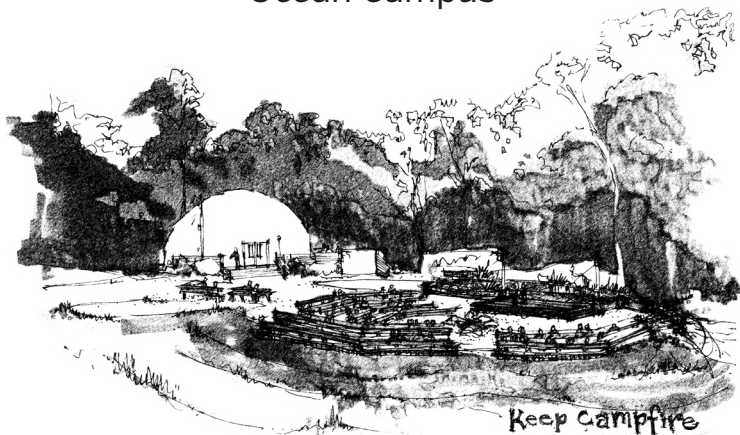


Ocean Campus



Counselor

SURVIVAL GUIDE

Counselor

SURVIVAL GUIDE

Ocean Campus

This manual will help you make it through a busy week as a counselor at KEEP Ocean. This guide gives approximate activity times. Don't be surprised if these change slightly. It contains:

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*"If a child is to keep
alive their inborn sense
of wonder, they need
the companionship
of at least one adult
who can share it,
rediscovering the
joy, excitement, and
mystery of the world
we live in."*

~ Rachel Carson

Welcome to Camp!

We are so glad you are here!

The students come first at Camp KEEP and you are important to us too. We are going to give you as many tools as we can to help you be a happy and successful camp counselor. Please let us know if there is anything you need to help have the best week possible.

As an adult, your life experience will be helpful in guiding students throughout the week. We appreciate you being a role model and supporting them in participation with our program and routines. While we gear our teaching and activities towards the students, we hope you also find yourself enjoying our nature adventures, games and campfire songs!



Western Gray Squirrel

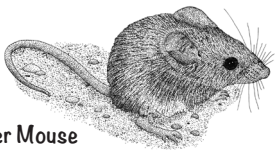
Responsibilities at Camp

Teachers-Handle all communication with student families. Can dispense authorized medications and provide 1st aid. Are responsible for their students during “Teacher Hour” from 3:30-4:30 PM each full-day of camp. Give warnings and consequences for unwanted student behavior.

Counselors-Nurture community within your cabin. Do your best to keep students organized, on time and following rules. Notify teachers and/or naturalists when problems arise. Role model expected behavior, such as when to listen and when to participate. Supervise students during free time. Assist naturalists on hikes.

Shadows-Be available to your assigned student throughout their camp experience. Be an advocate for your student’s needs. Take care of all medical and behavioral needs.

Naturalists-Lead hikes, meals and activities. Can dispense authorized medications and provide 1st aid. Keep program running smoothly.



Deer Mouse

Day One

- 4:30 PM-Fire Drill.** Meet students at campfire. Sit together on a bench. Check all students are present.
- 4:45 PM-Trailer Move In.** Students with medications have a quick check-in at 1st Aid. You assign student beds and settle in. Students look in their luggage for “contraband” [see pg. 16] to turn into their teachers. Once organized, release students for free time.
- 5:30 PM-Dinner.** Supervise students at assigned table.*
- 6:20 PM-Trailer Time.** Students brush teeth, use restroom, put PJs on their bed, and grab a jacket. Once done, they get free time!
- 7:00 PM-Evening Program** Meet at campfire. A naturalist dismisses everyone to the Dome. Sit together and participate!
- 8:00 PM-Campfire.** Choose benches for your group. Sit in center, encourage good behavior and help sing silly songs!
- 8:45 PM-Restrooms.** Rotate students through bathrooms. Bring students to trailer to put on PJs. No rowdiness!
- 9:00 PM-Lights Out.** Flashlights on windowsill. Whispering OK for a little while. Optional story (no scary ones).
- 9:30 PM-Quiet.** Sweet dreams...Everyone stays in the trailer and whisper quiet until 7 AM. Bathroom buddies can be used for urgent needs. If you need to leave students alone briefly, while they are awake, put a responsible student “in charge” until you return.

The teachers are “on-call” all night long for any emergency situations. Knock on their door if you need them.

**Medical shadows - check that student's meal is safe. Dispense needed medications.*

Day 2 - Day 4

7:00 AM-Wake Up. Students remain in trailer until conch blows! Send students with morning meds to First Aid. Get dressed and clean trailer.

7:25 AM-Breakfast. When conch blows, bring students to campfire. As students leave trailer, discreetly check for wet bags. When dismissed, lead group to breakfast. Get coffee!*

*Shadows: see specific duties on next page

8:15 AM-Prepare for hikes. Students use bathroom, dress appropriately, pack journals and fill water bottles. Before hike snack available to eat in the Dome.

8:45 AM-Hikes. When the conch blows, meet at campfire, ready for hikes. On trail, counselors spread out evenly along line, with one at the end. Get naturalist's attention immediately for any first aid, unsafe behavior or other issues. Encourage positive participation, help with student management.

12:00 PM-Picnic lunch. Help serve. Enjoy lunch!*

12:45 PM-Afternoon Hike.

3:25 PM-Counselor Meeting & Break. Get food and drinks at meeting with Lead Naturalist. After meeting, enjoy your time to shower, use phones, etc. Stay on campus.*

4:30 PM-Student Free Time & Showers. Meet at campfire. Supervise showers for your group and/or supervise free time.

Day 2 – Day 4, continued

5:30 PM-Dinner*.

6:20 PM-Trailer Time.

7:00 PM-Evening Program.

8:00 PM-Campfire.

8:45 PM-Restrooms.

9:00 PM-Lights Out.

9:30 PM-All Quiet.

**Medical shadows - At breakfast, lunch and dinner check that student's meal is safe and dispense needed medications. After breakfast get any needed hike medications to carry with you. At 3:30 check that student's snack is safe and let teachers know of your break location.*



Mule Deer

Last Day

7:00 AM-Wake Up. You can allow the children to get up early to start packing. Don't forget to look under beds! Once conch blows, students bring their luggage to designated area. After all personal belongings are removed, students have free time. Don't clean your trailer before breakfast.

7:30 AM-Breakfast. When conch blows, meet at campfire for breakfast.

8:30 AM-Cleanup. A naturalist will guide you through the trailer cleaning process. Get inspected after completing each stage, please don't jump ahead. Once finished, have student wash their hands, then they get free time!

9:45 AM-Closing Walk. A naturalist will take your group for a short final hike to reflect upon the week.

11:00 AM-Lunch. Enjoy your last meal at camp! Keep an eye open for buses, we can use help loading the luggage when they arrive.

12:00 PM-Farewell. Thanks for all your help this week! Enjoy a good night's sleep tonight.



First Aid and Office

First Aid Room-We keep student medications, first supplies, AED and beds for sick students here. There are also towels, sleeping bags and an emergency washer and dryer. Please do not do any first aid on a student (unless it is your own child), only teachers and naturalists provide first aid. Be aware of students in your trailer that need to come over after the morning horn to get medication. The first aid room stays open while you are here.

Medical Emergencies-Get help from naturalist or teachers immediately. Between 10pm and 7am, bring student to teachers' trailer.

Wet Sleeping Bags-During breakfast, get gloves and large plastic bag from First Aid. Carefully bag up wet items. Take back to laundry area, fill out laundry form (with trailer and bunk), and tape it to bag. Leave on floor by washer. Important: Tell a staff member there is laundry. Pick up clean items between 3-4 pm.

Homesickness-Some students struggle being away from home. Validate their feelings and share similar experiences if you can. Lean on the courage it took for them to come. Then encourage them to think of something fun they got to experience and what they are looking forward to. Persistent homesickness can be addressed by teachers. Do not allow students to call home on your phone.

Office-The office has lockers for counselor personal items such as snacks, electronics and medications. Medications can't be stored in trailer. There are toiletries, earplugs, electrical outlets (above lockers) and kid-friendly stories available. The office stays open while you are here.

Trailers

Trailers-Per health code, no head-to-head arrangements. You are in charge of helping students pick their beds. A naturalist or teacher will notify you if there are any students that need to have a bottom bunk. You are free to rearrange students during the week if there are behavior issues.

Trailer of the Day Award-Encourage your students to keep their trailers tidy by striving for this award. Each morning, a naturalist will check trailers for general tidiness. We give bonus points and penalties to trailers based on their behavior.

Ways to Win

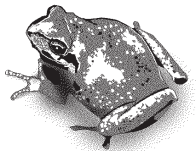
- Pick up trash outside trailer
- Sweep outside steps and inside floor
- Make bed and tidy bunks
- Ventilate if it is not raining
- Hang brooms from bedposts
- No recyclables or food wrappers in trash

Disqualifications

- Take too long to settle down at night
- Too loud in trailer or at the bathrooms before the 7 AM horn
- Significantly late to breakfast

Bonus Points

- Show you are ready by setting out PJs, shower stuff or hiking stuff on beds
- Extra levels of tidiness (ex: arrange flashlights on sill)
- Make us smile (ex: stuffed animal display, nice note)



Tree Frog

Dome

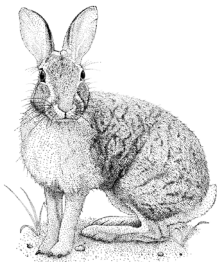
Sit with your group and encourage good behavior. Remind students to listen during announcements. Students remain seated unless they are getting water, cleaning up a spill, or going to the bathroom (only two at a time).

Check the “Your Week at KEEP” board to see when your trailer helps with Dome Duty (cafeteria set up and/or clean up). Meet at the front of the Dome at your given day and time, a naturalist will direct your group. We may need your help with serving during a meal.

The coffee bar and refrigerator goodies are only for adults. Coffee and tea are available from 6am to 6pm.

Creepy Bear Award-Your group can win this mysterious award by keeping your table tidy, listening attentively during announcements, and being polite during meals.

Tail End Award-We know it is hard to be the last group dismissed! When you get the Tail end Award, you won't be last for the next dismissal.



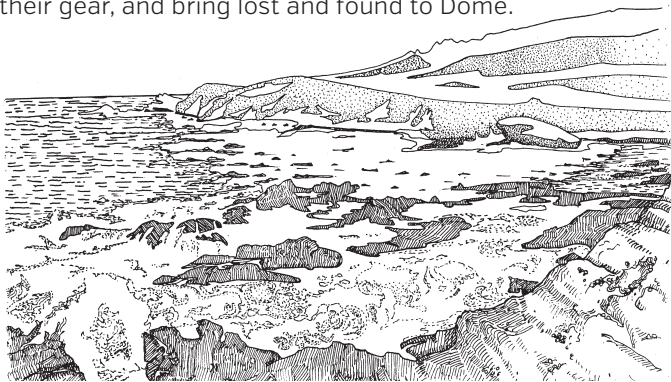
Brush Rabbit

Showers

Students may take two showers during week but must take at least one. Students do not shower on the day they go to Morro Bay. If not showering, they have outside free time.

Ensure privacy and dignity for all students. Stay outside unless safety issue. Be close enough to the door to monitor language and conversation from outside the shower room. One student per shower. Kids must be fully dressed and wearing shoes to and from shower area.

Encourage quick showers. Remind students to turn off water when finished. When done, return to trailer as a group. Before leaving, double check that students have all their gear, and bring lost and found to Dome.



Montaña de Oro shoreline

Counselor/Shadow Breaks

Teacher Hour-When you return from hikes, you have a short meeting with the Lead Naturalist, then a break to relax and shower!* You must stay on campus should any emergencies arise. At 4:30 pm please join your students at campfire for recess/student shower dismissal.

**Before showering, medical shadows need to check in with their student's teacher about where they can be found in an emergency.*

Cell Phone Policy

Students must turn in any cell phones or other electronic/smart devices.

As counselors and shadows, be thoughtful about using your cell phone. Take pictures on hikes and during activities, as long as it doesn't distract from learning or safety. Limit calls, texts and emails to your break time, unless there is an emergency.

Keep your phone hidden while in/around cabins, bathrooms or showers. To respect students' need for privacy. They don't know when or if pictures are being taken.

Under NO CIRCUMSTANCES are you allowed to let a student use your phone. All student family contact goes through the teachers.

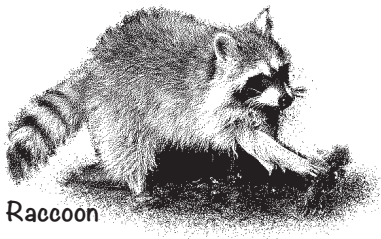
Bedtime & Overnight

Students must not change into PJs until it is time to get into bed [ie: no PJs right after showers]. Students have various levels of comfort with changing in the trailers. They are able to change in their sleeping bag, behind a towel hanging from a bed frame or in the pop-up changing pods available in each trailer. They are not allowed to change in the bathrooms.

The teachers are “on-call” all night for any emergency situations. Please knock loudly on their door. An on-site naturalist is available to assist them as needed.

If a student needs to use the restroom during quiet hours [9pm to 7am] they must inform you and they must go with a buddy.

If you need to use the restroom while your students are still awake, have a responsible student “hold down the fort,” or ask a teacher/naturalist to watch your cabin. If the students are asleep, just use the restroom.

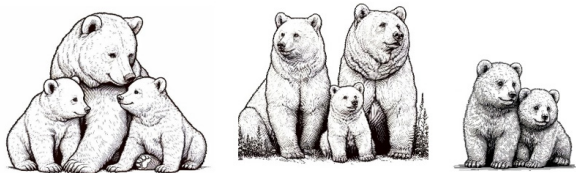
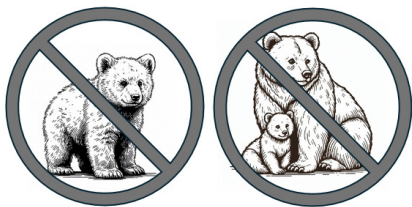


Raccoon

Buddy System

Rule of 2: Students should not be alone when walking around campus. They must travel with a buddy. They must ask permission from adults to leave the group.

Rule of 3: Adults cannot be alone with a student. If you are with a student, then you should have another person with you so that you are in a group of three.



Student Management Strategies

- Use positive language
 - Ex: instead of “don’t run!” say “walk please!”
- Compliment the behavior you want to see more of
- Communicate expectations
 - Ex: “Let’s come up with some cabin rules together.”
- Role model how you want them to act
 - Ex: respectful listening, positive attitude, etc.
- Hold rewards until you have the behavior you want
 - Ex: if students are messing around when you’ve asked them to stop “We’ll go get breakfast once you give me a straight line.”
- Give and expect respect
 - Students should feel listened to, but they also need to listen to you

Behavior Policy

We expect students to follow Camp KEEP rules. Communicate if you are aware of:

- Cursing
- Unsafe actions
- Disrespectful words/actions
- Inappropriate topics for school

Please address the behavior once. If it continues, alert teachers and/or KEEP staff. If it is an extreme behavior, notify teachers and staff immediately.

Adults may NEVER hit or grab a person, yell or curse. It is illegal to withhold necessities, such as meals and bathroom needs.

Low level disrespectful behavior, such as talking over others can be discouraged with simple eye contact or a quiet reminder.

Contraband List

Students need to turn the following items in to their teachers:

- All medications (ex: inhalers, cough drops, vitamins)
- Electronics (no smart devices, can keep watches, flashlights and cameras)
- Food/drinks/gum (only water allowed)
- Makeup
- Money
- Spray products (except sunscreen, spray outside)
- After-shower products that have a fruit/flower/strong smell
- Matches or knives (anything dangerous)

Students can keep:

- Deodorant
- Chapstick

Teachers will collect contraband on the first day (usually by the Discovery Zone) and will return the items to students on the last day.

Medical Shadow Information

Thank you for being here to help care for your student! Here are some guidelines to have a successful week at KEEP.

Your student is your first priority! Please stay with them at all times except for designated breaks. The role of a medical shadow should not overlap with the role of counselor. You can support the counselor and assist with the group as a whole, but remember your job is to be the main advocate for your student's special needs.

If your student's condition is food related be vigilant during meals [7:30, 12 & 5:30] and snacks [8:30 & 3:30] to ensure their food is safe and appropriate.

Maintain confidentiality and privacy for all students by not disclosing specific medical information with others present.

Before going on your break, check in with the teachers to remind them where you will be in case of emergency.



Great Horned Owl

Notes

How to be successful at KEEP

Be Safe

- Follow directions and remind students of directions as needed
- Stay within the boundaries
- Let teachers or naturalists know of any problems

Learn with the Students

- Role model how to be a good listener
- Let students answer questions first, but you can also participate in discussions
- Limit cell phone use while with students

Be Kind

- Express a positive attitude towards others
- Give positive feedback to students trying their best
- Be thoughtful about how to ask for different student behaviors



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Kern County Superintendent of Schools

Office of John G. Mendiburu, Ed.D.—Advocates For Children

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