



Outdoor Education Program

Adult Packet (2018-2019)

Hello Faculty & Chaperones,

The Adult Packet is designed to give you information about trip logistics, expectations, and the important role you play in the students' experiences. Be sure to complete the online reservation and forms by the deadline provided by your school's teachers. As a teacher or chaperone you will have many responsibilities while at Pathfinder Ranch, but your presence and assistance are vital to the success of our program and accomplishing our mission:

Provide meaningful learning experiences that are safe and fun for all participants to build their conservation awareness, knowledge base, and confidence in order to become more responsible global citizens.

Thank you for all your time and hard work to support these students.

Sincerely,
Ryan Mayeda
Outdoor Education Director
951-659-2455 (T)
951-659-0351 (F)

SUPERVISION RESPONSIBILITIES

CLASSES

- **PATHFINDER STAFF:** Teach classes and facilitate activities. Ensure the safety and well being of participants.
- **TEACHERS & CHAPERONES:**
 - Address and resolve behavior incidents.
 - Check that students or the group's adults have their emergency meds, used the bathroom, filled their water bottles, and are dressed appropriately before class.
 - Serve as a positive role model and a beacon of enthusiasm.
 - Escort students to bathrooms, water fountain or Health Center.
 - Trail the group and make sure students have taken all their belongings.

MEALS

- **PATHFINDER STAFF:** Facilitate meal set up and clean up. Teach food waste curriculum.
- **TEACHERS & CHAPERONES:**
 - Keep students quiet and respectful while staff is talking. Role model appropriate table manners.
 - Keep students seated unless they have a bathroom or Hopper pass, or they have a special diet.
 - Watch for students who are not eating and inform a teacher.
 - Encourage students to take small portions and not to waste their food/water.
 - Help with the cleanup process at your table once clean up is announced by a staff person.
 - Bring the assigned study group to the dining hall 15 minutes before the meal to help set up.

STUDENT FREE TIME

- **PATHFINDER STAFF:** Available in the Main Office or Health Center to assist the group and participants.
- **TEACHERS & CHAPERONES:**
 - Supervise and manage student behavior. Adults must be present in any building that has a student.
 - No one is allowed past the volleyball court outside of classes.
 - Follow the Free-Time schedule created by the trip coordinator.

CABINS OVERNIGHT

- **PATHFINDER STAFF:** Pathfinder on-call staff can be reached via the radio in the Health Center.
- **TEACHERS & CHAPERONES:**
 - Supervise students and keep them inside the cabins from evening program dismissal until 7:15am the following morning. Remind students of expectations for quiet hours (e.g. times, no noises).
 - Read bedtime stories from the cabin binder to help the students sleep if needed.
 - Maintain general cabin cleanliness.

OTHER TEACHER & CHAPERONE RESPONSIBILITIES

- Assist with supervision of sick or disciplined students.
- Take head counts often and give LOTS of reminders to students.
- **Address homesickness. Talking about home or letting a student call home will likely cause more homesickness and is discouraged.**

SAFETY GUIDELINES

- All school policies and expectations for students, faculty and volunteers will apply at Pathfinder Ranch.
- Wear close toed shoes and walk at all times while outside.
- Kicking or throwing things, rough-housing, and pillow fights are strongly discouraged.
- Stay on campus property and do not visit program areas past the volleyball court (e.g. lake, farm, horses, climbing) without Pathfinder staff present. Do not feed wild or domestic animals.
- State law requires all non-emergency medications and chemicals (e.g. cleaners) be secured to prevent unauthorized student access. Adults can request access to a locker to secure personal meds. Only emergency meds (e.g. Epi-pens, inhalers, insulin) can be kept with students and/or an adult.
- Campus speed limit is 10mph and vehicles should remain in the designated parking lots.
- Students cannot enter buildings without an adult present. Only water is permitted in student cabins.

BEHAVIOR MANAGEMENT

- Separate, give a tap on their shoulder, or stand in between disruptive students.
- Get students involved in activities and give them tasks if they are easily distracted.
- Be a positive role model! Reinforce positive behavior (i.e. commend students for listening).
- Be subtle and avoid embarrassing a student in front of others (i.e. do not ridicule or give put downs).
- Physical punishment (e.g. pushups) for discipline is strongly discouraged.
- Treat behavioral issues as a learning experience. Privately discuss with the student what they did, how that behavior affects others, and determine things for the student to do that'll change their behavior.
- Send significantly disruptive or disrespectful students to the teachers.
- The group's teachers can request a land line to call the student's parent/guardian.
- The group's teachers can arrange for early transportation and send a student home.

CONSERVATION

- Conservation is an important part of our mission, so we encourage participants at home, school and work to reduce their water and electricity usage by **turning it off when it's not being used**.
- At Pathfinder, we encourage 5 minutes max of running water for showers, turning off lights before leaving a room, not leaving windows fully open overnight, and taking smaller food portions.
- We recommend everyone help care for the environment during and after your trip by:
 - 1st **Reduce** how much you buy and the amount of waste you produce
 - 2nd **Reuse** whatever you can like reusable water bottles
 - 3rd **Recycle** plastics, aluminum, glass and paper that can't be reused

FOOD SERVICES

Please be sure to include as much dietary information in the online Health History Form so we can make appropriate meal accommodations for you. Pathfinder's Food Service Staff can accommodate several special diets including vegetarian, mild nut allergies, gluten free, lactose free, no shellfish, and no pork. However, we sometimes serve food items that have been processed in facilities that also process nuts. If you have a severe nut allergy, multiple restrictions, or something not listed above, please contact our Food Service Staff at 951-659-2455 ext 28.

ARRIVAL & SACK LUNCH

Adults must bring a sack lunch on their arrival day. Nut products are **NOT** allowed on campus for the safety of staff and other clients who have nut allergies, so please **DO NOT** pack any nut products in your sack lunch. Pathfinder will provide all other meals for the group during their trip. After sack lunch, adults will receive an orientation and tour.

MEDICAL SERVICES

- Please be sure to include all pertinent medical information in the online Health History Form so we can prepare for your trip. Incomplete forms will postpone your participation until the issue(s) is resolved.
- Pathfinder's Health Staff is available 24 hours a day to address basic first aid and minor illnesses of students and adult participants. Pathfinder Ranch has a physician's standing orders to carry and administer **Benadryl, Tylenol, ibuprofen** and some other over-the-counter meds as needed.
- All non-emergency medications must be secured to prevent unauthorized student access. However, the school faculty is responsible for determining who (e.g. student, parent/guardian, chaperone, faculty) should carry and be responsible for emergency medications (e.g. inhaler, Epi-pen).
- EMS is about 5 minutes away for advanced care, life support, etc.
- If you have additional health questions, please call 951-659-2455 ext 22.

Some of Pathfinder Ranch's medical limitations include:

- We do not employ a registered nurse or physician, and therefore, our staff cannot make diagnoses.
- Our staff cannot administer most needle injections (e.g. insulin), but some of our staff are trained to assist with Epi-pen administration if needed. The group's faculty will determine who should carry emergency meds (e.g. student, chaperone, faculty).
- We cannot supervise or care for participants with chronic medical conditions (e.g. type 1 diabetes).

ACTIVITY RESTRICTIONS

Please be sure to complete the online Activity Acknowledgement Form and include your physical or activity limitations. For the safety of participants and staff, individuals should NOT participate in the recreation activities (e.g. horse rides, canoeing, climbing, hiking) if any of the following conditions apply:

- Over 250 lbs in body weight (only applies to Horseback Riding and Ascent activities)
- Pregnancy (only applies to Horseback Riding and Ascent activities)
- Cardiac disease
- Received an organ transplant
- Currently experiencing abdominal organ enlargement (e.g. Mononucleosis)
- Active orthopedic and/or joint problems (e.g. Rheumatoid arthritis, recent fracture or sprain, or current sutures or staples)
- History of head, neck, or back injuries
- Any condition that a physician has determined creates a limitation to physical activity or if you think that participating in recreation activities will aggravate any previous medical condition

Contact the Recreation Coordinator at 951-659-2455 ext 19 with recreation activity questions.



ONLINE RESERVATION & FORMS

Adult & Child Reservation

1. If you are not attending with a child, follow the Adult Only Reservation directions below.
2. Please use a desktop, laptop or tablet to make a reservation (NOT a cell phone).
3. Go to www.pathfinderranch.com, find Event Registration, and click "**Create or access your account**".
4. Click "**Create an Account**". Select "**Individual/Family**" for the type of account. Input **your** information as the parent/guardian in the Primary Contact section. Below that in the Additional Contact section, select "**Child**" in the drop down box, and input your child's information. Create an account password and click "**Create Account**".
5. Under New Reservations click your name. Then click "**I am registering as an individual**".
6. Under the Outdoor Education section, select your group's name and click "**Register**". Input the Session Password that'll be provided by your group's teachers and click "**Next**".
7. On the Health History Form, fill out the Health, Allergies, and Diet sections. If possible, also fill out the Health-Care Provider, Insurance, and Additional Info sections. Read and click the button for the "**Completion Acknowledgement**" section. Select "**Click to Sign**", follow the directions to electronically sign the form, and click "**Next**".
8. On the Activity Acknowledgement Form, read the Participation and Activity sections. Click "**without restrictions**" if you **do not** have any activity restrictions. Click "**with the following restrictions**" and list them in the box below if you **have** activity restrictions (e.g. no hiking, no animal interactions). Read and click the button for the "**Completion Acknowledgement**". Select "**Click to Sign**", "**Sign Document**" and "**Next**".
9. Read the Behavior Form, read and click button for the "**Completion Acknowledgement**" section, "**Click to Sign**", "**Sign Document**", and "**Next**".
10. Complete the Alternate Contact info in case we need to reach your spouse or adult family member. Click "**Next**".
11. If your school selected a shirt option (applicable to some schools), you will either:
 - a. Provide your shirt size (no fee will be collected) and click "**Next**". OR...
 - b. Provide your shirt size if you'd like to buy one (payment during checkout) and "**Next**".
12. If you're interested in making a donation to support our organization through camper scholarships or our general fund, you can input the dollar amount in the desired section, and click "**Add Donation**". Payment will be made during checkout. If you do not wish to donate now, click "**No, thank you**".
13. Select "**Add additional reservations**", and then select your child to make their reservation and fill out their forms.
14. Go back to Steps 7-12 to complete the reservation and forms for your child.
15. Click "**Proceed to Checkout**". Verify the trip info, shirt fee and/or donation (if applicable). Then...
 - a. If payment is due click "**Proceed to Payment**", select method, input info, and "**Process Order**". OR...
 - b. If there are no payment fees that need to be collected then click "**Complete Order**".
16. You'll get an email confirmation with the Adult and Student Packets to review. If your child takes medications on a regular basis, you'll need to print the Medication Order Form in that packet, follow the directions, and submit a completed copy with the medication(s) to a school teacher before the trip.

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2. Go to www.pathfinderranch.com, find Event Registration, and click "**Create or access your account**".
3. Click "**Create an Account**". Select "**Individual/Family**" for the type of account. Input **your** information as the parent/guardian in the Primary Contact section. Create an account password and click "**Create Account**".
4. Complete **Steps 5-12**, skip Step 13, and complete **Steps 15-16** above. You'll receive just the Adult Packet to review.



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EQUIPMENT LIST

IMPORTANT NOTES

- Sack lunch on arrival day is provided by participants (students and adults) and/or the school. Pathfinder staff will provide meals for the rest of the group's stay. For the safety of staff and clients with severe allergies, we are a nut free program, so please **DO NOT** put any nut products in your child's sack lunch.
- Pack your equipment into **one** suitcase or bag. Keep sleeping bags separate and do not bundle luggage items, because it makes loading the buses/cars **very** difficult.
- Label all personal items and expect them to possibly get lost, dirty, and/or broken.
- Our mountain weather varies widely, so check the weather reports (<http://pathfinderranch.com/ranch-weather/>) a few days prior to determine if you'll need the extra cold weather and/or warm weather gear.

ESSENTIAL GEAR

CLOTHING

- Athletic Shoes or Boots- 2 Pairs
- Warm Socks- 1 Pair/Day + 1-2 Extras
- Underwear- 1 Pair/Day
- Long Pants- 1/Day
- Short or Long Sleeve Shirts- 1/Day
- Sweaters or Sweatshirts- 2
- Warm Jacket
- Rain Jacket or Poncho

CABIN EQUIPMENT

- Sleeping Bag
- Pillow
- Pajamas
- Towel
- Body Soap
- Shampoo and Conditioner
- Sunscreen
- Lip Balm
- Toothbrush and Paste
- Other Hygiene Items

OTHER IMPORTANT ITEMS

- Sack Lunch (Arrival Day)
- Water Bottle With Name
- Day Pack (Drawstring or Backpack)
- Watch
- Alarm Clock
- Plastic Bags- 1 Trash & 2+ Grocery Bags

COLD WEATHER GEAR

- Extra Sweater or Sweatshirt
- Warm Gloves
- Winter Hat or Beanie
- Scarf
- Thick Winter Jacket
- Thermal Underwear (Optional)

WARM WEATHER GEAR

- Shorts- 2 Pair

OPTIONAL LIST

- Flashlight
- Hat and Sunglasses (Sun Protection)
- Ear Plugs
- Shower Sandals
- Camera
- Reading Book

ITEMS NOT ALLOWED

- Candy, Gum and Snacks (Student Cabins)
- Radio and Electronic Games
- Blow Dryers and Curling Irons
- Aerosol Sprays** (e.g. Sunscreen, Hairspray)
- Knives and Weapons
- Pets