important issues are always a concern for the hospitality industry at large, and camps are no exception:

## **TEACHERS' MUST-KNOWS (cont'd)**

bed bugs and lice. On most occasions these issues are not detected for several days or even weeks after there has been an occurrence. These types of parasites are non-discriminatory and can be picked up and transmitted by students and adults of all socioeconomic levels, all races, and from just about anywhere. They are resilient and can survive for long periods without a food source. The best defense against them and method of killing them is heat.

With that in mind, we strive to prevent any issues at our facilities in a way that is as minimally invasive and as private as possible, therefore:

1. Prior to arrival, **all student bedding (including pillows) must be washed and dried for a minimum of 30 min on high (the drying process is critical)**, and then checked for evidence of bed bugs or lice.
2. Sleeping bags will only be allowed at camp if they are **brand new**, have been **dried for 30 min**, or have been **cleaned by a dry-cleaning facility** and still have the receipt tags on them.
3. Prior to arrival, your school needs to designate a teacher, nurse, or health clerk to physically check all students and adults attending camp for head lice (nits, nymphs, and adults) a maximum of **four days prior to arrival** (that gives schools arriving on Tuesday the preceding Friday and Monday to complete this check). Any student or adult who fails this check will not be permitted to attend camp.
4. Please inform parents of this policy. If an individual fails the lice check, but is able to resolve the issue before the camp week is over, he/she may arrive to camp late provided that this is the arrangement agreed upon with the school.
5. If a student or adult is found to have lice or bed bugs after arriving at camp, they will be dismissed from the program to reduce the possibility of transmission. If the bugs are found on the individual's belongings but not on the individual, we have laundry facilities on grounds and will launder all affected belongings discretely.
6. **Trash bags:** Cover all luggage items with a large trash bag. Place all bedding and pillows inside of one as well. Have everyone bring one or two extra trash bags with them to store all clothing (dirty or clean). Once back home, wash all clothing and bedding immediately. If you are unable to do so, leave the bags, clothing, and luggage in the hot sun for a few hours or put everything in a hot dryer until they are laundered.

Mile High Pines uses preventative treatments in cabins, has regular professional inspections cabins, and uses professional grade equipment to eliminate these pests if they are detected. Combined with your help, we can continue to be successful and as proactive as possible in protecting our staff, facilities, and guests from these types of health concerns.

### Cameras

Camera phones are not permitted at camp (this includes phones that do not have data). If students wish to document their experience they may bring digital or disposable cameras. Secondly, cameras are for trails and **outside use ONLY**. Cameras should **never** be used inside a cabin by students or adults; cabins are a place for

## TEACHERS' MUST-KNOWS (cont'd)

students to rest, change clothing, use restrooms/showers, and to enjoy privacy. A student or adult who is misusing a camera, even in jest, will be dismissed from camp.

### Contraband

Phones, smart watches, tablets, and other electronic devices more advanced than a digital camera are **not permitted** at camp. Please remember to inform students and parents that this is a school trip, therefore **all items that are banned or prohibited at school are banned and prohibited at camp**: the possession of weapons and illegal substances of any kind will result in immediate dismissal and possibly further consequences at the school's discretion. Food, drinks, and gum will be confiscated and returned to students at the end of camp. Having food in cabins attracts pests; we would like to prevent that. Any special food for those with dietary restrictions or health concerns should be turned into the lead teacher who will in turn give it to CODES Administrative staff to be distributed at the proper times.

### Student Aides

We welcome students with physical, mental, emotional, behavioral, and/or medical disabilities; however, we are not a focused care facility, nor are we fully ADA accessible. Therefore, under the following circumstances, an aide should be provided:

1. If a student uses an aide at school, he/she should have an aide at camp.
2. If a student is unable to dress, feed, bathe, or use the restroom by themselves, **an aide is required**.
3. If a student uses a wheelchair, **an aid is required** due to the many inherent challenges that a natural outdoor environment presents.
4. If a student has a condition that requires consistent one-on-one supervision, **an aide is required**.
5. If a student cannot behave themselves or consistently detracts from the experience of other students in programs or classes, an aide should be provided.

Unless otherwise arranged with the school, all aides will be housed in the same cabin as the student they are assisting.

## ALLERGIES AND DIETARY RESTRICTIONS

**Please list all allergies on the General Release Waiver and notify your student's teacher.**

### Skin Allergies

Insect bites, poison ivy, latex, and other allergens can produce as minor a reaction as dermatitis (redness, itching, swelling) to as serious a reaction as anaphylactic shock. Should a student have a serious allergy, please send an EpiPen or the appropriately prescribed medication with them to camp.

### Food Allergies

The most common food allergies we receive reports of are peanuts/tree nuts, seafood/shellfish, dairy, soy, gluten, and wheat. In regards to:

1. Peanuts/tree nuts: **We do not** serve peanut products at Mile High Pines camp. However, if any student at camp has a nut allergy, bear in mind that:
  - a. Our menu includes foods processed in facilities that process peanuts.

## ALLERGIES AND DIETARY RESTRICTIONS (cont'd)

- b. We occasionally use alternative nut butter spreads (like Sun Butter or Wow Butter).
  - c. We occasionally use tree nuts (almonds, cashews, walnuts) in adult/vegetarian meal options.
2. Seafood/shellfish: **We do not** serve these items to students.
3. Dairy, soy, gluten, wheat: **We do** provide some dairy free and gluten free alternative menu options which may or may not be a direct substitute for the original menu item.

Teachers are required to provide CODES with a complete list of allergies and dietary restrictions **one month prior to arrival**. Due to our inability to cater our food service operations on an individual basis, if your student cannot eat the foods on our menu (see below), or if they cannot eat foods labeled "prepared in a facility that processes milk, eggs, or nuts", **we suggest that parents send up appropriate meals and/or snacks for their student**.

### Sending Up Your Own Food

If your student cannot consume the food on our menu, we are happy to microwave any pre-packaged and prepared foods provided that they are simple, easy to manage (no prep required), and that you have notified us in advance via your school's lead teacher. Please **do not send** up any food with peanuts!

**Sample Menu**

CODES: Sample 4 Day Menu				
MEAL	DAY 1	DAY 2	DAY 3	DAY 4
<p><b>Breakfast (AM)</b></p> <p>Wed 8:00 Thurs 8:00 Fri 8:30</p>	ARRIVAL	<p>Pancakes Sausage patties Cereal Oatmeal Mini bagels &amp; cream cheese Milk/Water/Juice</p>	<p>Bacon Scrambled eggs Hash brown patties Cereal Oatmeal Mini bagels &amp; cream cheese Milk/Water/Juice</p>	<p>French toast Sausage links Cereal Oatmeal Mini bagels &amp; cream cheese Milk/Water/Juice</p>
<p><b>Lunch (PM)</b></p> <p>Tues 12:30 Wed 12:00 Thurs (on trail)</p>	<p>Hamburger Chili Fries Fruit cocktail Salad bar Water/Juice Dessert: Pudding (vanilla or chocolate)</p>	<p>Pizza (cheese or pepperoni) Peaches (canned) Soup Salad bar Water/Juice Dessert: Jello</p>	<p>Turkey hoagie (made to order) Chips Capri-Sun/Water Dessert: Chocolate chip cookies</p>	<p>Snack: Granola bar Water/Juice</p>
<p><b>Dinner (PM)</b></p> <p>Tues 5:30 Wed 5:30 Thurs 5:30</p>	<p>Fried Chicken or Turkey dinner Mashed potatoes Corn Gravy Biscuit Salad bar Water/Juice Dessert: Ice cream (vanilla))</p>	<p>Beef tacos Hard taco shell Spanish rice Lettuce/Tomato Cheese Salsa Refried beans Water/Juice Dessert: Churros</p>	<p>Spaghetti Marinara &amp; beef sauce Bread sticks Salad bar Dessert: Cake (chocolate or strawberry)</p>	DEPARTURE
<p><b>Evening Snacks</b></p>	<p>Ritz crackers &amp; cheese dip</p>	<p>Homemade M &amp; M cookies</p>	<p>S'mores: Honey Maid graham crackers Jet puffed marshmallow Hershey's milk chocolate</p>	
<p><b>Notes</b></p>	<p><b>Fresh fruit (oranges/apples) is available at all meals.</b></p> <p><b>When notified in advanced, we provide some vegetarian, vegan, dairy free, and gluten free alternatives which may or may not be a direct substitute for the original menu item.</b></p>			

## EVALUATIONS AND CONTRACTS

Please use the following evaluation to honestly analyze your physical abilities and behavior patterns to gain a better understanding of your potential for success as a camp chaperone.

### SELF-EVALUATION FOR SCHOOL-PROVIDED CHAPERONES

Place a  in the appropriate box indicating your level of agreement with each statement.

HEALTH	POOR 1	FAIR 2	AVERAGE 3	GOOD 4	SUPERIOR 5
I have the stamina to last a strenuous day.					
I eat well-balanced meals regularly.					
I get sufficient sleep each night.					
I say no to alcohol and drugs.					
I am a non-smoker, or able to quit completely for 1 week.					
I engage in regular exercise.					

PERSONAL QUALITIES	POOR 1	FAIR 2	AVERAGE 3	GOOD 4	SUPERIOR 5
I am a naturally curious person.					
I am tactful (truthful without hurting people).					
I am a very cooperative person.					
I am a warm & friendly person.					
I have a sincere liking for children/youth.					
I am adaptable & can change plans easily.					
I am willing to work hard (even when tired).					
I love to have & promote fun.					
I am prompt/punctual.					
I always take the initiative.					
I am very dependable & responsible.					

EMOTIONAL MATURITY	POOR 1	FAIR 2	AVERAGE 3	GOOD 4	SUPERIOR 5
I accept criticism well (without becoming defensive).					
I enjoy the success of others.					
I refrain from listening & engaging in gossip.					
I am genuinely interested in others as well as myself.					
I refrain from outbursts of anger, tears, etc.					

I face disagreeable duties immediately and without anger.					
I am independent (not prone to homesickness).					
I am able to make sound decisions & abide by them.					
I am usually on good terms with others.					
I am able to solve problems in a calm, fair, and reasonable manner.					
I am loyal to friends.					
I am fair toward those who are different from me.					

<b>SCORE</b>	<b>Total =</b>	<b>Divided by 29 =</b>
<b>YOUR NAME:</b>		

Add the values of each column and get your overall score, then divide by 29. This average rating will give you an idea of your potential for success as a school-provided chaperone on a scale of 1 to 5.

## The Chaperone 10 Point Pact

1. As a chaperone, I understand that I will be serving in a capacity of great responsibility for the care of the students in my charge.
2. I will conduct myself in such a way that my personal behavior and appearance will serve as a positive example to the students in my charge.
3. I acknowledge that the students in my charge are impressionable and must be protected from unwholesome, inappropriate or dangerous language, jokes, and activities. I commit to refraining from such behavior.
4. I will try to help each student be an important part of the Cabin Group and the activities of the school and CODES program. When exercising classroom management or crowd control techniques, I commit to neither embarrassing nor humiliating any member of the group. I will only exercise discipline in accordance with CODES policies.
5. I commit to putting the emotional, mental, and physical safety of the individual and collective members of my Cabin Group above my own at all times. They will not be left without adult supervision for any reason. I will not intentionally scare, play practical jokes/pranks on, or isolate a student for any reason.
6. If a situation or problem arises that is beyond my ability or responsibility to handle, I will bring it to the attention of a CODES staff member or the school's teachers.
7. I recognize that there will be times when I am on my own in determining my personal behavior, and understand that the possession or use of alcohol, tobacco (including vaping), controlled or illegal substances, knives, firearms, explosives and any other dangerous object, as deemed so by CODES Administrative staff, is strictly prohibited and will result in immediate dismissal from camp. I agree to behave in ways that do not endanger the program or the welfare of the students.
8. I understand that any inappropriate behavior on my part will result in immediate dismissal from the program, and possibly further consequences outside of camp.

9. If, after being selected as a chaperone, I am unable to attend camp, I will notify my school immediately.
10. I am hereby advised to never be alone with a student. I commit to always abiding by the “truddy” rule, stating that all individuals (students and adults) must be in groups of three or more when at camp. I will conduct myself with the highest level of integrity and protect myself from false allegations by only having appropriate contact with students in accordance with CODES’ CamperProtect policies. I am also obligated to immediately report (to any CODES staff member) any and all inappropriate or suspicious conduct by another chaperone, and will assist in the filing of a formal report should an incident arise.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PARENT-STUDENT CONTRACT

### STUDENT AGREEMENT:

By checking the boxes below, I agree to behave myself in a manner worthy of the school I represent.

- |  |  |
|--|--|
| <input type="checkbox"/> I understand that if I do not follow this behavior contract, I may have to leave camp early.                        | <input type="checkbox"/> I will come to each class with my 5 B's: (1) a backpack, (2) a bottle of water, (3) a ballpoint pen or pencil, (4) a bladder that is empty, and (5) a book that I will receive in my first class. |
| <input type="checkbox"/> I will wear the proper clothing at all times; dressing appropriately for the weather.                               | <input type="checkbox"/> I will refrain from negative behavior towards myself, my fellow campers, camp staff, and to camp property.  |
| <input type="checkbox"/> I will communicate to my Cabin Leader or Naturalist if I have an issue with a peer that I cannot resolve on my own. | <input type="checkbox"/> I will participate in all activities and classes.   |
| <input type="checkbox"/> I will use positive language at camp.   | _____<br>Camper Signature  |
| <input type="checkbox"/> I will try my best to get along with and to be inclusive with every student at camp.                                | _____<br>Date  |

### PARENT/GUARDIAN AGREEMENT:

While during CODES, we want every student to have a positive and rewarding experience at camp. Students who do not follow this expectation will be dismissed from camp and must be picked up by a parent or guardian immediately (regardless of the time of day). This reflects the same consequences they would receive if attending a regular school day.

By checking the boxes, I acknowledge that I have read this information and agree to:

- Be supportive of my student by encouraging them to follow the rules and by equipping them with the items on their packing list.
- Understand that the following are grounds for immediate dismissal from camp, and that I must pick up my student immediately should he/she violate one of these rules: (1) fighting or stealing, (2) any activity that is inherently dangerous to self or others, (3) outright defiance or intentionally destroying property, (4) cabin raiding or pranks, (5) unauthorized leaving of cabins or entering cabins of the opposite gender,

(6) other behaviors at the discretion of CODES Administrative staff. (CODES Admin will never dismiss a student without consent from your school's teachers.).

- Pick up my student from camp if he/she is dismissed from camp early due to illness or injury.
- Be supportive and available if a CODES staff member needs to call to ask questions concerning the specific needs of my child (e.g. dietary or medical).
- Talk about homesickness in advance, and advise my student on how to handle it. I will try practice separations (i.e. a weekend with grandparents or sleepover at a friend's), and will not make a "pick up deal" with my student. Instead, I will positively reinforce their camp experience.
- I will make all prior arrangements with my student's school if they have specific needs at camp. I will communicate in a timely manner so my child can be well provided for.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 4 Day Schedule

TUESDAY	DAY 1	THURSDAY (omitted for 3 day program)	DAY 3
10:30 am—11:00 am	Arrival	7:00 am	Rise-n-Shine   Meal Set-up <sup>5</sup> at 7:30 am
11:00 am—11:55 am	Orientation Meetings <sup>1</sup>	7:55 am—8:00 am	Line Up   Flag
11:55 am—12:25 pm	Move into cabins	8:00 am—8:30 am	<b>BREAKFAST</b>
12:25 pm—12:30 pm	Line Up   Announcements	8:30 am—9:00 am	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>
12:30 pm—1:00 pm	<b>LUNCH</b>	9:00 am—3:00 pm	Line Up   Prep <b>LUNCH</b>   Extended Hike <sup>6</sup>
1:00 pm—1:30 pm	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>	3:00 pm—3:45 pm	Cabin Time <sup>2</sup>   Prep for Skit Night
1:30 pm—3:30 pm	Line Up   Class <sup>6</sup>	3:45 pm—4:50 pm	Recreation Time
3:30 pm—3:45 pm	Cabin Time <sup>2</sup>	4:50 pm—5:25 pm	Cabin Time <sup>2</sup>   Meal Set-up <sup>5</sup> at 5 pm
3:45 pm—4:50 pm	<b>FIRE DRILL<sup>4</sup></b>   Recreation Time	5:25 pm—5:30 pm	Line Up   Announcements   Flag
4:50 pm—5:15 pm	Cabin Time <sup>2</sup>   Meal Set-up <sup>5</sup> at 5 pm	5:30 pm—6:15 pm	<b>DINNER</b>
5:15 pm—5:30 pm	Line Up   Announcements   Flag	6:15 pm—6:45 pm	Cabin Time <sup>2</sup>   Finalize skits
5:30 pm—6:15 pm	<b>DINNER</b>	6:45 pm—9:00 pm	Line Up   Student Skit Night
6:15 pm—6:45 pm	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>	9:00 pm—10:00 pm	Prepare for bed
6:45 pm—7:15 pm	Line Up   Stewardship Talk	10:00 pm	LIGHTS OUT (5th grade, 9:45 pm)
7:15 pm—9:00 pm	Good Skit, Bad Skit		
9:00 pm—10:00 pm	Prepare for bed		
10:00 pm	LIGHTS OUT (5th grade, 9:45 pm)		
WEDNESDAY	DAY 2	FRIDAY	DAY
7:00 am	Rise-n-Shine   Meal Set-up <sup>5</sup> at 7:30 am	7:00 am	Rise-n-Shine   Meal Set-up <sup>5</sup> at 8 am
7:55 am—8:00 am	Line Up   Flag	7:55 am—8:15 am	Move out of cabins
8:00 am—8:30 am	<b>BREAKFAST</b>	8:15 am—8:30 am	Line Up   Flag
8:30 am—9:00 am	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>	8:30 am—9:00 am	<b>BREAKFAST</b>
9:00 am—11:15 am	Line Up   Class <sup>6</sup>	9:00 am—10:15 am	Review Class <sup>6</sup>
11:15 am—11:55 am	Cabin Time <sup>2</sup>   Prep for Skit Night	10:15 am—10:45 am	Teacher's Meeting <sup>7</sup>   Goodbyes
11:55 am—12:00 pm	Line Up   Announcements	10:45 am	Departure
12:00 pm—12:45 pm	<b>LUNCH</b>		
12:45 pm—1:15 pm	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>		
1:15 pm—3:30 pm	Line Up   Class <sup>6</sup>		
3:30 pm—3:45 pm	Cabin Time <sup>2</sup>		
3:45 pm—4:50 pm	Line Up   Recreation Time		
4:50 pm—5:25 pm	Cabin Time <sup>2</sup>   Meal Set-up <sup>5</sup> at 5 pm		
5:25 pm—5:30 pm	Line Up   Announcements   Flag		
5:30 pm—6:15 pm	<b>DINNER</b>		
6:15 pm—6:45 pm	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>		
6:45 pm—7:15 pm	Line Up   Teacher's Meeting <sup>7</sup>   Game <b>25</b>		
7:15 pm—9:00 pm	Night Hike <sup>6</sup>		
9:00 pm—10:00 pm	Prepare for bed		
10:00 pm	LIGHTS OUT (5th grade, 9:45 pm)		

<sup>1</sup> Meetings	Teachers meet with CODES Admin., students meet with Naturalists & Cabin Leaders
<sup>2</sup> Cabin Time	Rest   Work on skits, CODES homework, letters, etc.
<sup>3</sup> Activity Prep	Collect the 5B's   Change clothes/shoes depending on weather or activity
<sup>4</sup> Fire Drill	Stay in cabin until siren sounds   All cabins report to the parking lot
<sup>5</sup> Meal Set-up	The assigned Trail Group ONLY reports to the Dining Hall for set-up
<sup>6</sup> Cabin Leader Off	One CL is required to accompany the Naturalist, all additional CLs may have time off
<sup>7</sup> Evening Meetings	TUES: Teachers' Meet-n-Greet with CODES Staff   WED: Teachers meet with their students