

“Go where you may within the bounds of California, mountains are ever in sight, charming and glorifying every landscape... but within this general simplicity of features, there is great complexity of hidden detail.”

--John Muir

# Mount Hermon Outdoors Science School



## Coordinator's Manual

### Mission Statement

The mission of Mount Hermon Outdoor Science School is to study the natural world in order to help students increase their awareness and understanding of our physical environment, while encouraging them to develop critical thinking skills as well as responsible actions. This complex process will help encourage students to take an active role as both wise consumers and caretakers of our natural resources. It is our objective to prepare students to cope intelligently with many of the environmental issues facing our world today. Students will observe and experience first-hand many of the fields of scientific endeavor, including geology, botany, zoology, ecology, etc. Special activities will include issues in wildlife management, forestry, plate tectonics, and environmental controls. Material content, field experiences, and level of difficulty will vary according to grade level.



# MOUNT HERMON OUTDOOR SCIENCE SCHOOL COORDINATORS MANUAL 2007/08

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# I. Coordinators Responsibilities & Expectations

*Congratulations! We are excited to be working with you as you plan your schools trip to Mount Hermon Outdoor Science School. There is a lot of information that you will be coordinating and we hope that we can make the process as easy as possible. Below are several sections that will be very important for you to look over and pay attention to. These areas outline your responsibilities as the coordinator and set the expectations for you, teachers, counselors and students as they prepare for their week.*

## a. PRE-PROGRAM PLANNING

Please use this checklist to ensure that the proper arrangements are made in a reasonable time frame. Other sections of this manual will be instrumental in assisting you with some of these tasks. Please consult the **TRANSPORTATION** section when planning your travel here, and call upon the **FUNDRAISING TIPS** section when you are deciding how to finance your trip. The **CURRICULUM and NATURAL HISTORY** sections will provide an overview of our program curriculum and the **SCHEDULE** will show what a week looks like. Please refer to the **TEACHER RESPONSIBILITIES** to prepare for what you and/or the attending teacher will be doing during your week of outdoor science school!

### TIMELINE at a glance

#### 6-12 months in advance

- Reserve your week. We have Fall, Winter, and Spring dates
- Set up a parent/student orientation meeting
- Reserve your transportation to and from Mount Hermon
- Communicate your needs to us

#### 3-6 months in advance

- Execute your fundraising plan
- Prep your students
- Select your counselors
- Distribute Parent/student packet
- Distribute counselor packet
- Set up a counselor training session

#### 2-4 weeks in advance

- Collect all Health/emergency/prescription forms and alphabetize them
- Communicate to MHOSS about food allergies or special needs students
- E-mail your cabin rosters to [mhoss@mhcamps.org](mailto:mhoss@mhcamps.org)
- Inform students about T-shirts and stuff to buy at OSS

#### The Day

- Before getting on the Bus collect all student medications
- Directions to Ponderosa Lodge
- Call OSS office when you are 15 minutes away



## *i.* **TIMELINE AND CHECKLIST**

*The following guidelines will help you to smoothly prepare for your trip to Mount Hermon Outdoor Science School (MHOSS). A fun, meaningful and enjoyable experience begins well in advance and we hope that this checklist serves you well.*

### **SIX TO TWELVE MONTHS IN ADVANCE**

#### **1. RESERVE YOUR WEEK AT MOUNT HERMON OSS**

*In deciding on your date for the next year there are several things to take into consideration.*

- ❑ **GOALS:** First it is important for you to decide on the specific goals you hope to accomplish during your week at outdoor science school. This will help determine whether you come in the fall or spring, before or after testing.
- ❑ **FACILITY:** Read the information on the Ponderosa Lodge facility. Look at the information under **FACILITIES AND LODGING** where you can get detailed information as well as photos. It is also recommended to setup a tour if you are new to our program.
- ❑ **TIMING:** It will be very important for you as the coordinator to evaluate the dates you are considering to determine if there are other events that could potentially be in conflict. First and foremost it is important to look at your school's schedule to see if there are school holidays, events and/or testing that conflict with any of the dates you are considering. If you are using high school students as counselors it will be important for you to look into the high school schedule, especially AP testing dates and special event dates like Homecoming and Prom.
- ❑ **OPTIONS:** Make sure that you choose at least three potential dates for your school in the event that your first choice is not open.
- ❑ **RESERVATION:** Once you have determine which dates work best for your school you will need to turn in a **REQUEST FOR RESERVATION**. All date requests are scheduled on a first come first serve basis. The Director will get in touch with you to confirm your dates and set up a time to send out a contract. It is important to note that your school will be paired up with other schools so that we can meet our site minimums. You will be notified which other schools you will be attending with.

#### **2. SETUP PARENT MEETING**

*Arrange a meeting with parents/students to introduce the program and its benefits. Edit our version of the **SAMPLE PARENT MEETING LETTER** in this packet to fit your needs, with the date, time and place for the meeting. An orientation facilitated by a Mount Hermon Outdoor Science School staff member can be arranged through the Program Director. It is also very helpful for this meeting to print or include the link to the **PARENT/Student MANUAL** which includes a thorough introduction to the program as well as all of the forms that need to be completed.*

- ❑ **Program and Goals:** Introduce the program as a rewarding and unique experience for students. Share how the students will be learning on the trail through hands on experiments led



by experienced naturalist. Provide parents with the goals that the school wishes the students to attain during their week at Outdoor Science School.

- **First Aid and Safety:** Provide parents with information regarding our Health Center. Make sure to include that the Health Center is open 10 hours during the day and is staffed by a trained first aid attendant. Medications are dosed by a Registered Nurse who comes to the HUB three times a day. Have parents refer to the **PARENT/STUDENT MANUAL** for more information about medications and what to send with students.
- **Ask for Support:** Request Parents to help organize the upcoming week of Outdoor Science School (volunteers for bookkeeping, fundraising, setting up transportation, collecting and organizing forms, and/or as counselors for the program). It will be important for you to access your specific needs before the meeting to see what volunteer jobs need to be filled.
- **Program Cost and Fundraising:** Discuss the cost of the program. It is helpful to breakdown the cost for transportation and program cost. Ask for a deposit from parents that evening and suggest an installment plan for families who cannot pay all at once. Talk with parents about fundraising options and get volunteers.

### 3. RESERVE YOUR TRANSPORTATION

*Please refer to the **TRANSPORTATION** section for more information.*

*Methods most commonly used include carpooling, school buses, charter service, public transportation, and rental vans.*

### 4. COMMUNICATION

*Keep in close contact with the Program Director throughout the planning process. Feel free to ask for our advice during your pre-trip organization process.*

## THREE TO SIX MONTHS IN ADVANCE

### 1. EXECUTE FUNDRAISING PLAN

*Work with students to accomplish fundraising goals. Please see our **FUNDRAISING** section for ideas and information about fundraising for our program.*

### 2. STUDENT PREPARATION

*Please refer to the **PARTICIPANT INFORMATION AND REFERENCE** sections for more information.*

- **Academic readiness:** Use the **REFERENCE LINKS, VOCABULARY WORKSHEET** and **SPECIES LIST** in the **REFERENCE** section as resources to prepare your students within the context of your curriculum. Talk to students about academic structure of the program as well as academic expectations for them.
- **Social expectations:** Emphasize cooperation and respect for others and themselves. Copy, distribute and discuss the **MHOSS STUDENT CONTRACT**.
- **Physical readiness:** Make sure that all students and counselors are prepared for the physical demands of the program. Encourage students to initiate an aerobic physical fitness program at home to prepare for the week.



- ❑ **Personal readiness:** Stress the importance to parents and students that they follow the **PACKING LIST** for safety as well as comfort. Encourage them to think ahead about what they will pack.

### 3. SELECT YOUR COUNSELORS

*Please refer to **COUNSLOR RECRUITMENT** section for more information. Each school is required to bring either High School or adult counselors in the ratio of 7:1+2. When deciding on counselors ask yourself: Are they good role models for the students? Are they positive and upbeat? Will they put the group's needs ahead of their own? Are they in good physical condition? Do they feel comfortable being in charge of a group of students during class and overnight? Make sure that counselors are aware that they have limited free time during the week.*

### 4. SEND OUT FORMS TO PARENTS

*All forms are located in the **PARENT/STUDENT MANUAL**. They can be distributed by you or accessed directly by parents, downloaded and filled out. As you collect student forms make sure to alphabetize them.*

- ❑ HEALTH AND EMERGENCY INFORMANTION FORMS
- ❑ PRESCRIPTION MEDICATION FORM
- ❑ STUDENT CONTRACT
- ❑ PUBLICITY PERMISSION FORM
- ❑ STUDENT PACKING LIST (does not need to be collected from students)

### 5. SEND OUT FORMS TO COUNSELORS

*All forms are located in the **COUNSELOR MANUAL**. They can be distributed by you or accessed directly by counselors, downloaded and filled out. As you collect counselor forms make sure to alphabetize them.*

- ❑ HEALTH FORMS (Adult form if over 18)
- ❑ MEDICATION FORM
- ❑ CABIN LEADER PERFORMANCE STANDARD (High School Counselors)
- ❑ CELL PHONE AGREEMENT
- ❑ PUBLICITY PERMISSION FORM
- ❑ Counselor PACKING LIST (does not need to be collected from counselors)

### 6. COMMUNICATION

*Continue to keep in contact with the Program Director, getting questions clarified as they arise. Also you will need to be diligent about communicating deadlines to parents/students and faculty. If you are coordinating but not attending the program please pass on all information to the lead teacher who will be onsite during the week.*



## TWO TO FOUR WEEKS IN ADVANCE

### 1. MATERIALS TO BE RETURNED TO MHOSS

*Complete, copy and return the following forms two to four weeks in advance of your Program week. All can be found on the website.*

- ❑ **Allergies and Restriction Form:** Please fill out an Allergies and Restriction Form after screening all of the health and medication forms. Also fill out a Food Allergy Form for each student with a food allergy. Fax or mail each of these forms in at least two weeks before your program week
- ❑ **Cabin Rosters:** Please assign all participants to a cabin. Make sure that you confirm the number of students and that boys and girls are on the proper side of the Roster Form. Return the forms to us my e-mail. Please read through the entire section for the Rosters under the **ORGANIZING YOUR TRIP SECTION**.

### 2. MEDICATION AND HEALTH FORMS

*Once you collect the **PRESCRIPTION MEDICATION** Forms and **HEALTH AND EMERGENCY** Forms from students and counselors please organize them alphabetically. We suggest using a large three ringed binder to organize the forms. Please do not use clear plastic sheet holders for the forms since it dramatically slows down the First Aid Station as they look over the forms. We also suggest that you tell parents to put medications in a clear Ziploc bag or purchase clear Ziploc bags for organizing medications on the day of departure. Under **COORDINATORS** on the website you can find a sample Label for labeling the bags with medications.*

### 3. TRANSPORTATION

*Double-check and finalize your transportation **to** and **from** Mount Hermon Outdoor Science School. Remember to communicate with your bus driver directions to Mount Hermon Ponderosa Lodge, since Mount Hermon has have several different sites. Directions to Ponderosa Lodge can be obtained under the **TRANSPORTATION** section. It is also important to designate one teacher to bring a separate vehicle for emergencies. It is mandatory to have a vehicle on site for the week for emergencies.*

### 4. T-SHIRTS and Other

*Let students know that T-shirts will be available for sale during their week of MHOSS. A copy of the current shirt design can be seen at [www.outdoorscience.com/tshirt](http://www.outdoorscience.com/tshirt). Students should bring a check (for \$10.00 made out to Mount Hermon) or cash, but should bring **NO** other money. Sizes range from Youth M- Adult XL. If you wish to collect money for t-shirts ahead of time it is mandatory to turn in a second master roster with the correct sizes next to the name of each student who has purchased one.*



## ARRIVAL DAY

### 1. BEFORE DEPARTURE

*It will be important that you as the coordinator make sure that each of the following happen on the morning of your arrival. We suggest organizing volunteers to help with the process of collecting all medications and checking students in.*

- **Directions:** Make certain that each driver has a MAP and/or clear driving direction (located in the **TRANSPORTATION** section) to Ponderosa Lodge. Also communicate any planned stops along the way. Distribute cell phone numbers if necessary.
- **Communication:** Designate someone to call the Mount Hermon Outdoor Science office to communicate the time the school leaves and when the school is within 15 minutes from arriving. The number to call is 1-831-430-1297.
- **Medications:** Collect all medications (prescription, over the counter and supplements) from students before students get onto the bus. Place all medications inside a clear Ziploc bag (if not already done) with the students name, medication name and medication information. We suggest that you have a checklist of all the students who have marked that they are bringing medications and checking students off as they turn in their medications. It is important to note that all health information is private information and must be guarded carefully.
- a. **Bring all Prescription and Medication Forms:** (students, counselors and teachers) On arrival you will give a set to the Health Aid to be looked over by the nurse and filed in the Health Center in case of an emergency.

### 2. ARRIVAL

*Please plan to arrive at Mount Hermon at 10:30am. Please do not arrive earlier than 10:15am. It will be important to have all of the forms alphabetized and ready to be turned into the Health Center.*

- **Orientation:** All students will meet in the main meeting room, and teachers and counselors will meet in a different room. Both groups will have a thorough orientation and general introduction, and will be given time to take luggage to cabins.
- **First Aid:** The Coordinator and other teachers need to attend a short meeting with the Registered Nurse and the Health Aid after the orientation to review all of the student and counselor medical forms and to discuss the weeks schedule regarding the Health Center.



## DURING YOUR WEEK

### 1. DISCIPLINE

*Be ready to supervise and discipline counselors and students when situations arise. The science school director will be available to assist you. Also be ready to call parents of students who need to be disciplined beyond time outs, or who may need to go home. If students are going home due to behavior issues or health reason, you need to attend to those students in the infirmary while they are waiting for their parents. The following breaches of discipline are grounds for immediate dismissal from the Mount Hermon's Outdoor Science School program:*

1. Fighting
2. Any activity that is inherently dangerous to self or others
3. Stealing
4. Cabin Raiding
5. Outright defiance
6. Intentionally destroying property
7. Unauthorized leaving of cabin
8. Possession of Illegal Substances
9. Possession of any weapons whatsoever
10. Other behaviors at the discretion of the Director of the Outdoor Science School

### 2. SUPERVISION OF STUDENTS AND COUNSELORS

*Supervise students who have received a time out, which is taken out of their rec. time, at 3:45 pm. Make sure that counselors are at their assigned spots during rec. time. Roam around during rec. time to make sure that counselors stay at assigned spots and that students are not in any unsupervised areas. Students may not hang out in cabins, nor are they to go back to the cabins without a counselor or other adult. These responsibilities should be split up among teachers.*

### 3. ATTEND EVENING MEETINGS

*Attend Monday and Wednesday evening meetings (the first night only for a 4-day week) with OSS Principal and counselors. See schedule for time. Be ready to discuss relevant situations or issues pertaining to students, counselors, OSS staff or program. Please bring up issues at these meetings.*

### 4. LEAD CLASS HUDDLE WITH YOUR STUDENTS

*Meet with the students of your school (science school staff and counselors will not present) on the second night of the program. See schedule for exact time. You will be assigned a meeting room, and suggestions are found later in the packet.*

### 5. DISTRIBUTE NIGHT MEDICATIONS & ON CALL

*During the First Aid Meeting on your arrival day a schedule will be set up and one teacher will be assigned to assist with night medications each night. The nurse will dose out medications at dinner time. After 10 pm a teacher from each school will be on call in case of an emergency and will have access to our Health Center. Mount Hermon Staff is also ON CALL.*



## 6. MAIL

*You will need to pick up mail from the incoming mail area and distributed to students. It is usually easiest to distribute mail during a meal or at rec time.*

## 7. PAYMENT OPTIONS

*You may complete the payment process before your week, when you arrive, or you may be billed for the balance. We will have a form for you to fill out and sign during your week which records the actual number of paying students present during your week. Any paying registrants (mostly students) who stay for at least 24 hours **will be charged**. Those who go home ( for example, because of sickness) before 24 hours will not be charged. No prorated or partial payments will be allowed.*

## ii. OSS LINGO

*We here at Mount Hermon Outdoor Science School are excited that you will be joining us for a week. We want you to be in the know about the program and what to expect. Below you will find some helpful definitions that will make sense of some of our “lingo.” Some of it is pretty self explanatory but fun nevertheless! Enjoy!*

- **ADMIN:** An Administrator, who will be acting as the OSS Principal for the week. The Admin is the person to go to with questions regarding the program schedule or operation. This person can be found inside the OSS office.
- **HC:** The Health Center is our First Aid Station. It is open throughout the day and is staff with a Health aid who is trained in first aid and CPR.
- **LAB:** The lab is where you will meet Trogdor our rattle snake and our other animal friends. Our lab is filled with snakes, lizards, salamanders, frogs, fish, insects, etc.... Not to mention lots of animal pelts and skins and other natural wonders. This is a place you will love to visit during your consumer’s class!
- **MHOSS:** This is the main abbreviation for our program... ie it stands for Mount Hermon Outdoor Science School. If you see OSS it is the same thing... Outdoor Science School!
- **NATURALIST:** Our Naturalists are the teachers for the week. Naturalist will have a trail group who they will stay with for the entire week and will teach all kinds of fun natural sciences and ecology lessons as well as team building activities. Each Naturalist has a BA or BS degree and a passion for teaching science in the outdoors! Please feel free to meet our current naturalist under the **MEET OUR STAFF** section on the website!
- **OC:** The OC is our operation center. This is the room located next door to the HC and is where our naturalists prepare for their classes and where we keep our teaching materials. Teachers can find the weekly trail group sign-ups here, so that you will know where each group is going for their classes each day. Also, this is where you will pick up incoming student mail. We ask that no students go into the OC.
- **STEWARDSHIP:** Taking care of what you been given. Stewardship is the backbone principle of your week of OSS. Stewardship is also the basis for our Point System. For more information



about the Point System see **STEWARDSHIP AND POINTS SYSTEM** under the **ORGANIZING YOUR TRIP** section.

- **TRAIL GROUP:** Trail Groups are the class units for your week of OSS. Each trail group is made up of two cabins (usually one boy cabin and one girl cabin) and one naturalist. Each trail group will do a variety of classes and team building activities.

## b. You the Coordinator as the Liaison

*In addition to planning the logistics for your week at Mount Hermon Outdoor Science School you will be responsible to coordinate the communications between you and The Program Director, Parents, Students, Counselors and other Faculty. Below you will find the information that needs to be coordinated between each group. Please read this information carefully so that you will be able to correctly convey expectation to each group.*

### i. PROGRAM DIRECTOR COMMUNICATION

As the liaison you will be communicating frequently with the Mount Hermon Outdoor Science School Program Director. The Program Directors direct phone line is 831-430-1239. You will be communicating about the contract and deposit as well as if you have number changes after you have sent in the contract. It is important to remember that the Program Director is a resource if you have questions about the planning process or the program directly. As your week approaches our Communication Coordinator or Principals will be calling you to do a final check up call and firm up any last minute details.

### ii. PARENT COMMUNICATION

The **PARENT/STUDENT MANUAL** contains vital information for parents to know as they are preparing to send their child to Outdoor Science School. It contains the information parents need to know about the program as well as the forms that students will need to fill out. It will be important for you to direct parents to this manual link or print it out for them. They can also access specific information as directed on the website under the **STUDENTS INFORMATION MENU**. You as the liaison will need to orient parents with the program structure and expectations for students. The schedule for the program can be found in the **SCHEDULE** section. The expectations for students can be found on the **STUDENT CONTRACT** in the student/parent manual. Remember that scheduling a parent/student information night is the best way for you as the coordinator to inform parents about the program. In section IV a. you will find information about how parents can communicate with their child at MHOSS, including emergency contact information. Please make sure to thoroughly communicate the First Aid and Safety information as well as the medication information that is listed in section II. a.

### iii. STUDENT COMMUNICATION

As the liaison one of your most important communication roles will be making sure that the students are prepared for their week of OSS. This involves setting expectations for them during their week of OSS both behaviorally and academically. These guidelines are set out for you in the **STUDENT CONTRACT**. Each student needs to fill out the **STUDENT CONTRACT** and return it to you to keep on file.



It will also be important to prepare your student for the type of curriculum they will encounter. It will be helpful to look at the material under the **REFERENCE** section as resources to prepare your students within the context of your curriculum. Students will also be able to track their school's point total in the points race throughout the year at this site!

#### **iv. COUNSELOR COMMUNICATION**

You as the liaison will be responsible for selecting and preparing the counselors for your schools week of OSS. For more information about the selection process please refer to the **Counselor Selection** section below. Counselors will need to be prepared for their role in the program and what will be expected of them. Remember, a well prepared counselor will be a better counselor! The **COUNSELOR MANUAL** outlines specifically what part the counselor plays in the week, and how important their role is in shaping the students experience at OSS. Counselors can also take a look at the **COUNSELOR'S** section of the website to find out more about the program. We suggest holding a Counselor Information night so that you can go over the expectations as well as answer any questions they may have. Remember that counselors need to fill out the **HEALTH AND EMERGENCY INFORMATION** form, **PRESCRIPTION MEDICATION** form if taking medications, the **CABIN LEADER PERFORMANCE STANDARD**, the **CELL PHONE AGREEMENT** and the **PUBLICITY PERMISSION** form found in the counselor manual.

#### **v. FACULTY COMMUNICATION**

If you are the only teacher coming with your school it will be important for you to thoroughly read through the teacher's responsibilities section below. If you are attending with other teachers from your school, or are not attending it will be very important for you to communicate the expectations to the other teachers/faculty who will be attending. **REMEMBER:** Each school needs at least one teacher to attend for the week who is not in the role of a counselor.

## **II. ORGANIZING YOUR TRIP**

*Now that you have an idea of what it takes to get your school to OSS we want you to have as much specific information as possible. Below you will find sections regarding specific areas you will need to organize. Please take time to look over all each section as it contains lots of helpful information to take the stress out of organizing your week.*

### **a. Health and First Aid Information**

*At Ponderosa Lodge a Health Center. In the Health Center there is one of our Health Aids, who are certified in CPR and First Aid, on duty from 8am to 10pm each day. A Registered Nurse (RN) will be on site to distribute or dose all medications. Over the counter meds (OTC) can be dispensed by a school teacher if previously "OK'd" by the students parent/guardian on the first page of the **HEALTH AND EMERGENCY INFORMATION** form. The Health Center is staffed 14 ½ hours and is well stocked with the basic OTC medications and equipment. Also, there is a phone, two beds, and a bathroom sink and a shower. If further assistance is needed, an emergency medical clinic is located in Scotts Valley 5 minutes away, and a full service hospital is 15-20 minutes away.*



By law, students may not keep any medications or vitamins in the cabins, and they may not dispense such items to themselves. We stress **NOT TO BRING OTC Meds**, we have them in stock. Our RN will be available to distribute or dose medications at the precise times. **Asthma inhalers** are kept in the first aid station and may be given to carry with them prior to hiking or strenuous activity.

Parents who are sending either prescription need to have all of the medication information available both on the bottle and on the **PRESCRIPTION MEDICATION** form. It is also important either you (the person organizing health forms and medications) or the parent put the medications for each student in a one gallon clear plastic Ziploc bag (each student with medications needs only one bag). Sample labels for the bags are available under the **COORDINATOR** menu of the website.

**BEFORE** arriving at Outdoor Science School All medications need to be collected in one box and then turned into the Health Center upon arrival. The Health Aid's and RN will process and interview each student before their first class. To avoid confusion and proper handling of medications please make sure everything is properly labeled and in the RN's possession.

It is **IMPORTANT** to inform parents not to send OTC medication with the student. Unless the student has a medical condition requiring regular dosing each day, Parents **DO NOT** need to send the OTC medications listed below. Our Health Center has these medications in the listed doses and, if needed, students will be given the proper doses of the OTC medications. We are able to dispense from our stock **ONLY** if approved by the parent/guardian on the first page of the **HEALTH AND EMERGENCY INFORMATION FORM** (as shown below).

**OVER THE COUNTER MEDICATIONS PROVIDED IN FIRST AID STATION:**

- ADVIL/ MOTRIN (Ibuprofen): Liquid, Children's (100mg), Adult (200mg)
- TYLENOL (Acetaminophen): Junior Strength, Adult
- BENEDRYL: Junior Strength, Adult
- SUDAPHED: Liquid, Pill
- COUGH DROPS

You will find a copy of 2 medical forms later in the packet: the **HEALTH AND EMERGENCY INFORMATION** and the **PRESCRIPTION MEDICATION** form. Please make sure **all** students and counselors under 18 fill out both forms **completely**. Counselors 18 years old and over as well as Teachers need to fill out the **ADULT HEALTH AND EMERGENCY INFORMATION Form**. If the student or under 18 year old counselor is bringing medications, the **PRESCRIPTION MEDICATION** form need to be filled out. The **PRESCRIPTION MEDICATION** form does require the signature of a Physician, so it will be important to distribute these forms at least 3 months before your week to give families time get in to see a doctor.

Once you collect the **PRESCRIPTION MEDICATION** Forms and **HEALTH AND EMERGENCY** Forms from students and counselors please organize them together **ALPHABETICALLY**. Since several schools may be attending Outdoor Science School together, and time is of the essence especially the first day, we suggest using a large three ringed binder to organize the forms. (Please do not use clear plastic sheet holders for the forms since it dramatically slows down processing). You will turn all of these forms in to the Health Center where they will be filed for the week. You will get all of the forms back at the end of the week.



## b. Counselor Selection

*A Counselor's positive attitude and active participation can have a great affect on students' attitudes and willingness to take part in new challenges. Students look to counselors as role models; for this reason it is especially important that counselors effectively model compassion for all students, respect for the natural world and enthusiasm for the learning. You will play a large role in assuring that counselors are able to step up to the challenge that awaits them and have a rewarding experience.*

Your school will need to bring counselors to oversee the students when they are not in class. Counselors play a vital role in the week and help to shape the students overall experience. Schools choose either mature High School students or parents to act as counselors for the week. If using High School students we ask that you only use juniors and seniors as counselors. You will need at least one counselor per cabin. The suggested ratio of counselors to students is 7:1 + 2. We suggest bringing 2 counselors over the 7:1 ratio (preferably one of each sex) to help prepare younger counselors for future years as well as to have backup counselors in case of an emergency. It will be your responsibility to cover any vacant counselor spots that occur in an emergency. Mount Hermon OSS uses the 7:1 + 2 ratio as the billing standard. Any counselors over the 7:1 +2 ratio are billed at half of the student rate.

In selecting counselors it will be important for you to look for certain characteristics. Because counselors will be role models their cabin and trail group they will need to possess the maturity to lead and care for students as well as a respect for authority and the natural world. They will also need to be enthusiastic and willing to participate in the program. The **COUNSELOR MANUAL** and **CABIN LEADER PERFORMENCE STANDARDS** are good reference tools when selecting counselors. Remember that it will be very important for you to communicate with your counselors so that they are well prepared.

## c. FUNDRAISING TIPS

*Fundraising can be a fun and creative activity. If students engage in fundraising for some of their tuition, the experience can give them a sense of fulfillment. Schools have given their students the opportunity to raise funds to pay for their transportation to the campus and even pay the full tuition. If performed on a wide scale, fundraising can increase the community's investment in students and schools.*

### Some Ideas:

#### A-Thon

- Trash-a-thon: Students collect pledges of \$1 per bag of trash they pick up during a supervised community, school, or street-litter pick up.
- Read-a-thon: Students collect pledges based on how many books they have read during a time period.
- Walk-a-thon: Students are sponsored for miles trekked.

#### Community Yard Sale

- Organize a yard sale in which students' family donates items to sell.



- Promote the event ahead of time and say what the sale will benefit.
- At the yard sale, put out a jar or basket for additional donations.

## Auction

- Ask local businesses, artists, and artisans to contribute goods for a community auction.
- Advertise or list the auction in local papers.
- Enlist service clubs for help, such Rotary, Elks, or Lions.

## Banquet

- Students' families donate one dish for a potluck dinner.
- Ask community center, service club, or church to donate space.
- Include entertainment such as a local band.
- Students can talk about why the outdoor education program is important for their education.

## Coupon Book

- Collect coupons from local businesses and put them together in a book made from recycled paper and cardboard.
- Charge a price for book that gives buyers a savings on purchases.

## Scholarship Letter

- Teachers help students write a letter that requests financial help for their participation in the field science program
- Letter can be sent to organizations, service clubs, parents, or other persons.

## Kiss a Pig (or Cow)

- Several Teachers agree to participate in the fundraiser. Jars are set out in a common area where students can vote for the teacher they want to kiss the pig. The students vote by putting pennies into the jars for the teacher they want to see kiss the pig. Silver coins count a negative points, so students would put silver coins in the jars of teacher they don't want to see kiss the pig.
- The winner should be announced at a common gathering time and official pictures should be taken of the teacher who has to kiss the pig.

## Booth at a State or County Fair

- Schools have experienced success in hosting teacher dunking booths and cow poop bingo (in which people buy the chance to win a prize if the cow poops on their square first).

## Other Ideas

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Bake sales</li> <li>▪ Collect Spare Change</li> <li>▪ Ice cream social</li> <li>▪ Used book fair</li> <li>▪ Popcorn sales</li> </ul> | <ul style="list-style-type: none"> <li>▪ Dance marathon</li> <li>▪ Singing valentines</li> <li>▪ Bingo</li> <li>▪ Movie night</li> <li>▪ Chess tournament</li> <li>▪ Dog walk/pet sitting</li> <li>▪ Battle of the bands</li> </ul> |
|---|---|



- Barbecue
  
- Lottery/raffle
- Candy or candy apple sales
- Childcare
- Car Wash
- Happy grams
- Raffle
- Recycle Trash for Cash
- Treasure Hunt
- Face Painting Friday
- Fast Food Fund Raising
- Talent Show
- Super Bowl or sporting



# FACILITIES

*Mount Hermon is one of the most beautiful places on earth! Nestled among California's towering redwoods in the Santa Cruz Mountains just 6 miles from the Pacific Ocean and Monterey Bay it is the perfect location to study natural science.*

## Ponderosa Lodge

### Up on the Summit

Wreathed with rare Ponderosa pines and native oaks, Ponderosa Lodge is a beautiful starting point for outdoor exploration. An architectural award winner, the Lodge blends naturally with the mountain setting.

### Accommodations

Ponderosa has 24 cabins that are heated carpeted and have full bathrooms (3 sinks, 2 showers and 2 toilets). Each cabin has 4 bunk beds and one roll-a-way bed with individual closet and storage areas. For teachers and school staff, there are four guest rooms, each with a private bath.

### Facilities and Grounds

Our Forum provides central meeting area with a sound system which is utilized for the orientation, certain evening activities and as a classroom. Recreation options include a game room, offering ping-pong, foosball and pool, a 25 meter heated lap pool and diving pool, tennis courts, basketball courts, sand volleyball court and large rec. field. Ponderosa lodge dining room has round tables that serve 8 students family style for each email.

## e. TRANSPORTATION INFORMATION

*You are responsible for transporting students between their home and their Mount Hermon destination, Ponderosa Lodge. Maps and Directions can be found in the **MAPS AND DIRECTIONS** section*

Directions should be copied and given to each person driving for your group.

It will be important that you clearly setup pickup and drop off times with which ever transportation method you choose. Please remember that you are to arrive no earlier than 10:15am on the first day of your program and leaving no later than 11:00am on the last day of your program.

Each group must have a vehicle available while they are at Mount Hermon Outdoor Science School. It is required to:

- Transport sick people to the medical clinic
- Use as an emergency vehicle for students who need to go to the hospital



## Charter Buses

There are many charter companies that can accommodate trips to Mount Hermon. Call charter bus services in your area to arrange transportation to Mount Hermon.

## School Buses

Your district may allow you to use school buses to transport students for the week. If you are attending with another school from your district you can setup this transportation together.

## Carpooling and Vans

Carpooling or using rental vans can cut cost. We recommend that you:

- Your group coordinator should coordinate times among drivers.
- Each driver should have a copy of the same map and directions.
- Each driver should know their destination in Mount Hermon.
- Your group coordinator should arrive in the first vehicle.
- Each driver should know when and where to pick up their groups at the end of the week.
- Each driver should know to call the Mount Hermon Outdoor science Office at (831) 430-1297 during business hours if they become lost or encounter delays.

## f. ROSTER INFORMATION

*Creating rosters for your group is one of the most important duties that you will perform to make your group's week of Outdoor Science School a profitable one. You will need to take into consideration the dynamics of your students, the counselors you have chosen and how all of those entities will interact.*

*Each cabin will be paired up typically with one other cabin to create a trail group. We work to pair one boy cabin with one girl cabin so that there is a good mix in each trail group. Trail groups are the classes for the week and each trail group will have one naturalist who will be the teacher for the week.*

As you will see on the **CABIN ROSTER TEMPLATE** (Under COORDINATOR tab of the website) each cabin has 8 spaces for students and up to 2 spaces for counselors. Cabins contain 4 bunk beds (8 beds) and one roll-a-way. That means that each cabin can have a max of 8 students and one counselor. Each cabin must have at least 5 students and one counselor. As suggested under the counselor section, it is good to have one back up counselor, of each, sex to cover incase a situation arises where you lose a counselor. If you do chose to have extra counselors you will have two cabins that have two counselors. This is a good thing and we suggest choosing your youngest and/or weakest counselor and pairing them with your strongest counselor of the same sex. Because two cabins are put together to form a trail group, we need each school to come up with an even number of total cabins. Please do your best to make your **TOTAL** number of cabins an **EVEN** number.

As you organize your roster you may make copies of the roster form for as many cabins as you will need (fill in your school name before copying). Please fill out on your computer and email to roster to us or Please print in dark ink the first and last names of the counselor and all students in each cabin. If



you start with pencil, please remember to write over it with pen. The rosters you send to us will be used to make trail groups. Boys and girls cabins on the same page will not likely be in the same trail group, but will likely be placed with another cabin group from a different school, so that we mix the students as much as possible. The students in your individual cabins, however, will not be rearranged.

We have added a box on the form next to each counselor's and student's name. If you would like to speak to that individual's naturalist or an Administrator about the counselor/student, please check the box. For example, if you have a special student in some respect--behaviorally, emotionally, etc., please check the box and the naturalist will know to check in with you regarding that student.

EXAMPLE:  7. Jonathon Mazuno

Please FAX or EMAIL the list back to us at least **14 days** (two weeks) prior to your arrival date, even if you don't have all your counselors nailed down. Please make sure that all names are plainly readable (printed), and that all names are written in very dark pen (pencil does not fax well.) If your handwriting is not very clear, please have someone else write the names.

If you have last minute changes to your rosters, do not fax them on Friday evening or over the weekend without first communicating with us. We do not check the fax machine over the weekend!! We can give you a home or cell phone number for weekend use.

**CABIN ROSTER** CAN BE FOUND online under COORDIATORS tab

## g. TEACHER RESPONSIBILITIES

*If you are the only teacher that will be coming with your school it will be important for you thoroughly read through the teacher's responsibilities section below. If you are attending with other teachers from your school or are not attending it will be very important for you to communicate the expectations to the other teachers/faculty who will be attending. REMEMBER: Each school needs at least one teacher to attend for the week who is not in the role of a counselor. The **TEACHER RESPONSIBILITIES** section below outlines the expectations for the attending teacher/s.*

### CLASS TIMES

You are more than welcome to attend classes with your students. To find out which classes your students will be attending, check the Master Roster to find out their trail group Naturalist then look up that Naturalist's name on the bulletin board in the O.C. (next to the first aid station). Ask the Naturalist to clarify their class area if unclear. You are also welcome to take class times off as personal time. We ask that there always be one teacher on the grounds for your school incase of an emergency. If a student is not able to attend a class a teacher will need to stay back and supervise that student during the class time.

### DISCIPLINE

Be ready to supervise and discipline counselors and students when situations arise. The Science School Director will be available to assist you. Also be ready to call parents of students who need to



be disciplined beyond time outs, or who may need to go home. If students are going home due to behavior issues or health reason, you need to attend to those students in the infirmary while they are waiting for their parents. The following breaches of discipline are grounds for immediate dismissal from Mount Hermon's Outdoor Science School program:

1. Fighting
2. Any activity that is inherently dangerous to self or others
2. Stealing
3. Cabin Raiding
4. Outright defiance
5. Intentionally destroying property
6. Unauthorized leaving of cabin
7. Possession of Illegal Substances
8. Possession of any weapons whatsoever
9. Other behaviors at the discretion of the Director of the Outdoor Science School

#### ATTEND EVENING MEETINGS

Attend Monday and Wednesday evening meetings (the first night only for a 4-day week) with OSS Principals and counselors. See schedule for time. Be ready to discuss relevant situations or issues pertaining to students, counselors, OSS staff or program. Please bring up any needed issues at these meetings.

#### MEALTIMES

We will be serving breakfast lunch and dinner throughout the week. During the meals please feel free to eat at any table that has available seats, this includes our staff table.

#### MAIL

School mail is available every day; you may pick it up just inside the O.C. (next to the first aid station). Dinner and rec. time are great times to distribute mail, as we do not have a "mail call." Place outgoing mail in the green mailbox outside the O.C.

#### GAME ROOM AT REC. TIME

During rec. time if you are assigned to the game room, there is a suggested maximum of 20 students. Additional ping-pong and foos balls are available in the OSS office.

#### TIME OUTS AT REC. TIME

If assigned to supervising time outs during rec. time, refer to the list in the first aid station and make sure the students on time out sit apart from one another and do not speak. If they move from their spot or speak, their time starts over. The time out area is around the benches at Ponderosa and on the picnic tables at Redwood Camp.

#### SWIMMING

If counselors want to swim during their break, you have the option to be the adult presence. If you prefer not to observe during that time, the counselors will not be allowed to swim...it's completely your choice. This can also be handled by any counselor over 21.

#### EVENING MEDICATIONS

During the First Aid Meeting on your arrival day a schedule will be set up and one teacher will be



assigned to oversee night medications each night. The nurse will dose out medications at dinner time and the Health Aid and teacher will need to sign off that the students took their medication.

#### NIGHT ON CALL

There will be a teacher from each school who will be on call in the evenings (10pm till 7:30am) to deal with emergencies. This teacher will have access to the Health Center in case of sickness and will have a staff ON CALL contact person in case of medical emergencies. Or you can make arrangements for a night Health Aid to sleep in the Health Center.

#### VIDEO

There will be a teacher assigned to supervising the afternoon video time. These assignments will be determined during the First Aid Orientation on the first day of your program. If you are in charge of supervising the students during the video, stand or sit in the back of the forum and watch out for inappropriate behaviors.

#### LEAD CLASS HUDDLE WITH YOUR STUDENTS

Meet with the students from your schools (science school staff and counselors will not present) on the second night of the program. See schedule for exact time. You will be assigned a meeting room, and suggestions for how to run the meeting are found in the **CLASS HUDDLE SUGGESTIONS**

#### FRIDAY MORNING

Friday morning, the students will bring up their luggage and cleaning their cabins. This may make the morning go a bit longer. If you would like to take pictures of cabin groups, give special awards, or recognize certain individuals, please plan to do these things during Thursday rec. time line up, or during our last meeting in the meeting room at 10:15. Your room check out time is 9:15; bring your key back to us. We will have a teacher's meeting around 9:15 as in the OSS Office. You will be filling out a program evaluation as well as discussing the week with our administrators. This is also the time to fill out your **REQUEST FOR RESERVATION** for the next year! We love and appreciate your feedback!

## h. STEWARDSHIP POINTS SYSTEM

*During your week you will have the opportunity to earn points for your school. Earning points is based on the principle of stewardship. Most simply state stewardship is taking care of what you've been given! During your week at OSS you are entrusted with several very important things (like your cabin and the time you have at OSS) and you will learn ways to be a good steward over these things! The cool thing is that while you learn to be a good steward you will also be gaining points to help your school compete against all of the other schools who will be attending OSS throughout the school year! We hope that you have fun getting points during your week but most of all we hope that you continue to be good steward when you go back home! Below are ways that you can gain points and be a good steward!*

- 1. Being on Time (0-20 points):** Being on time is a great way to be steward over your own time and the time of everyone else while at the program. Being a good steward of time allows the program to run on schedule which means more fun and learning for you! It can also earn your school up to 20 points per line up!



2. **Food Waste/Clean Plates (0-50)**: Each meal our kitchen serves all kinds of great food. You can eat as much as you like but its not good to waste food! You can be a good steward of the food you've been given by only taking what you need! We will collect the food left on everyone's plate at the end of each meal and give you points based on how little food waste you have! You can earn up to 50 points per meal if you have no food waste!
3. **Picking Up Trash (1 point for every 3 pieces)**: One great way to be a good steward over the grounds here at MHOSS and the natural environment is to pick up trash! You will get 1 point for every 3 pieces of trash you pickup!
4. **Clean Cabins (0-300)**: Every morning you will be cleaning your cabin! Cleaning cabins allows you to learn how to take care of the facilities and show stewardship of common living areas! Clean cabins can earn your school up to 300 points each day!
5. **Quiet Cabins (0-20)**: At MHOSS we have a lights out time each evening! Being courteous to follow the lights out time will give you a chance to be a good steward over your fellow student's time to sleep! Teachers will be walking around to make sure you are being quiet and can award you up to 20 points each night.
6. **Mystery Animal (20)**: Every meal you will have the chance to guess the mystery animal! This will be a chance for you to have some fun while using some of your past knowledge, information you have learned at OSS and deductive reasoning! You can get 20 points each meal if you guess the correct mystery animal!
7. **Dinning Room Setup/Cleanup (10/10)**: Each trail group will have the opportunity to setup and cleanup a meal! This is a fun time to serve the other students and learn how to be a steward of the facilities at the same time! If you do a good job you can earn up to 20 points for your school!

## i. CLASS HUDDLE SUGGESTIONS

(Tues for 5 day week or Wed. night for a 4 day week)

*The purpose of this meeting is for the teachers to touch base with their students in order to catch any problems early, and to discuss with students how things are going in general. We have found that the time is best used to make sure that the students know that you are there to help them with any of their concerns about any aspect of their science school experience. Below are some suggestions about how to run the Class Huddle.*

### **Ideas Concerning Outdoor Science School**

- Issues regarding their counselors
- What the students have done so far
- What the students are looking forward to
- What the students have learned about science, team building and stewardship

### **Other Options**



- Tell stories
- Play games
- Other activities that perhaps student know from school

NOTE: The counselors will not be attending this meeting and it will be your obligation to meet your students at the line-up spot and take them to your designated meeting room. The meeting with your students will run from 7:15- 7:45 pm, at that point they will line up again for their evening activity.

## **III. Schedule and Program Information**

### **a. Weekly Schedule (next page)**



**DAILY SCHEDULE** *(continued)***Friday**

7:00	-	8:15	a.m.	Clean cabins, Move luggage
8:00	-	8:15	a.m.	Breakfast Set up (set up crew only)
8:15	-	8:30	a.m.	Line up/ Announcements/ Flag Raising*
8:30	-	9:00	a.m.	Breakfast
9:00	-	9:15	a.m.	Breakfast Clean up/ Teachers meet with Director (Teachers turn keys in, etc.)
9:00	-	10:15	a.m.	Outdoor Science School Review Class
10:15	-	10:45	a.m.	Closure in Forum
10:45	-	11:00	a.m.	Good bye!

**\*Please note that all luggage must be lined up by 8:15. Students will not be allowed to return to cabins after this time. Cabin inspection will occur on Friday morning, so be sure to clean cabins thoroughly, as well as taking out the trash.**

**In addition, counselors will be required to turn in all materials (Can, skit topic, endangered species sign, any paper materials) before 8:25.**

M-F Ponderosa Lodge  
**Mount Hermon Outdoor Science School**  
**DAILY SCHEDULE**

**Monday**

10:30	-	11:00	a.m.	Arrival
11:00	-	11:55	a.m.	Student/ Teacher Orientation
11:55	-	12:05	p.m.	Take Luggage to Cabins
12:05	-	12:25	p.m.	Move in/ Cabin time
12:25	-	12:30	p.m.	Line up/ Pre-lunch Announcements
12:30	-	1:00	p.m.	Lunch
1:00	-	1:30	p.m.	Clean up/ Class Prep time*
1:30	-	3:30	p.m.	Line up/ Class (Introduction)
3:30	-	3:45	p.m.	Cabin Time/ Prepare for Rec. Time
3:45	-	5:00	p.m.	Line up for Student Recreation Time
5:00	-	5:55	p.m.	Cabin time (Start Posters) (Be ready for fire drill at 5:30)
5:30	-	5:55	p.m.	Dinner Set up (set up crew only)
5:55	-	6:00	p.m.	Line up/ Lowering of the Flag
6:00	-	6:45	p.m.	Dinner
6:45	-	7:00	p.m.	Clean up (clean up crew only)
6:45	-	7:15	p.m.	Cabin time (Write in Journals/ Posters)
7:15	-	7:45	p.m.	Line up/ OSS Staff meet w/ teachers & counselors OSS Naturalists meet w/ students
7:45	-	9:30	p.m.	Evening Activities
9:30	-	10:00	p.m.	<b>Bedtime Meds/</b> Prepare for bed/ Lights out 10:00 (5th graders 9:45)

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



**Mount Hermon Outdoor Science School**  
**DAILY SCHEDULE** *(continued)*

**Tuesday, Wednesday**

7:00	a.m.	Day begins
7:30 - 7:55	a.m.	Breakfast Set-up (set up crew only)
7:55 - 8:00	a.m.	Line up/ Flag Raising
8:00 - 8:30	a.m.	Breakfast
8:30 - 8:45	a.m.	Clean up (clean up crew only)
8:30 - 9:00	a.m.	Class Prep time*/Cabin time (Posters/ skits)
9:00 - 11:15	a.m.	Line up/ Class
11:15 - 11:45	a.m.	Cabin time (Flat on Bunk, Write in Journals)
11:25 - 11:45	a.m.	Lunch Set up (set up crew only)
11:45 - 12:00	p.m.	<b>LINE UP/ Pre-lunch Announcements</b>
12:00 - 12:45	p.m.	Lunch <b>Posters Due Wednesday</b>
12:45 - 1:00	p.m.	Clean up (clean up crew only)
12:45 - 1:15	p.m.	Class Prep time*/Rest & Relaxation (in cabins)
1:15 - 3:30	p.m.	Line up/ Class
3:30 - 3:45	p.m.	Prepare for Recreation Time <b>in cabins</b>
3:45 - 5:00	p.m.	Line up for Student Recreation Time
5:00 - 5:30	p.m.	Rest and Relaxation Time in cabins (Journals)
5:30 - 5:55	p.m.	Line up/ All School Meeting in the Forum (counselors off)
5:30 - 5:55	p.m.	Dinner Set up (set up crew leaves early)
5:55 - 6:00	p.m.	Line up/ Lowering of the Flag
6:00 - 6:45	p.m.	Dinner
6:45 - 7:00	p.m.	Clean up (clean up crew only)
6:45 - 7:15	p.m.	Cabin time (posters/ skits)
7:15 - 7:45	p.m.	(Tue only) <b>Line up/</b> Teachers meet w/ their students only
7:15 - 7:45	p.m.	(Wed only) OSS staff meet w/teachers & counselors OSS Naturalists meet w/students
7:45 - 9:30	p.m.	Evening Activities (Campfire/ Nighthike)
9:30 - 10:00	p.m.	<b>Bedtime Meds/</b> Prepare for bed/ Lights out 10:00 (5 <sup>th</sup> Graders 9:45)

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



**Mount Hermon Outdoor Science School**  
**DAILY SCHEDULE** *(continued)*

**Thursday**

7:00	a.m.	Day begins
7:30 - 7:55	a.m.	Breakfast Set up (set up crew only)
7:55 - 8:00	a.m.	Line up/ Flag Raising <b>Posters Due Wed.</b>
8:00 - 8:30	a.m.	Breakfast
8:30 - 8:45	a.m.	Clean up (clean up crew only)
8:30 - 9:00	a.m.	Pack up for extended hike
9:00 - 9:30	a.m.	Line up/ Make Lunch & Head out
9:30 - 12:00	a.m.	Hike/ Class on the Trail
12:00 - 12:30	p.m.	Lunch on the Trail
12:30 - 3:15	p.m.	Hike/ Class on the Trail
3:15 - 3:45	p.m.	Cabin time/ Prep for Rec. Time <b>in cabins</b>
3:45 - 5:00	p.m.	Line up for Student Recreation Time
5:00 - 5:45	p.m.	Mandatory Skit Preparation Time in cabins
5:30 - 5:45	p.m.	Dinner Set up (set up crew only)
5:45 - 6:00	p.m.	Line up/ Announcements/ Lower the flag
6:00 - 6:45	p.m.	Dinner
6:45 - 7:00	p.m.	Clean up (clean up crew only)
6:45 - 7:15	p.m.	Cabin time (Journals/ finalize skits)
7:15 - 9:30	p.m.	Line up/ <b>Skit Night</b>
9:30 - 10:00	p.m.	<b>Bedtime meds/</b> Prepare for bed/ Lights out 10:00 (5 <sup>th</sup> graders 9:45)

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

## b. CLASSES AND ACTIVITIES OVERVIEW

*Each day is filled to the brim with fun and educational experiences. Our classes are all based on the California State Science Standards and are held in the best science classroom there is: The Great Outdoors! All classes during the week stimulate students to become good stewards, encourage hands on experiments in nature and promote team building. The classes are geared toward 5<sup>th</sup>-7<sup>th</sup> grade and vary from 14- 18 students depending on the size of the school, and include at least one chaperone per trail group.*

**Consumer Class:** During this class students learn to identify different types of consumers and how they interact with their environment. Class activities include observation of birds in the bird sanctuary, examination of furs and the study of snakes in our science lab.

**Producer Class:** Throughout this class students will understand what role plants play in food chains, webs and ecosystems. They will grow in their knowledge of how photosynthesis drives plant growth and development. Students will also be introduced to the local floral and edible plants.

**Climbing Tower:** The climbing tower provides a wonderful chance for students to conquer their fear of heights and learn about setting and obtaining reasonable goals for themselves! Each Student will get to climb the wall or climbing trees and encourage other students as they climb!

**Electives:** Wednesday afternoon the students are offered several different class options to choose from. Electives are a pleasurable time where students can learn about additional activities that specifically cater personal interests. Some of the options to choose from include Animal Tracking, Basket weaving, Candle making, Art with nature, Poetry, Rocketry, Survival, Fossils, Orienteering, Dissecting Owl Pellets and Big games.

**Extended Hike:** One day a week, the students are given the opportunity to take an all day adventure through the many acres that surround our facilities. The 6 hour hike expands across 4 different ecosystems, taking the students through the Redwoods, over the sand hills, by the creeks, to secret lunch spots on private beaches, down to Henry Cowell State Park, and finally through Roaring camp and back to camp to rest up after a long exciting day of hiking through the magnificent forest.

**Night Hike:** As the sun sets and the stars and moon appear, students begin a thrilling evening of hiking through the trails, learning how their night vision works, what nocturnal animals are and all about the night sky. The students are faced with a challenge of exploring in the dark and learn to support each other as they overcome this fear.

**Campfire:** Skits and songs are performed by the naturalist with the help of volunteer students that want to be up front. This is a great time for the students to relax and have a good time singing and being crazy like children should. The night concludes with a campfire story and a yummy s'more cooked over the open campfire.

**Skit Night:** The last night of the week is a chance for the students to practice their public speaking and dramatic skills as they perform skits that they have been preparing all week during their cabin time. The skit topics range from various topics that the students learn about throughout the week.



## IV. DEPARTING FOR YOUR WEEK

*After you have organized the information for you week of OSS there are just a few more details that you will need to get together. Below you will find the proper way to instruct parents about how to communicate with their children as well as the Emergency Contact information. It will be important that parents and your school have the emergency contact information. Both the Communication information and the Emergency Contact Information are found in the **PARENTS MANUAL**. You will also need to make sure that you and the drivers have maps and directions to the proper program site. Please call 831.430.1297 fifteen minutes before arrival to let us know you're close!*

### a. COMMUNICATION INFORMATION

To avoid homesickness, students are not allowed to call home or receive calls from their parents. The only form of communication permitted throughout the week is hand written letters, no emails. If students plan to write to their parents, make sure they come with preaddressed and stamped envelopes. Parents that send mail to Outdoor Science School need to make sure it will be received by Friday morning. The proper way to address the envelope is below:

Return Address	Stamp
<p><b>Student's Name</b>  <b>Outdoor Science School –Ponderosa Lodge</b>  <b>PO Box 2000</b>  <b>Mount Hermon, CA 95041</b>  <b>School Name</b></p>	

### b. EMERGENCY CONTACT INFORMATION

In case of an Emergency, Please use the following contact information:

**Ponderosa Lodge:**

**Office: 1.831.430.1297    Office Hours: 7:15am – 10pm**

**First Aid Station 1.831.430.1296    Hours: 8am – 6pm**

**After Hours Please Contact Student's School**



## SAMPLE LETTER FOR PARENTS

Dear Parents:

We are excited to let you know about an addition to our academic program. In conjunction with the Mount Hermon Outdoor Science School, we will be experiencing an amazing week of science exploration.

Mount Hermon Outdoor Science School is a private, non-profit organization whose seeks to foster a deeper understanding and interest of the natural world while challenging individuals to grow personally and as a community.

We are planning this trip for the week of \_\_\_\_\_.

The Mount Hermon Outdoor Science School staff is made up of professional individuals with a passion for teaching young students science. All are college graduates with natural science and/or education backgrounds and who interests bring a dynamic element to each class. Students will learn experientially as they study science in what we call the best classroom...the great outdoors! We think this is an exceptional educational opportunity.

The cost per student is \$ \_\_\_\_\_.

Make check payable to \_\_\_\_\_.  
(insert the name of your school account)

The deadline to return the registration form, student contract, health forms and tuition fee is \_\_\_\_\_. (insert a specific date, 2 months in advance of your arrival).

This cost covers transportation, tuition, room and board. We hope to have 100 percent participation of the group. Some parents may wish to contribute toward the fee for a child other than their own so that we may offer assistance to those unable to afford the entire fee. Parents should encourage students to earn part or all of the expenses involved. Should there be any students who do not wish to attend this unique learning program, we will have a regular week of scheduled classes for them here at school.

The weather in Mount Hermon can be anything from warm sunshine to cool rain, and the required clothing list is self-explanatory. We ask that students do not bring any electronic devices other than a camera. MHOSS t-shirts will be for sale for \$10. Students can bring cash or check a t-shirt but should bring no other money.

MHOSS has a staff 24 hour first aid station and a registered nurse on site three times a day. In case of medical emergency, students will be taken to the Medical Clinic facility in Scotts Valley.

More information for Parents is locate on the MHOSS web site at [www.outdoorscience.com](http://www.outdoorscience.com)

Should you have any questions about the program, please contact me.

Sincerely,

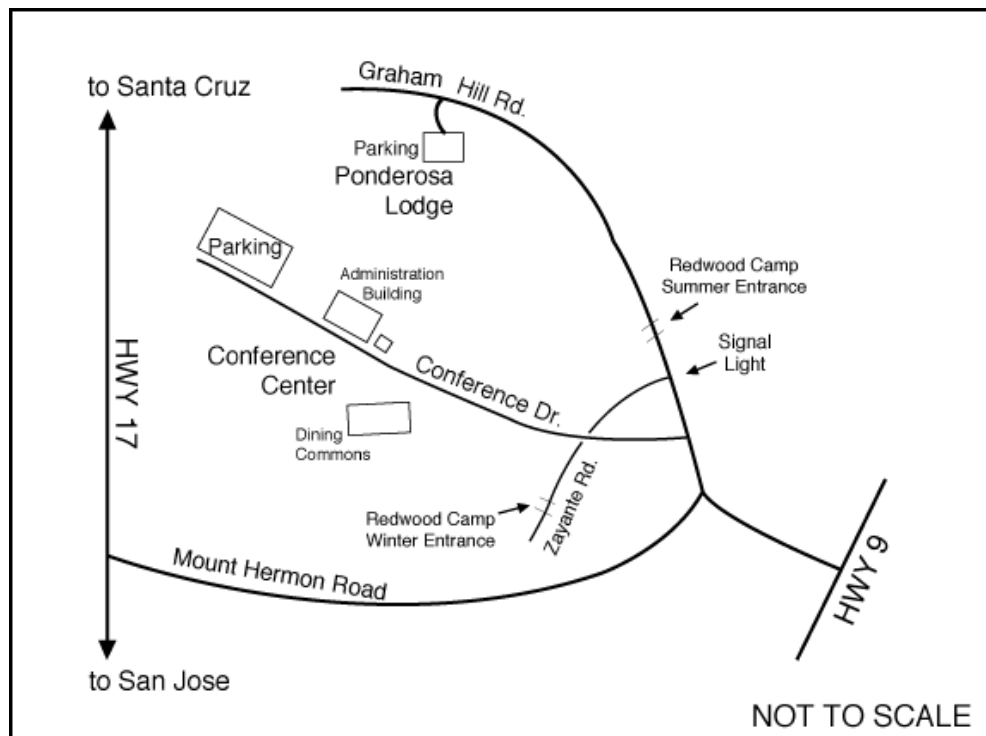


## C. MAPS AND DIRECTIONS

### Directions to Ponderosa Lodge

**From the San Francisco Bay Area:** Take any major route south (280, 101, 17/880, or 680) to Highway 17/880 South towards Santa Cruz. Go over the mountains on Highway 17 South, to the second Scotts Valley exit marked “*Glen Canyon/ Mount Hermon Rd.*” Proceed right on Mount Hermon Road for 3.5 miles, to the stop light at Graham Hill Road. Turn left onto Graham Hill Road, proceed uphill to the **Ponderosa Lodge** sign and entrance on the left side of the road.

**From Southern California:** Take US 101 north to Salinas. Exit at Market Street and take Highway 183 West toward Santa Cruz. At Castroville take US 1 North toward Santa Cruz. At Santa Cruz, take Highway 17 North toward San Jose. Travel approximately 3 miles, then exit at “*Scotts Valley-Big Basin*” onto Mount Hermon Road. Exit automatically funnels traffic onto Mount Hermon Rd., west-bound. Proceed west for 3.5 miles, to stop light at Graham Hill Road. Turn left onto Graham Hill Road, proceed uphill to the **Ponderosa Lodge** sign and entrance on the left side of the road.



Please visit <http://www.mounthermon.org/directions/> for online directions/maps to Ponderosa Lodge!

We hope this packet is helpful to you as you prepare to attend Mount Hermon Outdoor Science School! We appreciate all the work you put into bringing students to OSS and are available to answer any question that you may have!

**Thank you very much for helping us make the week the best it can be!!**

