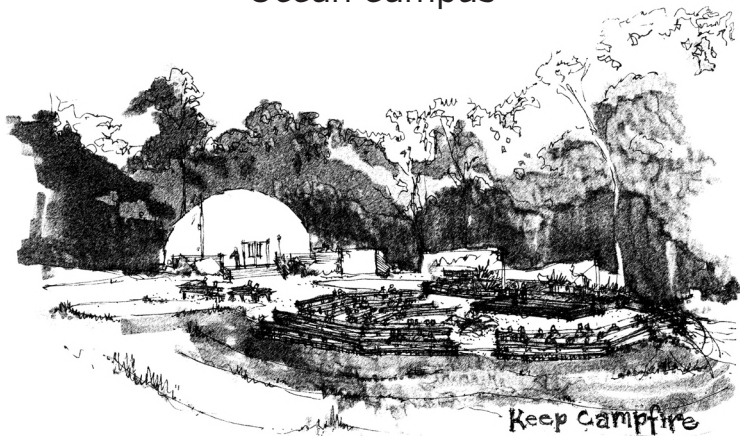


CAMP
'KEEP

Kern Environmental
Education Program

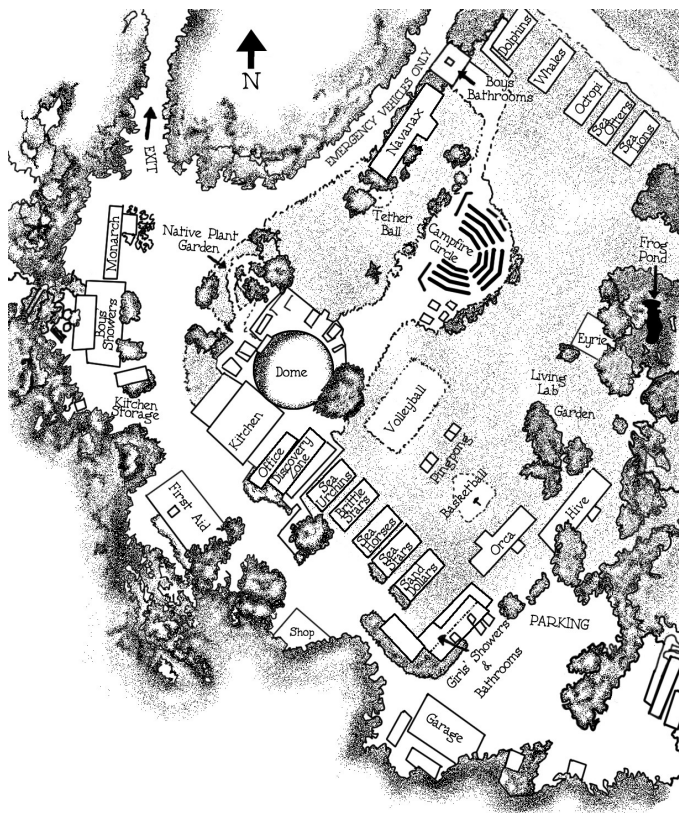


Ocean Campus



Counselor & Shadow

SURVIVAL GUIDE



SURVIVAL GUIDE

Ocean Campus

This manual will help you make it through a busy week as a counselor at KEEP Ocean. All activity times are approximate. 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



Montaña de Oro shoreline

Welcome to Camp KEEP!

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!



California Gray Squirrel

Day One

4:30 PM-Fire Drill. Meet students at campfire. Check that all students are present and sit together on a bench.

4:45 PM-Trailer Move In. Students with medications will check-in at 1st Aid. Counselors follow procedures on page 10-11. After cabin meeting, release students to free time and supervise.

5:30 PM-Dinner. Supervise students at assigned table.

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

6:20 PM-Trailer Time. Students brush teeth, use restroom, put PJs on bed, and grab a jacket. Once done, free time!

7:00 PM-Evening Program Meet at campfire and sit together for further direction.

8:00 PM-Campfire. Choose benches for your group. Sit in center, encourage good behavior, and sing the 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 up to 15 minutes. Bedtime story (nothing scary and white noise).

9:30 PM-Quiet. Sweet dreams...Everyone stays in the trailer and remains whisper-quiet until 7 AM. Bathroom buddies go for urgent needs. If you need to leave students alone briefly while they are still awake, put a responsible student "in charge" until you return.

The teachers are "on-call" all night long for any emergency situations. Use doorbell by sliding glass door if you need them.

Day 2 - Day 4

Before 7:00 AM. Students stay quietly in trailer until conch blows. Clean, prep shower supplies, get ready for hikes, and give any cabin awards.

7:00 AM-Wake Up. Send students with morning meds to First Aid. You may excuse students to free time while you supervise, once they are ready for the day.

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. Make sure that students use bathroom, dress appropriately, pack journals, and fill water bottles. Before-hike snack is available to eat in the Dome.

8:45 AM-Hikes. When the conch blows, bring students to campfire. Discreetly check sleeping bags for wetness. Get coffee!

Medical shadow - see specific duties on next page.

Encourage positive participation and help with student management.

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

Medical shadows - see specific duties on next page.



Raccoon

Day 2 – Day 4, continued

12:45 PM-Afternoon Hike.

3:20 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.

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 each meal, check that student's meal is safe and dispense needed medications. After breakfast, pack any needed hike medications to carry with you. At 3:20, check that student's snack is safe and let teachers know of your break location.*



Mule Deer

Last Day

6:45 AM-Wake Up. Students may 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.

Trailers are cleaned after breakfast.

7:20 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, return supplies, have student wash their hands, then supervise 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.



Roles 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 and be an advocate for their needs. Handle all medical and behavioral needs. See page 7 for more details.

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



Deer Mouse

Medical Shadow Information

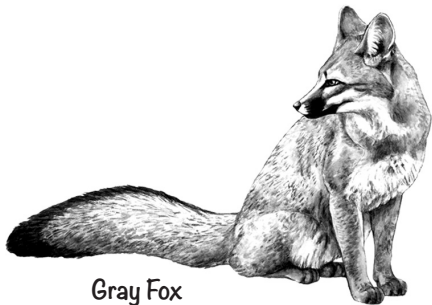
Thank you for being here to help care for your student! Here are some guidelines to have a successful week at KEEP.

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.



Gray Fox

First Aid & Office

First Aid Room-We keep student medications, first aid supplies, AED, and infirmary beds here. There are also towels, sleeping bags, and an emergency washer and dryer. Please do not provide first aid on a student (unless it is your own child). Only teachers and naturalists provide first aid. Send students with morning medications here after the 7 am horn. First Aid stays open for the duration of your stay.

Medical Emergencies-Get naturalists or teachers immediately. Bring student and buddy to teachers' trailer 10 pm - 7 am.

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. When they share with you, connection is the remedy. Validate that the feelings are normal, explore with them who/what they are missing, share similar experience if appreciate, and highlight their courage in coming to camp. 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 (snacks, electronics, medications, etc.). Medications may not be stored in trailer. Toiletries, earplugs, electrical outlets, and kid-friendly stories available are above the lockers. The office stays open for the duration of your stay.

Buddy System

Rule of 2: Students may 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.



Getting Settled In

Baggage Claim (After Lunch - 15 minutes)

- Gather trailer group outside Dome & help collect gear.
- Place luggage under your exterior cabin sign. Avoid blocking stairs. Raining? Luggage goes in the trailer.
- Get Ready for camp tour. (Long pants and sturdy shoes required. Visit the bathroom and get water.)
- Bring group to Campfire when the horn blows.

Move-in (After Fire Drill)

- [5 min] Assign bunks: Students make beds & must orient head-to-toe per health code. Move students as needed. Luggage stored below or on empty bunks.
- [10 min] Read & explain contraband items below. Students bring items to teachers by the Discovery Zone.
- [10 min] Hold cabin meeting (pg. 11).

Contraband Items

- All medications (Ex. vitamins, inhaler, cough drops)
- Electronics (no smart devices; camera & flashlight OK)
- All food/drinks/gum/candy (only water in cabins)
- Makeup & money
- Spray products (except sunscreen, spray outside)
- After-shower products with a strong scent. Deodorant and lip balm OK
- Matches, knives, and anything dangerous.

Cabin Meeting

Introduce yourself - your name, which child is with you, whether you have been to camp before, and something you are looking forward to/nervous about this week, etc.

“Let’s talk about a few things you might be nervous about...”

- *5-minute showers* happen later in the day, after the long hikes. Each person gets 10 minutes in their own stall with a curtain and a locked door to shower, get dressed, and do a tick check.
- *Changing clothes options*: under the sleeping bag, in the dark, in the pod, or a “surfer change.”
- *Bathrooms*: for extra privacy, ask counselor for a late-night or early-morning wake up.
- *Feeling sick?* Let counselor/teacher/KEEP staff know so they can help you feel better.
- *Homesickness* is a hard and normal feeling. It can feel like a full body sadness. We might feel a pit in our stomach or a hole in our heart. Let an adult know so they can help.

As the adult, when they share, connection is the remedy. Validate that the feelings are normal, explore with them who/what they are missing, and highlight their courage in coming to camp.

- Excuse all students to free time & supervise.

Trailer Awards

Trailer of the Day – Encourage students to keep their trailer tidy by striving for this award. Tips are on the Cabin Tidepool poster. Each morning, a naturalist will check trailers for general tidiness. Bonus and penalty points for behavior.

Penalties:

- Taking too long to settle at night
- Late to breakfast
- Too loud or out of cabin before the 7am horn.

Cabin Tidepool poster – Counselors give tidepool creature award tags to the cabin for community-building behavior. The more you encourage positive engagement, the nicer everyone's week will be! Velcro tags are over the lockers in the office.

Award suggestions:

- Kindness
- Thoughtfulness
- Chill bedtime behavior
- Tidiness
- Timeliness

Dome & Dome Awards

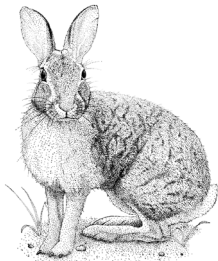
Sit with your group and encourage good behavior. Remind students to listen during announcements as needed. Students remain seated unless they are getting water, cleaning up a spill, or going to the bathroom (max two at a time).

Check the “Your Week at KEEP” board to see when your trailer helps with Dome Duty (cafeteria set up and/or clean up). Cabin and counselors meet in the Dome on your given day and time. A naturalist will direct your group.

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. This award is used only once per winner.



Brush Rabbit

Hike Support

Hike Dismissal-During after-breakfast free time, check that students have their journal, a full water bottle, appropriate clothes, and have used the bathroom.

On the Hike-Adults spread out along the line to support students as needed. One adult is the tail of the line. Students must follow all general safety rules. Role model being in nature. Phones only used for pictures or emergencies.

During Lessons-Students can chat while walking, but attend to the naturalist during instruction. If students disrupt each other's learning, please separate them quietly. Choose non-distracting photo opportunities.

Moving On-As your group moves away from an area, help move students along and ensure they have all their personal items.

End of Hike-Check in with staff about any concerns you have. After AM hikes, we appreciate support with serving lunch. After PM hikes return, ask your naturalist if further support is needed before going to the 3:20 PM meeting. Do not shower before.

Campfire

- Each trailer group sits at their own log together.
- Counselors space themselves along the group to be able to monitor behavior. Separate students who need support with their behavior [ex. being physical, off-topic conversions].
- No bathroom visits during directions. Bathrooms only for emergencies during evening campfire. All students will be able to use them afterwards.
- During singing, feel free to sing freely and loudly! To be cringe to our children is to truly be free.



Showers

Students may take two showers during the week and we prefer they take at least one. Students do not shower on the day they go to Morro Bay. If not showering, they have outside free time. All counselors shower during your 3:40-4:25 PM break. Shadows confirm time with teacher.

Ensure privacy and dignity for all students. Stay outside unless there is a safety issue in the building. Monitor timing, language, and conversation from outside the shower room. One student per shower. Kids must be fully dressed and wearing shoes to and from the shower area.

Encourage quick showers. A good breakdown is: undress [2 min], shower/tick check [5 min], dry and dress [3 min]. Remind students to turn off water when finished. Before leaving, check that students have all their gear, water is off, and bring lost & found to the Dome. When done, return to trailer as a group.

Tips from a Pro:

- Students fill in showers as they enter, instead of picking a stall next to a friend.
- Wear what you want to wear after your shower into the building instead of carrying an extra set of clothing.
- Shampoo/condition dry hair in the cabin. Hair washing is optional always, especially in winter.
- Counselor calls out time markers through the door/window.
- Create a 10-minute shower playlist of well-known songs to help students with timing.
- Cycle through stalls with the cabins assigned before and after yours if you have more/fewer than 10 students.

Bedtime & Overnight

Students may 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 may change under their sleeping bag, behind a towel, or in the pop-up changing pods. Students are not allowed to change in the bathrooms.

Teachers are “on-call” all night for any emergency situations. Please ring the bell next to their sliding door. An on-site naturalist is available to assist them when 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. Adults only may change clothes in the restroom.



Great Horned Owl

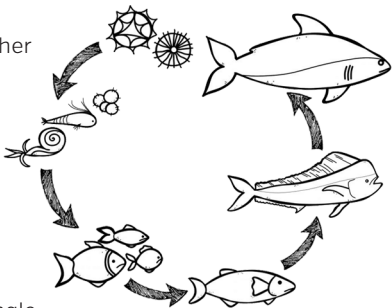
Food Chain Game

Goals:

- Problem-solving together
- Healthy competitiveness
- Communication - Share ideas and listen to understand.

Part 1 - Trading

- Start with 10 cards.
- Rotate students to trade the bag and a single card in the zone.
- Students remain seated and strategize or discuss new cards.
- Continue to trade duplicate cards.
- Stand and clap if the group gets 10 unique cards.



Part 2 - Food Chain Creation

- Students share knowledge.
- Guide student thinking with questions but avoid giving answers. NO web searching!
- Work out the food chain story and delegate storytellers.
- Raise hands for food chain scoring.

Trailer Cleaning

[after last breakfast]

1. Move all luggage to assigned area.
2. Counselor: Spray all mattresses & wall.
Student: Use rags to wipe down mattresses & walls. Close all windows.
 - *Naturalist Inspection* -
3. Sweep: including under the beds.
 - *Naturalist Inspection* -
4. Mop: including under the beds.
 - *Naturalist Inspection* -
5. Sweep porches, pick up trash around your cabin, hang up broom & dustpan, center doormats, take trash bag to bathroom trash bin, and add new bag.
6. Students use bathrooms & wash hands.
7. Enjoy free time until the horn blows.



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 in case any emergencies arise. At 4:25 pm please join your students at campfire for recess/student shower dismissal.

**Medical shadow - Before showering, check in with their student's teacher with your break location in case of emergency.*

Cell Phone Policy

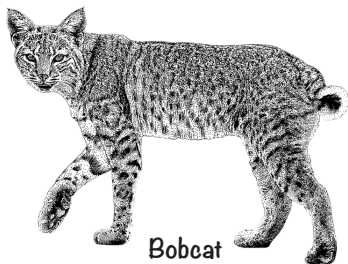
Students must turn in any cell phones or other electronic/smart devices.

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. Students can become anxious when 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.

Notes



Behavior Policy

Disrespect for Camp KEEP rules can quickly become a safety issue. Communicate any of the following:

- Cursing or disrespectful words
- Unsafe or disrespectful actions
- Inappropriate topics for school.

Protect your peace. Address unwanted behavior once. If it continues, alert teachers. For extreme behaviors, notify staff and teachers immediately. Discourage minor behaviors can be discouraged with eye contact or a quiet reminder.

Model emotional regulation. Adults never hit or grab, yell or curse. It is illegal to withhold necessities like meals or bathroom access.

Management Tips

- Complement the behaviors you want to see more of.
- Use positive framing of rules
 - “Walk please” instead of “Don’t run”
 - “Thank you for walking”
- Communicate expectations
- Role model the way you want students to act
 - Respectful listening, positive attitude, etc.
- Hold rewards until you see positive behavior
 - “We’ll go to breakfast once beds are made”
- Give and expect respect. Everyone gets to be heard and understood.

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

- Model the way to be a good listener
- Let students answer questions first, but please participate in discussions if they stall
- 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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CAMP KEEP IS OPERATED UNDER THE AUTHORITY OF



Kern County Superintendent of Schools

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

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