

# TEACHER 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 our 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 hosting you,

The CODES Team at Mile High Pines

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## OUR MISSION

To create 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 by going to <https://www.codesschool.com>.

# PREPARING for CAMP



## RETURNING and NEW SCHOOLS

Welcome to camp! As always, please be sure to share both the good and the bad when it comes to your experience with us so that we can continue to use your feedback to improve our programs. Also, feel free to inform of us any special requests that you have from last season (i.e. specific room requests, programming preferences, favorite activities, etc.) In the words of George Bernard Shaw “progress is impossible without change”, so let us partner with you to promote positive change in your students through outdoor education.

## PREPARING for the TRIP

- Please use the Planning Checklist on pg. 3 to help with your trip preparations.
- Return Cabin Group and Trail Group lists no later than **two (2) weeks prior to arrival**.
- Complete Medical Forms **six (6) weeks prior to arrival**. Schools are responsible for providing assistance to students with disabilities or for students who need aides and additional support/supervision.
- Promptly communicate medical needs, dietary needs, or any other special considerations for students no later than **one (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 Groups must be gender specific. Once we receive your Prior to Arrival online form submission, we will send you a blank roster with the cabins and number of students to be assigned to each. This last count of attendance will determine your final bill.
- Trail Groups are co-ed, and should be relatively equal in gender ratios. Take into account students that may not work well together and assign groups accordingly.
- 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 **two (2) weeks prior to the camp start date**. This is part of our refund policy, and we will redirect parents to the school for all refunds. All refunds will be returned to the school, not to individual families.

# PLANNING CHECKLIST

12 Months – 3 Months before Arrival	
	Consider, booking 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 or the 10% deposit</b> .
	Fundraise.
	Begin to recruit Chaperones (if your school has opted to bring its own).
3 Months – 1 Month before Arrival	
	Arrange bus transportation.
	Meet with all participating teachers, students, and parents to discuss the trip.
	Distribute trip forms to parents. Notify them of all deadlines. Forms should be completed <b>6 weeks prior to arrival</b> .
	Distribute the Packing List. Reinforce that students must bring their own backpack, a water bottle, and closed-toe shoes.
	Discuss trip goals, behavioral expectations, and consequences of misbehavior at camp with students. <b>Inform parents that they are REQUIRED to pick up their child immediately if they are dismissed from camp for any reason.</b>
	Finalize the number of students and adults attending camp.
	Make arrangements for a designated emergency vehicle (one teacher <b>MUST</b> drive their own vehicle to camp, no exceptions).
	Ensure all teachers attending camp read the expectations on pg. 6.
	Complete background checks on all Chaperones attending camp who are not school employees.
	Send the <b>25% deposit</b> to CODES; <b>due no later than 90 days prior to arrival</b> .
1 Month – 1 Week before Arrival	
	Complete the Prior to Arrival form online; <b>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 form.
	Submit Trail Group and Cabin Group assignments to CODES <b>two (2) weeks prior to arrival</b> .
	Review the bus schedule. <b>Arrival to camp is 10:30-11am</b> on the first day and <b>departure is 10:30-10:45am</b> on the last day.
	Ensure that the final payment will brought to camp.
	Bring a copy of the Cabin Group and Trail Group assignments for each teacher to camp.
Arrival Day	
	The CA Dept. of Public Health requires that campers are screened for health concerns before attending camp. Students may NOT attend if they have lice, bed bugs, influenza, or symptoms of contagious disease/illness.
	<b>Remove all contraband: phones, weapons, gum, or any other item that is prohibited at school is considered contraband.</b>
	<b>Collect student medications.</b> They should be labeled and stored (in Ziplocs), and placed on the same bus that the student is on (this includes inhalers).
	Make sure all luggage is labeled with students' name before leaving school.
	Notify CODES Admin of any last minute changes in student attendance or ETA.
	Upon arrival, turn in the medications and forms to CODES Admin. Please have them out and ready to go.
	Submit the final payment to CODES Admin.
	Get ready to have an amazing time at camp!

## ARRIVAL PROCEDURES

On Arrival Day, arrive at camp **between 10:30-11am**. Please call ahead to let us know when your buses are leaving the school or if you are experiencing delays while en route. Upon arrival, our team will greet you, facilitate the unloading process, and begin with an Orientation meeting to review camp rules and expectations (please brief your students in advance). In the meantime, teachers will have an Orientation meeting with CODES Admin; 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, luggage will be separated to prevent items being put on the wrong bus. Before boarding, please verify that student medications have been returned to you; **you will not receive any forms back**. Please notify bus companies that you plan to **leave between 10:30-11am**. If you have multiple buses, let us know how you would like students to board the buses.

## MEDICATIONS

**\*\*All medications MUST be in the original box or bottle, and MUST have the administering information on the packaging. Loose medication WILL NOT be administered.\*\***

A signed doctor'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. **DO NOT allow parents to send these types of medications.**
4. The medication is not intended for the child's age. **DO NOT allow parents to send 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 will not accept any medication that is not labeled/prescribed/written **in English**.
2. CODES will not accept Medication Forms or General Release Waivers that are not **in English**.
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 or a standing order from the school.

### Packing for Multiple Buses

1. Place all medications in a box that is **accessible** and on the bus with the student to who the medication belongs.
2. Clearly mark and list the students' names on each box so that we can return them to you in the proper boxes upon departure.

### Organizing Paperwork

1. 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 upheld 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 Health Screening

An approved teacher or school nurse can complete this procedure one day prior to arrival. By order of the CA Department of Public Health, individuals cannot attend camp and will be sent home if they have lice (nits, nymphs or adults), bed bugs, influenza, or any other communicable/contagious disease (e.g. chicken pox, measles, stomach flu, COVID-19). This policy is in consideration of the affected individual's comfort as well as the health of the remaining guests and camp staff.. DO NOT allow students to attend camp if they have symptoms of illness or a recent exposure.

## Medications to Bring and Not to Bring

### Parents **SHOULD NOT SEND:**

- Vitamins or 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)
- Adult medication (doctor's note is required)
- Medication that their child has never tried at home (trying new should be done with access to the student's pediatrician)
- Medication that is not being used for the intended, labeled purpose (i.e. using Benadryl as a sleep aid).

### Parents **SHOULD SEND:**

- Medication that a child 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

One-Day Field Trips consist of 2-3 courses, selected by the school, from those offered in science or leadership curriculum. CODES does provide meals for field trips at an additional cost, otherwise remind your students to pack a lunch. One Chaperone per Trail Group (typically 15-22 students) is required to attend and a Prior to Arrival form (<http://www.codesschool.com/prior-to-arrival-form>) must also be submitted **one (1) month in advance**.

### Leadership Camp

Please follow the same procedures for Leadership Camp as you would for Science Camp. 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 (7) 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.

## TEACHER'S PACKING LIST

- |   |  |
|---|--|
| ○ Extra socks & closed-toe shoes (waterproof is best)                   | ○ Sunglasses                           |
| ○ Rain jacket/winter coat (check Big Bear City weather before arriving) | ○ Camera                               |
| ○ Toiletries (linens are provided for teachers)                         | ○ Flashlight                           |
| ○ Water bottle (24oz+)  | ○ Clothes for 4 days (layers are best) |
| ○ Backpack  | ○ Chapstick                            |
| ○ Sunscreen   | ○ Cabin Group & Trails Group lists     |
|   | ○ Bus assignment list                  |

In most cases, 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, but you are welcome to bring your own grounds too.

## DISCIPLINARY GUIDELINES

Teachers are responsible for assisting with disciplining students. Our staff will take their cues from the teachers; you know your students better than we do; let us know which students may need extra attention.

We give students “Time Outs” in 5min increments for behavioral violations (see chart below). If the unacceptable behavior persists after four (4) consecutive violations, teachers will make the decision about how to proceed (i.e. dismissal, school consequences, etc.).

Teachers are responsible for calling parents **AND** for waiting with a student who is being sent home.

At least one (1) teacher will be **asked to supervise TOs** at the beginning of each Rec Time. Make sure that students are physically separated from their peers and that they are silent. If they move from their “spot,” talk, or behave inappropriately the TO restarts.

Minor Violations	Consequence
Inappropriate gesture or conversation	Verbal Warning – 15min TO
Name calling, excessive teasing, bullying, foul language	Verbal Warning – 15min TO
Repeated disruption in the cabin after Lights Out	Verbal Warning – 15min TO
Repeatedly disrupting activities or not following directions	Verbal Warning – 15min TO
Tardiness	Verbal Warning – 15min TO
Wandering without permission	Verbal Warning – 15min TO
Major Violations	Consequence
Any activity that is inherently dangerous to self or others	<b>No warning, immediate dismissal</b>
Cabin raiding/pranks	<b>No warning, immediate dismissal</b>
Fighting (physical) or stealing	<b>No warning, immediate dismissal</b>
Intentionally destroying property	<b>No warning, immediate dismissal</b>
Outright defiance	<b>No warning, immediate dismissal</b>
Possession of illegal substances or weapons	<b>No warning, immediate dismissal</b>
Unauthorized leaving of cabin, entering a cabin of the opposite gender	<b>No warning, immediate dismissal</b>

## OUR 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 and/or law enforcement (as needed) if teachers, Chaperones, or other adults are found to be under the influence of alcohol, or with alcohol in their lodgings, rooms or on-site.

While all meals and VIP evening snacks are provided, teachers are welcome to bring snacks and beverages to camp. Please **do not bring beverages into the bedroom**, with the exception of water. Coffee is available 24hrs/day in the Dining Hall.

### Lights Out & Quiet Cabin Award

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. If your school is doing the Quiet Cabin Award, a teacher will perform a check of all the cabins at Lights Out and give an award to the cabins that are silent and have their lights off at the time of the check. Receipt of the award, allows a cabin to go to all meals and Rec Time first the next day, and receive 10pts for their school.

### Clean Cabin Award

For those who do not wish to stay up until Lights Out, we have the Clean Cabin Award. The 1-2 cabins that receive this award get the same rewards as the Quiet Cabin Award. Teachers may evaluate student cabins during class time or Rec Time. Please do not do this while students are present (the stealthier you are, the more fun it is for the students).

## Required Personal Vehicle

As stated in your school contract, **schools are required to have at least one (1) personal vehicle on campus**, for emergency purposes. This vehicle should stay on campus at all times, including overnight.

## School-Provided Chaperones

It is the school's responsibility to background check and screen all adults attending camp. It is also the Lead Teachers' responsibility to supervise the behavior and discipline of all adults attending camp including sending Chaperones, Aides, etc. home if they breach a policy or become harmful to or inhibit the CODES program.

## Classes

Classes are open for teachers to attend as desired. For information on classes, trails, and our team members you can visit the Medical Monitor Center (HQ) or ask a Naturalist. If you are unable to attend classes due to physical restraints, please note that some classes do not require hiking and can be observed easily. Otherwise, feel free to enjoy a well-deserved break!

## Illness and Injuries

Our trained and certified First Aid team will respond to illnesses and injuries on-site. However, it is the teachers' responsibility to wait with a student that cannot attend class due to illness or injury or with a student one who is waiting for a parent pick-up. This includes students that are quarantined overnight due to illness. Students may miss one class due to illness or injury, but if they are not recuperated before the start of the second class since they fell ill or got injured, the student will be sent home.

Our Medical Monitor on duty may call parents to discuss care that is beyond standard First Aid. If you wish to be present during these phone calls, please let us know on Arrival Day.

## Mail

We highly recommend that parents give mail/packages to teachers before buses leave for camp, otherwise it often arrives after the week is over. Please distribute mail to students privately **during breakfast or lunch**. Mail can be sent to: **CODES at Mile High Pines, Student Name, School, PO Box 397, Angelus Oaks, CA 92305.**

## Meals

Meals are served cafeteria-style with some Adult Only options for teachers available at most meals. Please let us know if you have a dietary restrictions in advance.

## Meetings

At least one teacher is required to attend all camp meetings:

Tues: 11am in Dining Hall, orientation meeting and tour

Tues: 7pm in Dining Hall, Q & A about students

Wed: 6:30pm in Pine Center, Teacher-Led meeting

Fri: 10am in Dining Hall, evaluation and rebooking

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

## Teacher-Led Meeting

On the second night of the program, you will have an assembly with the your students. This is an opportunity to check-in with them and get feedback about how things are going (e.g. student concerns, positive stories about camp, things they're enjoying, etc.). You may also use this time to play games, take a group photo, write thank you notes, etc. Please share serious concerns with us asap.

## Parents

It is your responsibility to communicate with parents before, during, and after the camp experience. Parent phone calls to students (and vice versa) **are not permitted** unless there is an emergency. Please ensure that parents receive all the required forms so that you can submit them to camp on time. Forms are available on our website: <http://www.codesschool.com/important-documents>.



## Emergencies

In an emergency that requires evacuation, you will need an accurate student roster to ensure that all students are present before the evacuation begins. In a medical emergency that requires emergency transport, a teacher will go with the student to the hospital and stay with the student until his/her parent or guardian arrives. A second teacher will use their personal vehicle to follow the emergency transport and bring the first teacher back to campus.

## Rec Time

Teachers should roam and monitor students during the daily Rec Time period to help us facilitate student safety and enjoyment. We may also ask you to supervise a specific activity during Rec Time such as Time Outs.

## TIPS for BRINGING your own CHAPERONES

For schools bringing their own Chaperones, here are some requirements that must be met:

1. All school-provided Chaperones must be 21 years or older (talk with your district for more information).
2. All Chaperones must be criminally background checked and vetted before attending camp.
3. Proper ratio standards (1 adult: 10 students) must be upheld, and all Chaperones sleeping in student cabins must be the same biological sex as the students they are supervising.
4. Pre-camp orientation is a requirement for all Chaperones; they must be aware of the expectations and camp rules they will be enforcing.
5. Chaperones must fill out a General Release Waiver, Medical Form, Chaperone 10-Point Pact, and Self-Evaluation (pg.).

## FAQs

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

MHP has been in operation since 1945, there are three campuses, Upper Pines, Lower Pines, and Tautona, that make up our campgrounds. Our camp has 11 cabins (with attached restrooms) with a 140 person total capacity, several meeting/assembly rooms, heaters or fireplaces in all living spaces, and many activities that are available based on the program selection (e.g. basketball and volleyball courts, gaga ball pits, high and low ropes activities, fire pits, archery, etc.). Our camp is also within walking distance of Jenks Lake and Frog Creek.

### How will the students be supervised and by who?

CODES Cabin Leaders or school-provided Chaperones do most of the daily student supervision. Both groups sleep in student cabins, lead students from activity to activity, and supervise them throughout the day. If your school is bringing Chaperones, the school must select, screen, and inform Chaperones of their responsibilities before the camp week begins.

CODES Cabin Leaders are 18yo+ and receive industry compliant training in the areas of mandated reporting, child abuse and neglect prevention, first aid, and curriculum development and instruction. Our team is also background checked through state and federal databases.

### What is the disciplinary system like?

We use a 5-Step System for student discipline, beginning with a verbal warning then 5min time outs, up to 15min. If the misbehavior continues after a student has grossed a 15min TO, you will be consulted for a call home and possible dismissal from camp. We will not send a student home without your approval first. If a student is dismissed from camp due to poor behavior, parents are responsible for picking the child up immediately.

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

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



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

A typical day runs from 7am-10pm. Between classes, campfire night, Rec Time, and skit nights, students will have days full of fun activities. Classes happen outdoors on well-established hiking trails covering topics like life sciences, physical sciences, wilderness survival skills, and team building. Rest periods and Rec Time happen daily, to allow students time to recharge for more structured activities. A downloadable copy of the 4-day schedule is available on our website, [www.codesschool.com/downloads](http://www.codesschool.com/downloads).

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

Our Kitchen Team serves cafeteria-style, kid-friendly meals. Students are encouraged to limit food waste and drink lots of water to prevent elevation sickness. Students may have assigned seating during meals. Please report ALL dietary restrictions on the Prior to Arrival form; be specific and thorough.

## **What if a student is vegetarian, gluten-free, etc.?**

Parents should report their child's dietary restrictions on the Health Form. We will do our best to accommodate and adjust the menu when feasible, however **campers that are vegetarian, vegan, soy-free, gluten-free, have severe nut allergies, or a combination of allergies will need to provide their own supplements for meals and snacks.** Parents may call (909) 794-2824 to discuss menu changes or download the sample menu from our website, [www.codesschool.com/downloads](http://www.codesschool.com/downloads), and provide supplements accordingly.

Typically, we can accommodate lactose intolerant diets, and strawberry, seafood or moderate nut allergies.

## **Will parents be allowed to call their child(ren) or to have their child(ren) call them?**

No. When a student is allowed to call home, particularly in the case of homesickness, the problem almost always gets worse resulting in students leaving camp prematurely. We believe that we have a valuable outdoor education 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 to and from parents pulls students out of their activities and disrupts the program and our camp operations. In the event of a family emergency, you may call to speak with your student or to arrange a pick-up.

Instead of calling, tell parents to send mail to camp instead. Send mail to: **CODES at Mile High Pines, Student's Name, School, PO Box 397, Angelus Oaks, CA 92305.**

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

All medications and health concerns must be listed on the Medical form. Medications are dispensed by our Medical Monitors who are available throughout the day and on-call overnight, or by our Naturalists who are certified to do so.

## **What curriculum do you use?**

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. MHP continues to update and modify this curriculum as scientific knowledge expands and as the California Next Generation Science Standards and Common Core Science Standards require. Our curriculum is tailored to fit the environment found at MHP and our Naturalists are trained to use grade-appropriate material depending on the school in attendance. For schools with mixed grade levels, we "teach-up" and present the more advanced curriculum.

## **Do you celebrate student birthdays at camp?**

Yes, we love to celebrate birthdays with a few of our favorite camp traditions! We welcome birthday mail too, so remind parents to send a package.

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

Good news! Most students attending camp are experiencing being away from home for the very first time, and they love it. We do our best to make sure that students feel safe and cared for in such a way that homesickness is not a problem. However, if a parent is worried about how their child will do away from home, recommend planning a few sleepovers at a friend's or family member's house.

## How does camp handle bedwetting?

As many students still experience bedwetting, our team is committed to handling these situations with discretion. Remind parents to provide nighttime undergarments (e.g. GoodNights, Pampers UnderJams) to protect students' bedding and clothing, and additional pajamas in case of an accident. **Please ensure that parents disclose that their child wets the bed** on the Health Forms. If a student has an accident, we will take care of everything—including laundering all affected items.

## What should students pack?

**WE GET SNOW**, and the weather is normally 20-30° cooler than in the valley. So no matter the season, students should **pack clothing that can be layered**. Sandals, flip flops and dress shoes are not allowed on hiking trails; bring running shoes, hiking boots, or snow boots. Students SHOULD NOT bring phones, smart watches, tablets, or other electronic devices.

### Essentials for All Seasons:

- |   |  |
|---|--|
| 1. <b>Pens or pencils, bring multiple</b> | 8. Jacket or sweater(s)  |
| 2. <b>Chapstick</b>                       | 9. Long pants (jeans, sweatpants, etc.)                                      |
| 3. <b>Water bottle, 16oz or more</b>      | 10. 2 pairs of closed-toed shoes/boots (Do not bring sandals or dress shoes) |
| 4. <b>Backpack (standard size)</b>        | 11. Outdoor clothing or old clothing that can be layered                     |
| 5. Towel                                  | 12. Toiletries (toothbrush & paste, hairbrush, soap, washcloth, etc.)        |
| 6. Pajamas                                | 13. Bedding (pillow, warm sleeping bag or blankets)                          |
| 7. 2 pairs of socks/day                   |  |

### Essentials for May and Sept-Oct:

- |                         |  |
|-------------------------|--|
| 1. Sunglasses           | 4. Clothing that can be layered for chilly mornings & evenings |
| 2. Short-sleeved shirts | 5. Hat   |
| 3. Shorts               | 6. Bug spray   |

### Essentials for Nov-Apr:

- |                      |  |
|----------------------|--|
| 1. Heavy coat        | 4. Waterproof clothing                       |
| 2. Beanie            | 5. Snow boots                                |
| 3. Mittens or gloves | 6. Warm clothing (long sleeves, pants, etc.) |

## PREPARE your STUDENTS and PARENTS

### Do Your Students Know the Rules?

Students are expected to abide by the following:

1. No fighting or stealing.
2. No pranks or bullying (this goes for adults too).
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”. Playing games, being silly, trying new things, we want them to have experiences that they will remember for life).

### Ensure Your Students Know How Discipline is Enforced

Explain the 5-Step System to your students. Remind them that misbehavior could result in consequences upon returning to school, or even a call home and dismissal from camp.

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

- |                         |   |
|-------------------------|---|
| 1. Fighting or stealing | 5. Unauthorized leaving of cabins or entering cabins of the opposite gender |
|-------------------------|---|

- |                                      |  |
|--------------------------------------|--|
| 2. Cabin raiding, pranks or bullying | 6. Possession of illegal substances or weapons                   |
| 3. Outright defiance                 | 7. Other behaviors at the discretion of CODES Admin and teachers |
| 4. Intentionally destroying property | 8. Any activity that is inherently dangerous to self or others   |

## The Truddy Rule

Students are required to move about camp in groups of three (3) or more, no exceptions, even if they are with an adult. This protects against false allegations of misconduct and provides assistance in the event of an emergency.

## Prepare Your Students with the 5 B's

Before every class, students will gather the "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**, please do not encourage sharing these items.

## Prepare Your Students for the Weather

Check the weather in Big Bear, CA and prepare. Stress the importance of packing warm clothing, proper hiking gear, pants (not shorts), adequate bedding, chapstick and sunscreen. It's better to have it and not need it, than to need it and not have it.

## Special Considerations

If students have special considerations, please report them on the Prior to Arrival form. In some cases, students may need a one-to-one aide or additional supervision from a teacher. We will make feasible accommodations for your students as we are able. Please call us with any questions you have about medications, aides, and students with handicaps, dietary considerations, or special circumstances.

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

Bed bugs\* and head lice are a concern for camps across the board, help us prevent these issues before an incident occurs. These bugs can survive for long periods without food and in harsh conditions except for high heat. Ways you can help us keep camp safe:

1. Wash and dry all bedding (including pillows) prior to arrival. Items must be **brand new, dried for 30min, or dry-cleaned** immediately before camp.
2. ALL guests need to be physically checked for head lice (nits, nymphs, adults, etc.) no more than **24hrs prior to arrival**. If a guest fails the lice check, but is able to resolve the issue before the camp week is over, he/she may arrive to camp late if the school agrees to this arrangement.
3. If a guest is found with lice or bed bugs after arriving, they will be dismissed from the program. If the bugs are found in the guest's belongings only, we will clean the items and dismissal is not required.
4. **Cover all luggage** with a large trash bag and place all bedding and pillows inside a separate trash bag. Bring extra trash bags to re-cover the luggage upon departure. Once back home, wash and dry (high heat) all clothing and bedding asap or leave the items in the sun for a few hours until they can be laundered.

\*Mile High Pines uses preventative treatments in cabins, has regular cabin inspections, and uses professional grade equipment to eliminate these pests.

## Cameras

Student phones **ARE NOT** permitted at camp (this includes phones that do not have data with the intent of being used as a camera). If students wish to document their experience they may bring an actual camera for **outside use ONLY**. Cameras should **never** be used inside a cabin by students or adults; cabins are a place for privacy. A student or adult who is misusing a camera, even in jest, will be dismissed from camp.

## Contraband: Phones, Snacks, Electronic Devices

**PHONES ARE NOT ALLOWED AT CAMP.** Furthermore, electronic devices like smart watches, tablets, and items more advanced than a digital camera **ARE NOT permitted** at camp. Inform parents that this is a school trip, therefore **all items that are banned/prohibited**

**at school, are banned/prohibited at camp:** the possession of weapons (e.g. razorblades, knives) and illegal substances of any kind will result in immediate dismissal, law enforcement involvement, and further consequences at the school's discretion.

Snacks, drinks, and gum will be confiscated—having food in cabins attracts pests big and small. Snack and meal supplements for students with dietary restrictions can be turned in, by a teacher, to our Kitchen Team upon arrival.

## 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, students will need an aide at camp if:

1. They have an aide at school.
2. They are unable to dress, feed, bathe, or use the restroom by themselves.
3. They use a wheelchair. There are many inherent physical challenges that a natural outdoor environment presents.
4. They have condition that requires consistent one-on-one supervision.
5. They have significant behavioral issues, outbursts of anger, or are regularly defiant.

Unless otherwise arranged with the school, all aides will stay in the same cabin as the student they are assisting and therefore must be the same gender as the student.

## ALLERGIES and DIETARY RESTRICTIONS

### Skin Allergies

Insect bites, poison ivy, latex, and other allergens can produce serious reactions like anaphylactic shock. If a student has a serious allergy, make sure they bring an EpiPen or the appropriately prescribed medication with them to camp.

### Food Allergies

The most commonly reported food allergies 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 camp. However, bear in mind that:
  - a. Our menu includes foods processed in facilities that process peanuts.
  - 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.

Report all food allergies on the Prior to Arrival form **one (1) month in advance**. Due to our inability to cater our food service operations on an individual basis, if a student cannot eat the foods on our menu, or if they cannot eat foods “prepared in a facility that processes milk, eggs, or nuts,” **we will require parents to provide substitutes for all affected meals and snacks**.

### Sending Up Meal/Snack Substitutes

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 of this. Remind parents: **DO NOT SEND** foods with peanuts, we will not serve it!

## SAMPLE MENU

4-DAY MENU				
MEAL	DAY 1	DAY 2	DAY 3	DAY 4
<b>Breakfast (AM)</b> Wed 8:00 Thurs 8:00 Fri 8:30	ARRIVAL	Pancakes Sausage patties Cereal/Oatmeal/Bagel bar	Bacon Scrambled eggs Hash brown patties Cereal/Oatmeal/Bagel bar	French toast Sausage links Cereal/Oatmeal/Bagel bar
<b>Lunch (PM)</b> Tues 12:30 Wed 12:00 Thurs (on trail)	Hamburger Chili, Fries Fruit cocktail Salad bar Pudding	Pizza Peaches or Pears Soup Salad bar Jello	Turkey hoagie Chips Chocolate chip cookies	Snack: Granola bar
<b>Dinner (PM)</b> Tues 5:30 Wed 5:30 Thurs 5:30	Fried Chicken or Turkey Mashed potatoes, Gravy Biscuit, Corn Salad bar Ice cream	Beef tacos Hard taco shell Spanish rice Lettuce/Tomato Cheese, Salsa Refried beans Churros	Spaghetti Marinara & beef sauce Bread sticks Salad bar Cake	DEPARTURE
<b>Evening Snacks</b>	Ritz crackers & cheese dip	None	S'mores	
<b>Notes</b>	Fresh fruit (oranges/apples) is available at all meals. Drinks available: milk, water, juice, soda, Gatorade When notified in advanced, we provide some vegetarian, dairy-free, and gluten-free alternatives which may or may not be a direct substitute for the original menu item.			

## EVALUATIONS and BEHAVIOR CONTRACTS

Please use the following evaluation to analyze your physical abilities and behavior patterns to gain a better understanding of your potential for success as a school-provided 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	1	2	3	4	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	1	2	3	4	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.					

SCORE	Total =	Divided by 29 =
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Add the values of each column to 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 all students.
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 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 team 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 and/or the school, 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 the 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 students must be in groups of three (3) 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 MHP's teacher expectations. I am also obligated to immediately report (to any CODES team member) any and all inappropriate or suspicious conduct by another Chaperone or adult, and will assist in the filing of a formal report as needed.

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Signature

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Date



## STUDENT BEHAVIOR CONTRACT

By checking the boxes below, I agree to conduct 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.   | a bladder that is empty, and a book (Field Guide) 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, Naturalist, Teacher, or Chaperone 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.  | _____   |
| <input type="checkbox"/> I will try my best to get along with and be inclusive with every student at camp.  | Camper Signature  |
| <input type="checkbox"/> I will come to each class with my 5 B's which are: a backpack, a bottle of water, a ballpoint pen or pencil,                             | _____   |
|   | Date  |

## PARENT/GUARDIAN AGREEMENT

At camp, we want every student to have a positive and rewarding experience at camp. Students who disregard this expectation will be dismissed from camp and must be picked up by a parent or guardian immediately (regardless of the time of day).

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

- ☐ Be supportive of my child by encouraging them to follow the rules and by equipping them with the items on the Packing List.
- ☐ Understand that the following are grounds for immediate dismissal from camp, and that I must pick up my child 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 Admin. CODES Admin will never dismiss a student without consent from your school's teachers.
- ☐ Pick up my child from camp if he/she is dismissed from camp early for any reason, including illness, injury, or misbehavior.
- ☐ Be supportive and available if camp calls to discuss my child's specific needs (e.g. dietary, medical, etc.).
- ☐ Talk about homesickness in advance, and advise my child 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 child. Instead, I will positively support their camp experience.
- ☐ I will make all prior arrangements with my child's school if they have specific needs at camp. I will communicate in a timely manner so that my child can be well provided for.

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

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

# HOMESICKNESS LETTER TO PARENTS

Dear Parents and Guardians:

Sending your child to camp can be both exciting and worry inducing. We are aware this may be first time your child has been away from home, and we want to encourage you! Your child is going to have an amazing time of exploration, opportunity, and personal growth. It is our intent to return your child to you with a new sense of academic wonder, new friendships, increased self-confidence, and awesome camp stories. In order to do so we need your help!

Every week, we anticipate that not only will a few kids get homesick at camp, but every parent will get homesick for their child as well. No matter how fun camp is, homesickness can ruin a child's camp experience. So, use the tips below to prepare yourselves and your child for camp:

1. **NEVER say, "If you feel homesick, I'll come and get you."** This conveys a message of doubt and pity that undermines your child's confidence and independence. Pick-up deals always become mental crutches and self-fulfilling prophecies for children as soon as they arrive at camp.
2. **NEVER use bribery.** Linking a successful stay at camp to a material object sends the wrong message. The reward should be your child's newfound confidence and independence.
3. **Explain that there are NO PHONES and no calls allowed.** Phones are NOT allowed at camp. No exceptions. Calls to home will not be made unless there is a medical emergency. Encourage your child to tough it out; let them gain self-confidence in making it through the week.
4. **Promote independence.** Practice separations (e.g. sleepovers, field trips) to simulate the camp experience.
5. **Discuss what camp will be like before your child leaves.** Talk about the exciting activities, rugged hikes, and having a fun week with their friends!
6. **Send mail and packages!** Remember, snacks and gum are NOT allowed, but mail is a great way to remind your child that they are loved and that you will see them soon.
7. **Keep letters simple and encouraging.** Refrain from going into great detail about what your child is missing back home or that the dog/cat misses them.
8. **Pack a personal item from home.** Stuffed animals, special pillows or blankets are great options.
9. **Don't feel guilty about encouraging your child to stay the whole week at camp!** For many children, camp plays an important role in their growth and development.

A final word: Remember, you will see your child on Tuesday and again on Friday (i.e. it's just two days). Let's make sure we make the camp experience one that's full of positive memories!

- Mile High Pines

## 4 DAY SCHEDULE

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

<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>Evening Meetings TUES: Teachers' Meet-n-Greet with CODES Staff | WED: Teachers meet with their students