

CABIN LEADER PACKING CHECKLIST: Please review the list below to make sure to bring everything with you that you may need.

Sack Lunch & Drink for the first day	Toothbrush/Toothpaste
Sleeping bag or sheets/blanket	Comb or brush
Pillow	Shampoo & soap
Pajamas	Towel & washcloth
Underwear	Sunscreen
Long or crew-length socks	Kleenex
Bathing suit (if desired for showering)	Chapstick
Jeans or long pants (mandatory for hikes)	Water bottle
Shirts (long & short sleeve)	Digital Camera (we sell one-time use cameras)
Sweatshirt or sweater	Paper & pen
Jacket & raincoat/poncho	Books (for personal reading & to read to students)
Hats (for sun and warmth)	Money (for student store purchases)
Shoes (hiking boots, tennis shoes, shower sandals)	Day Pack
	Medications

Please bring with a sack lunch and drink for the first day. You will be notified by the classroom teacher as to your departure time from school and the arrival time at school. Please contact the staff at the Rancho El Chorro Outdoor School if you have any questions. Your support of the program is critical to a successful experience for all the students. We sincerely appreciate your volunteer time.

PLEASE DO NOT PACK: Valuable items, food, candy, electronic games, I-pods, fishing gear, jewelry, high-heeled shoes, or any weapons.

LIABILITY

The outdoor school does not accept responsibility for Cabin Leader's personal property. Please bring only necessary items and clearly mark all personal belongings.

EMERGENCY CONTACT INFORMATION: Please provide your family members with the following **Emergency phone numbers:**

- Rancho El Chorro Office (805) 782-7336
- Rancho El Chorro Director (805) 782-7334
- Rancho El Chorro Cell Phone (805) 458-7196

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
RANCHO EL CHORRO OUTDOOR SCHOOL**

2450 Pennington Creek Road
San Luis Obispo, CA 93405
(805)782-7336 office, (805) 544-7559 fax
www.ranchoelchorro.org



**RANCHO EL CHORRO OUTDOOR SCHOOL
CABIN LEADER GUIDE**

DEAR CABIN LEADER:

Thank you very much for volunteering to chaperone students in their upcoming experience at the Rancho El Chorro Outdoor School. Your commitment of time is appreciated as we could not conduct our program without your support. We hope you enjoy this experience and that it enhances your own science and nature education as you connect with the natural world. The Rancho El Chorro program is academically oriented and serves as an extension of science curriculum in the elementary classroom. We hope students develop a greater awareness of and an appreciation for the environment. We stress Responsibility, Respect, Cooperation, and Teamwork and will look to you for assistance in helping students acquire these skills. Each Cabin Leader will be responsible for helping students keep their cabins neat, care for personal belongings, maintain good personal hygiene, and get along with his/her cabin and trail group classmates.

PARTICIPATION, TRANSPORTATION & COST

IT IS THE CABIN LEADER'S RESPONSIBILITY TO COMPLETE AND SIGN THE REGISTRATION FORM AND RETURN IT TO THE CLASSROOM TEACHER. It is the home school's responsibility to accept financial responsibility for expenses. Please direct all financial questions to the classroom teacher at your school.

Attention: In an effort to maintain a closed campus and lessen disruption of the program, visitors who are not registered participants are not allowed on campus. We ask Cabin Leaders to plan on chaperoning for the entire session. Students develop a strong bond with their Cabin Leader and this assists in the development of the students' independence. Please make prior arrangements for your personal commitments so that you can remain focused on supervising the students in your care.

Transportation to the Rancho El Chorro Outdoor School is the responsibility of the home school. Transportation to the Marine Science Program at various sites along the coast is the responsibility of the outdoor school.

A WEEK AT RANCHO EL CHORRO OUTDOOR SCHOOL

The San Luis Obispo County Office of Education operates the residential outdoor school program located off of Highway One, between San Luis Obispo and Morro Bay. The outdoor school maintains a restroom and shower facility, a dining hall, an auditorium, classrooms and labs. As a Cabin Leader, you will be assigned to supervise up to seven students. Each cabin has eight beds and a heater. Please be prepared to experience many kinds of outdoor areas: a creek, a freshwater pond, an oak forest, grasslands, chaparral, tide pools, beaches, and the camp setting. The marine science component of the program is conducted along the central coast. Cabin Leaders are required to accompany the students on the trails which are led by the Naturalists all of which have academic backgrounds in the sciences and experience as environmental educators. During non-instructional periods, the students are under your supervision as they must be supervised 24 hours a day. We provide one Cabin Leader break each afternoon.



WHAT DO WE TEACH?



The curriculum supports Next Generation Science Standards, Common Core State Standards, and the Environmental Principles & Concepts approved by the CA Board of Education. The goal of our program is to increase the students' understanding of the natural world and promote a positive attitude about the environment. We hope that you gain that same experience. Each student is given a journal to record their own personal discoveries on the trail. Please encourage the students to complete the assigned pages of the journals as they are generally considered a part of the student's science grade. Examples of the science topics covered in the lessons include: plants, wildlife, insects, fresh water and marine ecosystems, earth sciences, and environmental stewardship.

OUTDOOR SCHOOL ACTIVITIES

Days are quite full at the outdoor school beginning at 7:00 a.m. until lights out at 9:45 p.m. Days are spent learning on the trail, enjoying recreation time, resting, and at meals. Evening activities are conducted after dinner including campfire programs. You are welcome to bring musical instruments and sing along with the students and staff. Meals at the outdoor school are tasty and varied. Please help the students learn table manners, how to compost organic food waste, and clean up after their meals. Please indicate any dietary restrictions on your registration form. Vegetarian options are provided.



PROGRAM STAFF

The Director at the Outdoor School is responsible for supervising the program. The outdoor school employs Naturalists who lead the trail groups. All of the Naturalists hold degrees in the sciences or related fields. The Naturalists play a key role in the outdoor school experience. Naturalist Interns assist in the delivery of the program. The staff also includes an Administrative Assistant, Food Service workers, and Maintenance personnel. They play key supporting roles in our program.

The classroom teachers represent the school district and are responsible for the health and safety of the students. They accompany students on hikes and serve as your primary school contact. Cabin Leaders play a key role in the supervision and support of the students. Cabin Leaders are parents/relatives, school employees, or carefully selected high school students that exhibit leadership, maturity, and good academic preparation. Please accept this responsibility with great pride.

THE ROLE OF CABIN LEADERS

Cabin Leaders play a critical role in the success of the outdoor school program. You are a role model that students will look up to and therefore we ask you take this responsibility seriously and with great pride. We ask that you assist the students with promptness, readiness, following the rules and exhibiting good behavior, participation and staying on task while on the trails, using good dining manners, and respecting people and nature. All Cabin Leaders will participate in an orientation on the first day with either the Director or Lead Naturalist. You will be given a Cabin Leader Handbook with information designed to assist you in your role.



CELL PHONE POLICY

We realize that most Cabin Leaders bring a cell phone. We ask that you follow these guidelines:

- Please refrain from using your phone during all instructional sessions. We ask that your focus remain on the students under your supervision. Please keep your phone in silent mode.
- Out of respect to the students who are not allowed to have a cell phone on campus, please use your cell phone only during Cabin Leader breaks and out of earshot from students.

MERCHANDISE: If you would like to purchase Rancho El Chorro merchandise, the student store will also be open several times during your stay. We accept cash, check, or credit card.

MEDICATION: Parent Cabin Leaders may pack and retain their own medications during the session. However, dispensation of personal medications to any student is not permitted.



High school Cabin Leaders must follow the student policies for medications outlined below.

Non-prescription medication: These include all over-the-counter medicines, vitamins, tylenol, cough drops, etc. These medications must be listed on the reverse side of the Registration Form and signed by a physician before they can be administered. They must be in the original store container with your name clearly marked on the container. **Please note:** Consult with your physician whether or not to bring over-the-counter allergy medication. Many people experience allergy symptoms at the outdoor school due to spending more time outdoors.

Prescription medication: This includes all medicines that are prescribed by a doctor. The reverse side of the Registration Form must be filled out and signed by a physician. The prescription medicine must be in the prescription bottle with your name on it and with clear instruction for administration. Please check the expiration dates on all medications. Medication that has expired cannot be administered.

ALL medications should be given to the teacher and not packed with your luggage. Medications are kept locked until they are administered with the exception of inhalers or epipens. Once recorded, they remain with you for the duration of the outdoor school session. Please list all medications on the back page of the registration form and obtain physician's signature.

SCHOOL POLICY: Alcohol, Drugs, and Tobacco are prohibited at all times and in all areas of campus during any student programs. We ask that you adhere to these policies.