



FOR PARENT/ADULT CABIN LEADERS

ABOUT THE PROGRAM

The Mount Hermon Outdoor Science School seeks to increase awareness and scientific understanding of the natural world through hands on lessons and concrete experiences while providing exposure to the outdoors.

OUR PRIMARY VALUES INCLUDE:

- Character Development (i.e. respect, self-confidence, teamwork)
- Stewardship
- Science Literacy
- Wonder of Nature

Our program offers an exciting, academic, hands-on science program based on the California Science Framework. Students in 5th-8th grades actively participate in one week of outdoor science exploration while building confidence through the distinct challenges that students face throughout the week. Numerous opportunities are given for students to increase their awareness and understanding of our physical environment while encouraging good stewardship of our natural resources.

INTRODUCTION

Thank you for taking the time to be a cabin leader at Mount Hermon! As a Cabin Leader you play a critical role in our program and are a member of our team. This role will require lots of hard work and will be demanding of all your time. Yet, the benefits are invaluable and the students may never forget their experience at Mount Hermon.

We are all working together to provide a once in a lifetime experience for the students so know that we are here to help you however we can!

We sincerely appreciate you! You are making it possible for these students to have this exciting experience.

CABIN LEADER RESPONSIBILITIES

- Supervise 8 elementary aged students
- Oversee safety and well-being of students during all activities
- Assist Naturalist during class times and help maintain class order
- Maintain student's schedule during the day
- Discipline students when necessary
- Sleep in cabins with the students
- Lead students at mealtime in conversation and table manners
- Lead games and fulfill recreation time assignments

DAILY SCHEDULE SAMPLE

Outdoor Science School is packed full of educational and fun activities. The day runs on a tight schedule so that the most learning can be accomplished. We will provide you with a daily schedule when you arrive.

7:00AM.....	Day Begins
7:55–8:00AM.....	Line Up/Flag Raising
8:00–8:40AM.....	Breakfast
8:40–9:10AM.....	Class Prep*/Cabin Time (Posters/Skits)
9:10–11:15AM.....	Line Up/Class
11:15–11:45AM.....	Cabin Time
11:45–12:00NOON.....	Line Up/Pre-Lunch Announcements
12:00–12:45PM.....	Lunch - Posters Due Wednesday
12:45–1:15PM.....	Class Prep*/Cabin Time (Posters/Skits)
1:15–3:30PM.....	Line Up/Class
3:30–3:45PM.....	Prepare for Recreation Time in Cabins
3:45–4:50PM.....	Student Recreation Time
4:50–5:25PM.....	Cabin Time
5:25–5:30PM.....	Line Up/Lowering of the Flag
5:30–6:15PM.....	Dinner
6:15–6:45PM.....	Class Prep*/Cabin Time (Posters/Skits)
6:45–7:15PM.....	Line Up/Game/Teacher Meetings
7:15–9:00PM.....	Evening Activities (Campfire/Night Hike/Clue/Skit Night)
9:00–10:00PM.....	Prepare for Bed/Lights Out 10:00

SCHEDULE NOTES:

MONDAY starts around 10:30AM

FRIDAY ends around 10:30AM

WEDNESDAY (for a 5 day week) has electives as the second class of the day

THURSDAY is Adventure Hike. Students are on the trail from 9:30AM–3:00PM

CABIN CHECK is during the first class period

***Class Prep Time** = Go to the restroom, get backpack, water bottle, pencil, student book, long pants, hiking shoes, warm clothes, rain gear, sunscreen, any other needed materials.

GUIDELINES AND EXPECTATIONS

SUPERVISION

Never leave your students alone! They must be supervised at all times! Stay together as a group during all cabin times and as you transition between activities. Avoid any situations in which you find yourself completely alone with another student. If you need to speak with a student alone, do this in a public space such as the front deck of your cabin. This is for your protection as well as for the protection of the students.

CABINS

- Cabins are to be kept reasonably clean and orderly. Cabin checks will occur each morning.
- Raiding/pranking cabins in any form is forbidden.
- Report any new graffiti or maintenance problems to the Administrative Staff.
- No pillow fighting or rough play is allowed.
- Students are not allowed to be in any cabin other than their own.
- Turn heater down or off and turn off lights when not needed.
- Lights out and quiet hours are at 10:00PM. Students are not allowed outside of the cabin after 10:00PM.
- Absolutely no food in the cabins (it will attract critters!). Gum is not allowed anywhere at camp.
- Please help us keep the camp area attractive by placing trash and recyclables in the proper place.

PERSONAL APPEARANCE

Always wear closed-toed shoes. Cabin Leaders or students may not wear flip-flops or sandals!

Clothing must be modest and meet school standards.

CLASSES/ACTIVITIES

Cabin Leaders are expected to attend all planned activities, listen carefully to all directions and announcements, and participate fully. Please lead by example and understand the students will follow the example you set.

During class time, help your Naturalist keep the students together. Naturalists appreciate one cabin leader being at the back of the group when hiking on trails to make sure that no one is left behind. If anyone is on the margin, bring them in to the group. If someone is talking and being distracting, ask them to be quiet and listen. Please be proactive in helping out!

DISCIPLINE

As a cabin leader, you have the authority to take away a portion of a student's recreation time (in the form of a time-out) as a discipline for unacceptable behavior. Please do not give more than a 15 minute time-out and feel free to talk to a teacher, your Naturalist, or the Outdoor Science School Administration if you need help. Write time-outs down in the OSS office. In all areas of discipline remember to be **firm, fair, friendly** and **consistent**.

CELL PHONES AND WIFI

Students are not allowed to have any electronics of any type. For this reason, please be discrete in your cell phone usage and avoid using your phone as much as possible. **Don't let a student use your phone for any reason.** If a student insists that they need to call home please find their teacher or speak with OSS Administration.

Because of our remote location you should expect to have poor or minimal cell service at Mount Hermon. There is an open WIFI network at the main lodge facility that you will be able to access.

AT OUTDOOR SCIENCE

NO RUNNING

Please insist that your students only walk while going around camp. Face plants are no fun!

POINT SYSTEM

Encourage the students to get as many points as possible for their school. If you are excited about points, they will be too! Each week's schools compete together against other weeks. Here are some of the ways they earn points.

- Cabin clean-up
- Being on time
- Having no food waste at meals
- Guessing the correct mystery animal

QUIET CABIN AWARD

This award is an incentive to help the students quiet down quickly at night time. The cabins who earn this award receive first dismissal to the cereal bar at breakfast and the salad bar at dinner.

POSTERS

Your cabin will be drawing a poster of your endangered species in its native habitat. Each poster will be hung in the dining hall mid-week. If you don't know what your endangered species looks like, ask your Naturalist. Let your students be creative in this!

SKITS

Your skit topic is located on the crayon can in your cabin. Ask your naturalist for help with your skit if you need it—they usually have some good ideas. Make sure you work on it during cabin time. It should be only 2–3 minutes long and include everyone.

CABIN CLEAN-UP

Cabins are checked and scored for cleanliness during each morning class. You will be responsible to oversee your cabin clean up time. This time is a great way for students to practice stewardship. Assign students specific jobs (from the clean cabin checklist) so they know what to expect.

RECREATION TIME

Recreation time is not a cabin leader's break time. Each cabin leader has a specific place he or she needs to be. See the assignment sheet posted outside the office for your assigned location. Your primary responsibility during rec. time is to supervise the students in your area but please also organize a game or play with the students at your area. If no students show up to your assigned area you still need to stay there for the entirety of recreation time.

If you are a Cabin Escort, stay near the flag pole to escort students to and from cabins. Female cabin leaders may escort female students and male cabin leaders may escort male students. Students typically need to go to their cabin to change after swimming. They are not allowed to shower, nap or hang out in their cabins during recreation time.

At the end of recreation time meet your students back at the line up area before heading to your cabin.

MEALTIME RESPONSIBILITIES

You will sit at the same table each meal with the same students. Please make sure the students feel welcome and included at your table.

- Use good table manners and communicate these to the students at your table. Pass serving dishes around instead of reaching. Say, "Please" and, "Thank you."
- Everyone needs to stay seated at all times unless going to get more food or use the restroom.
- Keep the noise level down.
- Encourage students to take small portions instead of big piles of food on their plates. Seconds are always available! Food waste will be measured at each meal.
- Absolutely no food eating contests.
- Everyone helps clean up your table.

YOUR BREAK TIME!

On Tuesday and Wednesday the students have 2 classes. You may take a break for one of those classes. It is very important that you coordinate with the other cabin leaders in your trail group and your naturalist when you will have your break so that your naturalist is never left alone.

The snack room may only be used during your break time. Do not buy snacks for your students or take them to your cabin.

HEALTH AND SAFETY

While you are at Mount Hermon you will be responsible for the health and well-being of the students in your cabin. The health and safety of all participants is of the utmost importance!

The health center is staffed every day from 7:30AM-10:00PM. If you or your students need assistance with any health issues, please visit the health center. If it is after hours, the contact information for each teacher is posted on the door of the health center. Please do not hesitate to contact the teacher from your school if you need any assistance during the night.

It is State Law that all medications must be kept in the health center at all times. You or the students may not keep any medications in your cabin. This includes any over the counter medications such as Tylenol, Ibuprofen, antacids, creams, ointments, and food supplements as well as any prescription medications. Our Registered Nurse will dose all these medications at the correct times. Asthma inhalers are kept in the health center and may be picked up prior to hiking or strenuous activity. Please make sure that all students in your cabin have turned in all their medications.

One of the most common problems the health center treats is dehydration. Urge your students to drink plenty of water. The Health Center has extra water bottles to lend out if you or a student needs one. Additionally, please encourage students to apply sunscreen before each class.

EMERGENCIES

If you encounter a life-threatening emergency, *first* call 911. Give the operator your location (Ponderosa Lodge at Mount Hermon) and our physical address (this is at the end of this packet and will be given to you when you arrive). *Secondly*, call the OSS office (this number is also at the end of this packet).

In case of a large scale emergency or natural disaster, take your students quickly to the sports court or the field if the courts are unsafe. The first day we will have a fire drill.

CABIN LEADER PACKING LIST

REQUIRED ITEMS

- ☐ Sleeping Bag & Pillow
- ☐ 2 Pairs Long Pants
- ☐ Extra Socks
- ☐ 1-2 Towels
- ☐ Backpack
- ☐ Rain Gear
(Rain Jackets, Ponchos, Rain Pants, Boots)
- ☐ 2-3 Pairs of Close Toed Shoes
- ☐ Toiletries (Including Sunscreen)
- ☐ Watch or Alarm Clock
- ☐ Pajamas
- ☐ Warm Jacket or Sweatshirt
- ☐ Laundry Bag (Trash Bag Works)
- ☐ Water Bottle (1 Quart/Liter)
- ☐ Outdoor Clothing
- ☐ Flashlight

OPTIONAL ITEMS

- ☐ Camera
- ☐ Quarters for Snack Room
- ☐ \$12 for T-Shirt*
- ☐ \$5 for Draw String Bag*

*either cash or check (make checks out to **Mount Hermon**)

PLEASE DO NOT BRING

- Extra Food or Beverages (except for medical reasons)
- Knives, Firearms or Other Weapons (including pocket knives)
- Any Electronics (other than cell phone)
- Fireworks
- Drugs, Alcohol or Tobacco Products

MOUNT HERMON ADULT HEALTH FORM

Outdoor Science School
P.O. Box 413
MOUNT HERMON, CA
95041

Dates attending OSS: from _____ to _____
Month/Day/Year Month/Day/Year

Name _____
First Middle Last

☐ Male ☐ Female Birth Date _____
Month/Day/Year

Home Address _____
Street Address City State Zip

Emergency Contacts

Name _____ Relationship _____ Preferred Phones (____) _____ (____) _____

Name _____ Relationship _____ Preferred Phones (____) _____ (____) _____

MEDICAL INSURANCE INFORMATION

Are you currently covered by a health insurance plan? ☐ Yes ☐ No

Include a copy of your insurance card; copy both sides of the card so information is readable.

Insurance Company _____ Policy Number _____

Subscriber _____ Insurance Company Phone Number (____) _____

If you do not have health insurance please read and sign below.

If you do not have your own health care plan, we can provide insurance for you while at camp. We are insured through Harford Life and Accident Insurance Company. By signing below you authorize payment of any medical fees to physician or supplier for services described on any attached statements to be disclosed to Harford Life and Accident Insurance Company for the fees to be paid. My consent is hereby granted to use this original or a photo static copy as equally valid authorization.

Signature _____ Date _____

- DIET, NUTRITION** ☐ I eat a regular diet
☐ I eat a regular vegetarian diet
☐ I have special food needs **(Please describe below)**

Note: Our kitchen will do its best to provide for special food needs. However, if you have extensive dietary needs, please contact us to discuss the menu. You may need to bring additional food with you.

- ALLERGIES** ☐ No known allergies
☐ Food ☐ Medicine ☐ The environment (insect stings, hay fever, etc.) ☐ Other

Please describe any allergies and the reaction seen:

MOUNT HERMON ADULT HEALTH FORM

Name _____
First Middle Last

MEDICATION

- ☐ I will not take any daily medications while attending Outdoor Science School
☐ I will take the following daily medication(s) while at Outdoor Science School

"Medication" is any substance a person takes to maintain and/or improve their health. This includes vitamins and natural remedies. By law, all prescriptions and over the counter medication must arrive in the original and appropriately labeled pharmacy containers. ALL medications must be turned into the Health Center upon arrival. The Health Center staff will store and distribute medications as directed/needed.

Name of Medication	Date Started	Reason for Taking it	When is it Given	Amount or Dose Given	How it is Given

GENERAL HEALTH HISTORY

Check "Yes" or "No" for each statement. Explain "Yes" answers below.

- | | |
|--|--|
| 1. Ever been hospitalized? <input type="checkbox"/> Yes <input type="checkbox"/> No | 10. Have problems falling asleep/sleepwalking? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Had fainting or dizziness? <input type="checkbox"/> Yes <input type="checkbox"/> No | 11. Had asthma/wheezing/shortness of breath? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Ever had surgery? <input type="checkbox"/> Yes <input type="checkbox"/> No | 12. Ever had back or joint problems? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Passed out/had chest pain during exercise? <input type="checkbox"/> Yes <input type="checkbox"/> No | 13. Have diabetes? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Have recurrent/chronic illnesses? <input type="checkbox"/> Yes <input type="checkbox"/> No | 14. Had seizures? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Had mononucleosis (mono) during the past 12 months? .. <input type="checkbox"/> Yes <input type="checkbox"/> No | 15. Have problems with diarrhea/constipation? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Had a recent infectious disease? <input type="checkbox"/> Yes <input type="checkbox"/> No | 16. Have headaches? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. If female, had problems with periods/menstruation? <input type="checkbox"/> Yes <input type="checkbox"/> No | 17. Have any skin problems? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Had a recent injury? <input type="checkbox"/> Yes <input type="checkbox"/> No | 18. Traveled outside the country in the past 9 months? .. <input type="checkbox"/> Yes <input type="checkbox"/> No |

Will you carry an inhaler while at Outdoor Science School? ☐ Yes ☐ No

Will you carry an Epi-Pen while at Outdoor Science School? ☐ Yes ☐ No

Please explain "Yes" answers in the space below, noting the question number and if you are currently under treatment for that specific item. For travel outside of the country, please name the countries visited and dates of travel.

WHAT HAVE WE FORGOTTEN TO ASK? Please provide in the space below any additional information about your health that you think important or that may affect your ability to fully participate in the Outdoor Science School program. **Attach additional information if needed.**

PARTICIPANT/GUARDIAN WAIVER FORM

School _____

Please read this document carefully. It must be signed by all Mount Hermon Outdoor Science School Participants. Since the participant is a minor, at least one parent or guardian must also sign as evidence of their agreement to these terms and conditions on their own behalf and on behalf of the minor.

1. I acknowledge that I have voluntarily applied to participate in the Mount Hermon Outdoor Science School program operated by Mount Hermon Association, Inc. which can be a physically demanding and/or challenging program. Students may participate in standard Outdoor Science School activities with manageable medical conditions. However, if I am participating in the Redwood Canopy Tour Zip-line, I do not have any medical conditions which might create an unsafe risk to myself or others who are participating in this activity with me.

2. ACKNOWLEDGEMENT OF RISKS

I understand that the Mount Hermon Outdoor Science School at Mount Hermon may expose participants to certain risks. The activities require moderate physical exertion and may be conducted at heights up to 150 feet (Redwood Canopy Tour Zip-line). Among the hazards and risks of the activities and use of the premises and equipment are the following: falls; collisions; abrupt and possibly harmful contact with structures, objects and persons; anxieties and fears associated with heights; close contact with other people; coordination and misjudgments on the part of participants; the failure of structures or equipment; and the unpredictable forces of nature. Participants may experience increased heart rate and other symptoms of anxiety and stress due to physical exertion, reliance on other participants, a fear of height, or of unprotected falling, loss of balance, coordination and misjudgments, including failure to follow procedures and instructions, physical or mental or psychological stress, fatigue, chill and /or dizziness which may diminish reaction time and increase the risk of an accident. Injuries associated with participation may include breaks, sprains, bruises, and in extreme cases, emotional upset, anxiety and even death. Participants acknowledge that the description of risks is not complete and that other unknown or unanticipated risks may result in injury, illness or death. Participants acknowledge that this program is purely voluntary, and with full knowledge of the inherent risks of the activities.

3. ASSUMPTION OF RISKS

I understand that participation in the Mount Hermon Outdoor Science School entails certain risks. I am voluntarily participating in this program with knowledge of the risks involved. I hereby accept any and all risks of injury or death to myself or any minor children for which I am responsible, arising out of or in any way connected with the use of the program, the Mount Hermon Adventure facilities, and/or one of affiliated organizations of Mount Hermon Association, Inc.

4. RELEASE AND INDEMNITY

As consideration for being permitted to participate in the Mount Hermon Outdoor Science School, I hereby agree that I, my assignees, heirs, and/or as the parent/guardian of a minor participant, will release and hold harmless and not bring any claim or legal suit against Mount Hermon Association, Inc., its directors, managers, officers, agents, employees and volunteers or its affiliated organizations or the supplier of any of the equipment used in the activity ("Released Parties"), for any and all claims of injury, disability, death or other loss or damage to person or property suffered by me or my minor child arising in whole or in part from participation in this program, both foreseeable or unforeseeable.

In addition, I agree **TO INDEMNIFY** (that is, defend and satisfy by payment or reimbursement, including costs and attorney's fees) Released Parties from any claim of loss, injury or death, brought on by myself or my child against another co-participant. These agreements of release and indemnity include loss or damage caused or claimed in whole or in part by the negligence of a Released Party, but not intentional wrongs or the gross negligence of a Released Party.

_____ (please initial) This student has permission to fill out a survey about his/her experience in nature. This is a voluntary survey and the student may stop at any time. The information from the survey is confidential and anonymous.

I HAVE CAREFULLY READ THIS VOLUNTARY PARTICIPATION AGREEMENT FORM AND PARTICIPANT REQUIREMENTS AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY IN WHICH I AM GIVING UP IMPORTANT LEGAL RIGHTS AND A CONTRACT BETWEEN MYSELF AND MOUNT HERMON ASSOCIATION, INC. AND/ OR ITS AFFILIATED ORGANIZATIONS, AND SIGN IT OF MY OWN FREE WILL.

Print Parent/Guardian Name	Signature	Date
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Student Participant Name	Signature	Date
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MOUNT HERMON MAIN OFFICE

37 Conference Drive
Mount Hermon, CA 95041
831.335.4466 (Switchboard)

PONDEROSA LODGE

4600 Graham Hill Road
Mount Hermon, CA 95041
831.430.1297 (OSS Main Office)