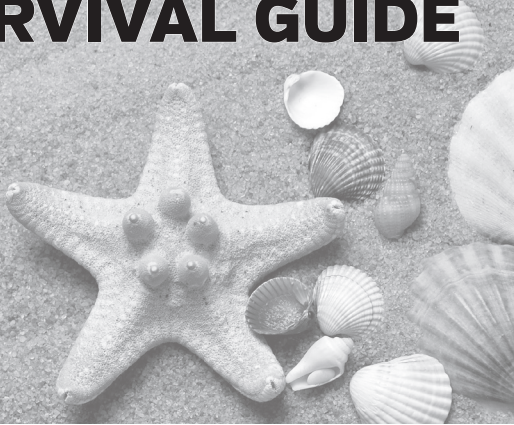
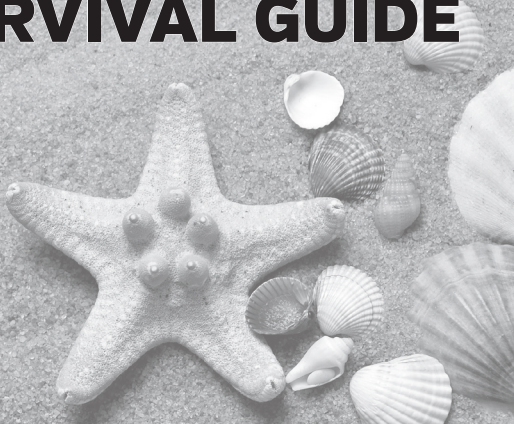




By The Sea Campus
Counselor & Medical Shadow
SURVIVAL GUIDE



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By The Sea Campus
Counselor
SURVIVAL GUIDE

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Counselor Responsibilities

WELCOME and thank you so much for joining us this week. You are a crucial part of our team, helping to guide students through a week of amazing adventures and personal growth. We value you and are grateful for you.

- Your students are your first priority; keep the students' needs in mind!
- Be a role model, i.e. participate in activities, and follow the rules and protocols.
- Supervise the students and support their success.
- Support the naturalists during trail walks and campus activities.
- Follow the Rule of 3.
- Ask for help from teachers and KEEP staff. Communicate any concerns or questions to the teachers and KEEP staff.

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Medical Shadow Responsibilities

Welcome and 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; be their guardian and advocate.
- Each morning a naturalist will check-in with you before hikes.
- Stay with your student at all times except for your designated break:
 - Before going on your break*, check in with the teachers to tell them where you will be in case of emergency and to hand off any medications or necessary items to the teachers
 - Please document any medication administered or information taken (e.g., glucose levels, vital signs, etc.).
 - At the end of your break, remember to check back in and retrieve items.
- If your student's condition is food related, be vigilant during meals and snacks to ensure their food is safe and appropriate.
- Maintain confidentiality and privacy for all students.
- Do not disclose medical information with others present.

*After checking-in with the teacher, you are welcome to join the counselor meeting at 3:15pm. There are refreshments and information regarding the rest of the day.

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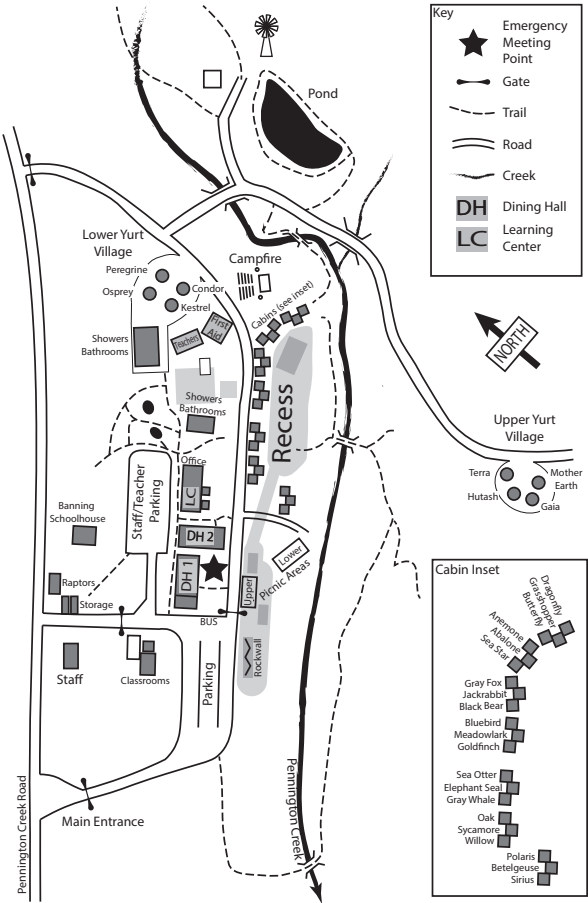
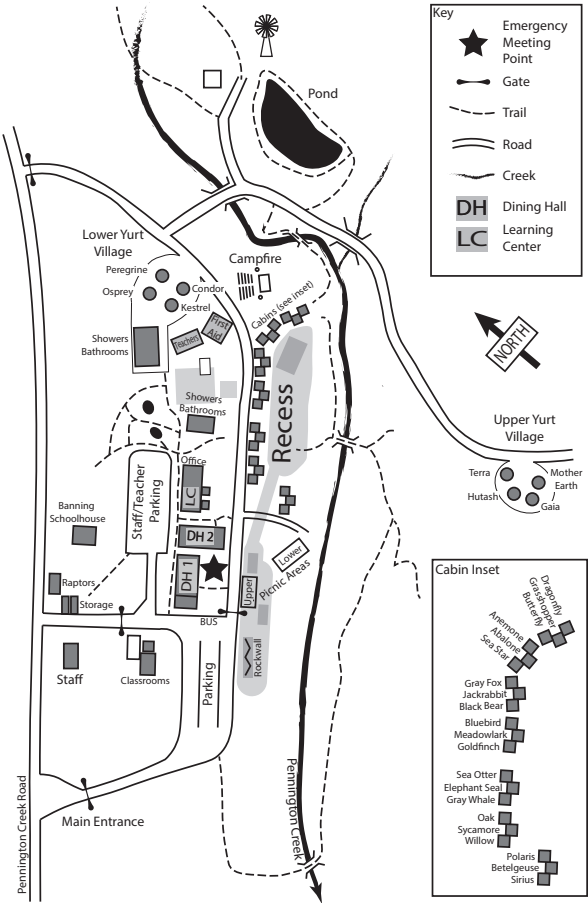
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KEEP Expectations

- Treat everyone and everything with KINDNESS and RESPECT (including your cabin – keep it clean.)
- Leave things better than you found them.
- No throwing/kicking/taking (sticks, sand, rocks, creatures, or your friends).
- Walk, don't run. (Run only in designated recreation areas.)
- You may only go into your own cabin when there is an adult present.
- Follow the Rule of Three.
- Stay with your group and leader (naturalist, counselor, teacher).
- Follow your naturalist's safety guidelines on all hikes.
- Stay within boundaries on campus and on the trail.

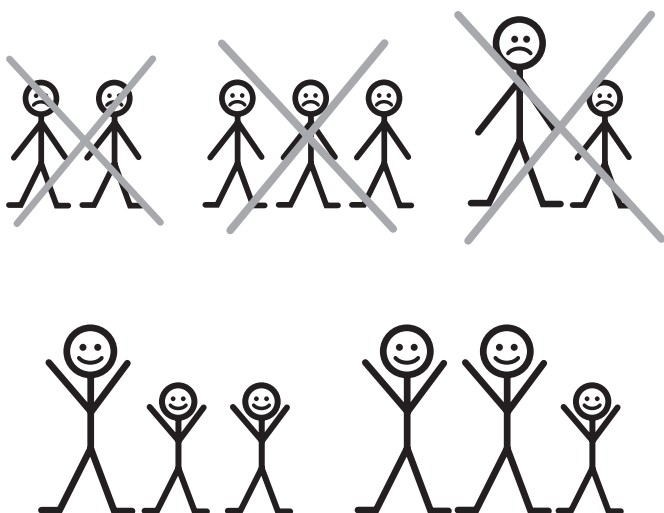
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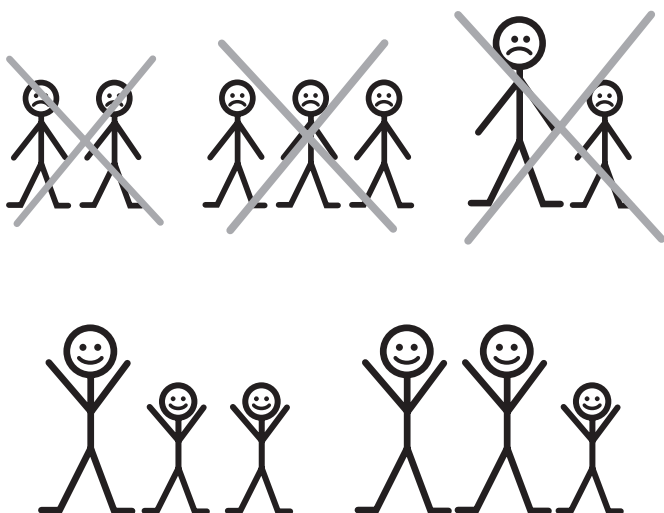
Rule of 3

Rule of 3: Adults should never be alone with a student. If you are with a student, even your own child, then you must have another person with you, ensuring there are three in your group. Students must also follow the Rule of 3, for example, when going to the bathroom or going to 1st Aid.



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Cell Phone Policy

- Students must turn in all electronics including cell phones and smart watches. Adults may keep their cell phones but must use them in a limited manner, so attention stays on the students. [Medical Shadows may use phones to monitor their student's condition, e.g., a diabetic using an app to control their insulin pump.]
- You may make calls, texts and use data during official break only.
- Keep your phone turned off or in "airplane mode" **at all other times**.
- You may use your phone as an alarm clock, flashlight or camera while it is in "airplane mode."
- You may take photos of yourself, the environment and your own child.
- Do not take pictures of any students, except your own child.
- Absolutely no cameras, no photos, and no video or audio recording in the cabins, bathrooms or showers.
- Please wait to post any photos, video, etc from KEEP until the last day of camp.
- Please do not communicate with parents back home. Instead, talk with teachers and KEEP naturalists about your concerns and allow them to communicate with parents as needed.
- Finally, **do not** allow students to use your phone.
- If you have any concerns about this policy, please speak with the KEEP supervisory staff.

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Behavior Management

All adults here at KEEP are on “Team Students!” We are here for their safety and success. Here are ways to support the students:

DO give the students lots of positive feedback about what they do well.

DO support staff directions by giving students gentle reminders.

DO assign bunks as directed by staff. You may change bunk assignments as needed.

DO check in with teachers and staff daily.

DO ask for help and support, the teachers and staff are also on “Team Counselors!”

Do choose from these strategies to support positive behavior:

- Student walks at the front of the line
- Student sits next to you
- Student takes a 1-3 minute break

DO NOT give students strikes.

NEVER hit or grab a student, yell or curse at a student, or take away necessities such as meals or bathroom privileges.

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Reward System

Here are ways you can help students earn awards:

Hike Awards: Students can earn KEEP stickers for their behavior during hikes. If you notice a student who's doing great work, tell the naturalist leading your hike.

Cabin Awards: Cabin groups can earn several different team awards each day. These awards are displayed in the dining hall. Encourage your students to clean their cabins, be on time, use polite manners at meals, avoid wasting food, and be quiet at night.

Kindness and Academic Awards: During the last counselor meeting, you get to nominate students for kindness and academic awards. Nominations are given to the teachers who make the final award decisions.

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Counselor/Medical Shadow Care

Daily meeting with naturalists:

- Enjoy the snacks and drinks provided at the meeting.
- Find out what you need to know for the rest of the day.
- Mention any questions or concerns that you have not already addressed.

Break time:

- Use your phone
- Take a shower
- Relax/take a quick nap

Every Day:

- Check in with teachers and/or naturalists with any questions or concerns so we can make this the best week for you and your students.

Meals and Snacks:

- Adults are served larger portions than students, please ask for more if you did not receive enough.
- Adults may help themselves to the snacks and beverages in the coffee area.

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Bedtime & Overnight

Bedtime:

- From 9 PM-9:45 PM the teachers and a naturalist are near the cabins to help you, please ask.

Overnight:

- Please knock on the teachers' door for any overnight emergencies or situations that require immediate attention.
- An on-site naturalist is available to assist teachers as needed.
- If a student needs to leave the cabin to use the restroom, they must inform you and take a buddy. You must stand on the porch outside. That way, you can still supervise your cabin and keep an ear on the students in the bathroom.

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First Day (schedule subject to change)

11:30 AM-Arrival: Welcome. Unload luggage.

12:15 PM-First Day Activities:

- Lunch
- Move-in Activities
- Principal's Greeting
- Orientation
- Recreation
- Emergency Drill

5:30 PM-Dinner

6:30 PM-Toothbrushing/Cabin Time

7:00 PM-Evening Program

8:00 PM-Campfire:

- Sit with your group
- Monitor your students

8:45 PM-Bedtime Announcements & Dismissal

9:15 PM-Lights out, whisper time

9:30 PM-All quiet

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9:30 PM-All quiet

Day 2 - Day 4 (schedule subject to change)

6:30 AM-Wake Up:

- Get ready for the day. (Remember you do not return to cabins after breakfast, so have all you need with you.)
- Clean Cabin.

7:00 AM-Line up for breakfast

8:15 AM-Morning Hike

11:30 AM - 12:30 PM-Picnic Lunch Begins:

- Help set-up and serve
- Help clean-up



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8:15 AM-Morning Hike

11:30 AM - 12:30 PM-Picnic Lunch Begins:

- Help set-up and serve
- Help clean-up



Day 2 - Day 4 (schedule subject to change)

12:30 PM-Afternoon Hike

3:15 PM-Counselor Meeting/Medical Shadow Check-In

3:30 PM-Counselor Break & Adult Showers

4:30 PM-Supervise recess & student showers, as assigned

5:25 PM-Line up for dinner with clean hands.

5:30 PM-Dinner

6:30 PM-Toothbrushing/Cabin Time

7:00 PM-Evening Program

8:00 PM-Campfire:

- Sit with your cabin
- Monitor your students

8:45 PM-Bedtime Announcements & Dismissal

9:15 PM-Lights out, whisper time.

- Extra packing time on last night

9:30 PM-All quiet

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9:30 PM-All quiet

Last Day (schedule subject to change)

6:30 AM-Wake Up/Move Out/Clean Cabin

7:00 AM-Breakfast

8:30 AM-Reflection Activities

10:00-11:00 AM-Lunch/Closing Ceremonies

11:00 AM-Load Luggage, Bus Boarding, Goodbyes!



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7:00 AM-Breakfast

8:30 AM-Reflection Activities

10:00-11:00 AM-Lunch/Closing Ceremonies

11:00 AM-Load Luggage, Bus Boarding, Goodbyes!



Last Day Cabin Clean-Up

- Wake up at 6:30
- Please sweep floors, remove all belongings, throw trash bag away, and place trash can on patio outside.
- Lights off, heater off, close the door and windows, and line up for breakfast

Daily Clean Cabin Award

- Please check the cabins for neatness. Below describes how to earn a clean cabin award.
- Sweep the floor
- Make your bed
- Put away clothes
- Pick up trash around the outside of the cabin
- Turn off lights
- Turn off heater
- Arrange extra items neatly
- Check under the bed for dirt and smelly socks

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Minute Mysteries

If a plane crashes on the border of Canada and the US, where would you bury the survivors?

[You don't bury survivors!]

You walk into a room with only one match. You must light a lantern, a gas stove, the pilot light of a water heater, and a fire in the fireplace. What would you light first?

[The match]

There is a cabin with all four walls facing south. There is a bear outside. What color is the bear?

[White. If a cabin has all 4 walls facing south, it must be on the north pole.]

A father and a son are in an automobile accident. The father is killed and the son is severely injured. When the boy arrives at the hospital the doctor says, "I can't operate on this boy. He's my son!" How can this be?

[The doctor is the boy's mom.]

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Minute Mysteries

Once upon a time in the Old West, a man rode into town on Thursday, stayed three days, and then rode out on Thursday. How can this be?

(Thursday was the man's horse)

What five-letter word does every college graduate pronounce wrong?

(Wrong)

Is there a fourth of July in England?

(Yes, between the 3rd and the 5th)

What is at the beginning of eternity, the end of time, the beginning of every end, and the end of every place?

(The letter "e")

Twenty white horses are on a red hill. First they chomp, then they stomp, and then they stand still.

What are they?

(Teeth)

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Minute Mysteries

How many cubic meters of dirt are there in a hole six meters long, two meters wide, and six meters deep?

[None, it's a hole]

Before Mt. Everest was discovered, what was the tallest mountain in the world?

[Mt. Everest]

If a rooster lays an egg on a roof that sloped 40 degrees to the right, which way will the egg roll?

[Roosters don't lay eggs]

Which is correct: "The yolk of the egg is white" or "The yolk of the egg are white"?

[Yolks are yellow]

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Kern County Superintendent of Schools

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