

TEACHER'S HANDBOOK



Exploring New Horizons at Loma Mar

Mailing Address: P.O. Box 37 Loma Mar, CA 94021

Physical Address: 9900 Pescadero Road Loma Mar, CA 94021

NO FAX as of 2018

(650) 879.0608 Office

www.exploringnewhorizons.org

Program Director: Bridget "B" Posson bridget@exploringnewhorizons.org

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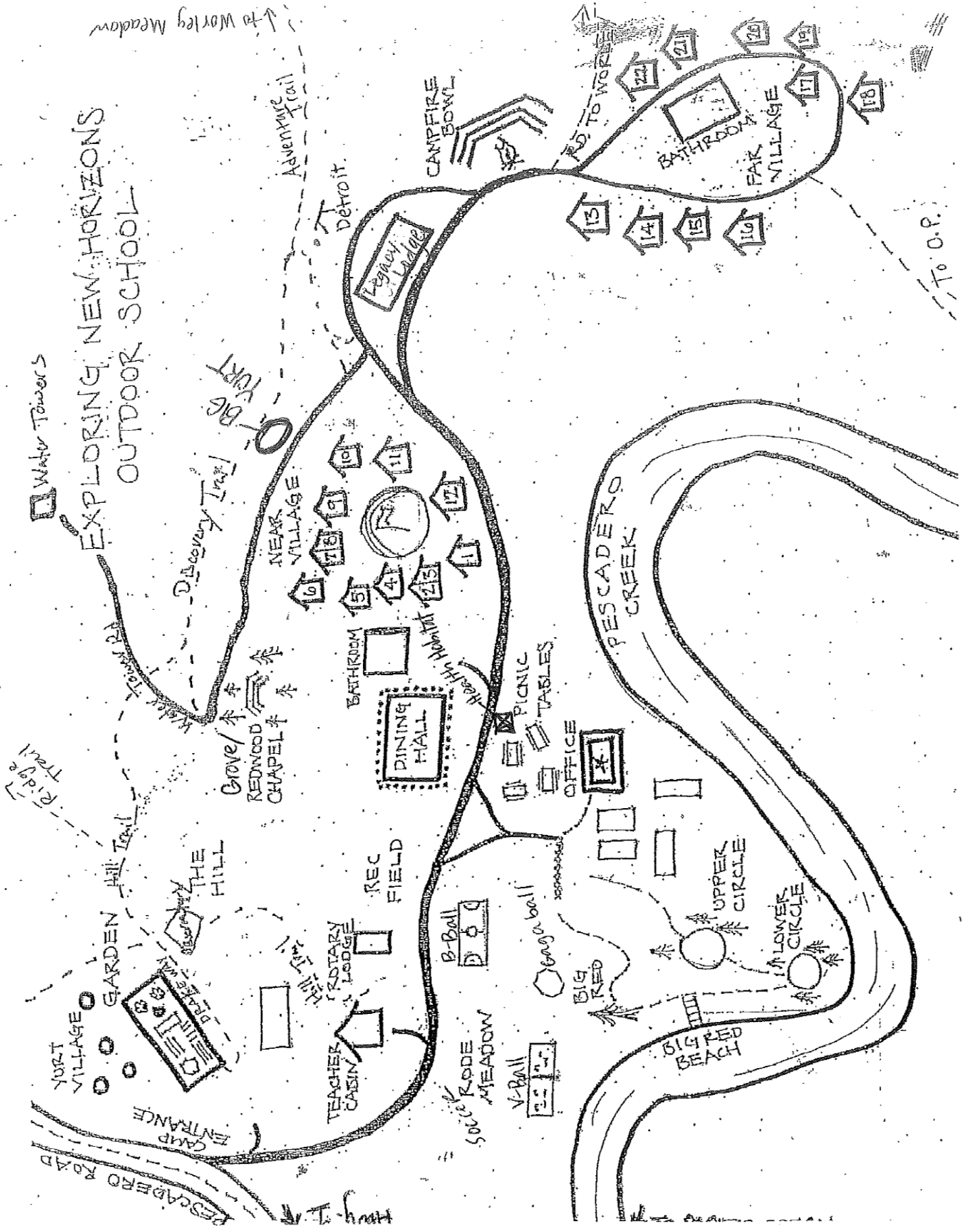
Dear Wonderful Teachers!

Thank you so much for all your effort and hard work to get your students to outdoor school. We hope this field trip allows you to take a step back and have the opportunity to see your students gain scientific knowledge and more independence through experiential and inquiry-based learning.

This handbook is designed to give you additional information about the logistics of our program as well as resources you can give to students and parents. We also urge you to read the Service Agreement (Contract) that we have with your school group to update you with any changes or procedures your school has agreed upon with participating in our program.

Please give us a call 650-879-0608 if you have any questions and we look forward to seeing you soon!

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SPECIFIC DUTIES REQUESTED OF THE CLASSROOM TEACHER

PRIOR TO ATTENDING THE OUTDOOR SCHOOL:

1. SET UP A PRESENTATION DATE WITH OUR PROGRAM COORDINATOR (PC)

Our PC will contact you to set up a date for a student and parent presentation, as well as a time on that same day to meet with the classroom teachers. They will take notes on the Teacher Meeting Notes sheet (see attached page), so you can pre-prepare by looking over the information she/he will be asking of you. PC email is: lomamarpc@gmail.com and their cell phone is 831-673-8833.

2. ASSIGN CABIN GROUPS OR PARTNER LISTS

The PC will tell you how many cabin groups to create and will email you the cabin group template spreadsheet that we want you to use. Please plug in the names as well as their teacher's name in the cabin template and email back to the PC (lomamarpc@gmail.com) & Medic (lomamarmedic@gmail.com) on the due date they assign to you. Please use the student's first and last name (no nicknames or initials).

If making partner lists, please only make partners or groups of three. You can also note any groups that may need a strong naturalist or counselor or two counselors (this is not guaranteed that two counselors will be available). Also, if you come with other schools, it may be a good idea to directly collaborate with the other teachers and possibly create the cabin lists together. Creating a Google Doc might be an easy and effective way to match your students up, since the ENH staff doesn't know your students.

We need cabin groups/partner lists **at least 10 days** prior to your arrival. Feel free to contact us later if there are any changes. Upon arrival to outdoor school, we will review these lists and make any edits before the students are assigned their cabins.

3. DISTRIBUTE AND KEEP TRACK OF STUDENT MEDICAL FORMS

We use **online medical forms** (we can provide paper copies to schools/families that are unable to use the online version; you will need to scan/ email or fax them to us). We use a secure company called Chalk Schools. Our PC will give you instructions and a link to distribute these forms to your students' parent/guardian.

Please make sure the forms are completed by the due date the PC sets with you. This will allow us to prepare for dietary restrictions and organize our medical procedures before your arrival. We will give you access to all the medical forms for your school so you can track each student to see if they have submitted the form. If we are missing a form, we will contact you and ask you to follow through with that family to get the form completed.

We also have an "**Aide Handbook**" for Aides/Nurses or any other professional adult that comes along to support one or a small group of students. We need to set students up for success, so any medical, dietary, behavioral/emotional concerns need to be addressed with the Program Director well in advance of outdoor school in order to make appropriate arrangements. Outdoor school is an unknown and foreign environment to the vast majority of students who come to our program, please consider this in planning your trip.

4. HELP RECRUIT CABIN COUNSELORS FOR YOUR WEEK. Starting in the 2019-2020 school year, we are evolving our recruitment model at Exploring New Horizons to include the elementary and middle school teachers and/or administration to help recruit cabin counselors for your students. Please see information on page _____ of this handbook for ideas on how to help. The more counselors we have applying, the better the experience for you and your students. If we can't improve the recruitment process together, we may need to include parent chaperones for your group.

5. PREPARE YOUR CLASS FOR THE OUTDOOR SCHOOL EXPERIENCE WITH PRE-PROGRAM ACTIVITIES.

Such activities could include curriculum ideas provided with this handbook, our "Curriculum Handbook", field trips, class projects, etc. The level of preparedness varies for each class and is left entirely up to the individual teacher. Keep in mind the kind of follow through you would like to have when you return to the classroom.

With students you are worried about being homesick, talk to their parent/guardian and encourage sleepovers!

6. PREPARE YOUR STUDENTS WITH BEHAVIOR EXPECTATIONS.

Please use the "Student Responsibility Contract" to communicate and clarify expectations and rules of a positive and safe camp environment. We suggest you do this the week before camp and have ALL students sign after the discussion. You can

bring this contract to outdoor school and give to the Program Director. This can be used as a tool if behavior issues occur.

7. BE SURE YOU HAVE ROOM ON YOUR BUS(ES) FOR COUNSELORS, AND THAT YOU COLLECT COUNSELOR MED FORMS BEFORE THEY BOARD THE BUS. *We may also email their med forms to you the Friday before. If you aren't able to accommodate all the counselors on your bus and need us to transport some, please let us know and there may be a \$150 fee for this extra service.

8. SUPERVISE LOADING AND DEPARTURE FROM YOUR SCHOOL THE MORNING YOU LEAVE.

Introduce yourself to the counselors, make sure they are all there and have them help load the luggage! You should receive a list of counselors to expect via email from the PC the Friday before you come here so that you know who should be there.

*Please call us if someone on the list does not show up! (650) 879-0608.

Be sure to collect all medications (in Ziploc bags with child's first and last name on it) from the students or from the student's parents. We will collect these medications as soon as you arrive at outdoor school.

ROLE OF COUNSELORS DURING LOADING AND DEPARTURE:

Counselors should plan to arrive at the elementary school 30-45 minutes early to assist the bus driver(s) in loading luggage. We will call all of the counselors **one week prior to confirm**. At this point, we will tell them to be at the school at the time you specified at our Teacher Meeting prior to your visit. They should act in a professional manner at all times, especially when talking with parents. They should spread themselves out on the buses so as to help supervise the students. Counselors can also be very helpful in leading (appropriate) songs during the ride.

WHILE AT OUTDOOR SCHOOL:

1. YOU MAY JOIN ANY TRAIL GROUP IF YOU CHOOSE TO DO SO.

We encourage you to be a part of all phases of the program to provide continuity for your students. This provides a rare opportunity for both teachers and students to participate together in a new setting. It also allows you to connect activities the students did here to the curriculum back in the classroom.

2. CONDUCT CABIN CHECKS IN THE MORNING (Between 9:15 and 3:00pm), AND HAND OUT THE HONORABLE "GOLDEN DUSTPAN" AWARD TO THE CLEANEST CABIN.

Find the Golden Dustpans in the Dining Hall and award one to the cleanest cabin in the Near Village and one in the cleanest cabin in the Far Village.

3. SUPERVISE "RECREATION TIME" TUESDAY, WEDNESDAY & THURSDAY FROM 3:00-3:45 PM. **NOT THE 1ST DAY**

New to the 2019-2020 school year, we will now have classroom teachers supervise their students during recreation time. You will sign up for your duty on the first day when the Program Director and Medic come to the cabin to review cabin lists. The cabin counselors will now have a break during this time to work on online homework and take a much needed break away from the students. At 3:40, teachers will line up their students in front of the Dining Hall to transition to Teacher Time (see below). If there is more than one school at camp, teachers are expected to communicate with each other about where they want to take their class/school for teacher time.

4. CONDUCT "TEACHER TIME" TUESDAY, WEDNESDAY & THURSDAY FROM 3:45-4:45 PM. **NOT THE 1ST DAY**

Teacher Time happens after recreation time; generally teachers take their class to an outdoor or indoor meeting area (we have a wide range of great spots, so ask the Program Director for suggestions). Teachers lead activities, do art projects, play games and/or have their students share about their hikes they just went on. **IT IS REALLY UP TO THE TEACHER WHAT THEY WANT TO DO WITH THIS HOUR.** The cabin counselors are in a meeting with the Counselor Coordinator during this time, so they will not be supervising the students. The teachers are required to bring their own supplies for the activities they intend on conducting, however, if you are short some supplies, please check in and we will see if we have materials for you in our office. During this time we ask that you check in with your students regarding how life is in the cabin, how students are getting along, how their counselor is doing and if there are any concerns we should know about.

We will ask you to distribute a **Mid-Week Student Evaluation to the children during your Wednesday meeting**. This is extremely helpful in assuring proper conduct of the other students and counselors. *At 4:45 pm, please wait with your students at the Dining Hall for the counselors to come back from their meeting.*

5. PLEASE HELP US TAKE CARE OF SICK CHILDREN: PRIMARILY HOMESICKNESS AND DEHYDRATION.

We do not expect you to administer First Aid unless you are certified and feel comfortable doing so. Should it be

necessary to provide overnight care for a sick child, we may ask that a teacher make arrangements to stay with the child either in the Health Habitat, office or in the teacher's house. There will always be 2 ENH staff members on-call each night for emergencies with cabin groups. If there is a sick child or counselor, teachers must be available to care for them through the night. **We recommend two teachers being "on call" each night as being alone with a child is a huge liability for you and our program.**

6. FEEL FREE TO HELP OUT WHERE THERE IS A NEED.

Areas where we can use help are with supervision, discipline, campfire programs, homesickness, etc. Your knowledge and experience is an extremely valuable part of the program.

7. FILL OUT A PROGRAM EVALUATION AND STUDENT HEADCOUNT SHEET

The Program Director will give you these at the end of the week to fill out and return.

8. HAVE FUN!!



Exploring New Horizons Outdoor School at Loma Mar

Student Responsibility Contract

The Student Responsibility Contract explains the rules and consequences at Outdoor School. Every student signs this agreement before coming to the program. Outdoor School is a unique and exciting community of people with diverse backgrounds. While you are here, please join us in:

- Being open minded and accepting of people's differences and respecting their ideas.
- Respecting and caring for your surroundings and the Earth.
- Encouraging learning and creativity in a safe, honest and healthy environment.

Exploring New Horizons School Rules: **BE RESPECTFUL, BE SAFE, BE KIND**

- Respect all students, cabin counselors, and staff members. Do not use put-downs, name calling, or hurt other people's feelings.
- You are responsible for keeping yourself and others safe.
- Be respectful and quiet around wildlife.
- Stay on trail and follow the directions from your naturalist. Please do not pick up plants or animals unless instructed to do so.
- Please walk.
- Do not throw sticks, rocks or other objects.
- Stay within the boundaries set up by your naturalist, counselor or classroom teacher.
- Respect other people's belongings, bunks, and cabin space by not touching other people's things.
- Have appropriate conversations and use appropriate language.
- If you have a disagreement with someone, see an adult for help.
- Keep the cabin clean, especially your area.
- Do not jump from bed to bed, pillow fight or rough house.
- Stay with your hiking group and always have a buddy.
- All School Rules from _____ Elementary/Middle School apply.

Consequences

If an Exploring New Horizons staff member, cabin counselor or a teacher determines that a student has broken a rule, a student can earn a check. The check system works as follows:

1 Check: 15 minute time out during recreation time.

2 Checks: 15 minute time out during recreation time + behavior contract with Principal

3 Checks: 15 minute time out during recreation time + behavior contract with Principal and classroom teacher + parent/guardian phone call

4 Checks: removal from the program (parent/guardian picks you up)

The following behaviors will result in multiple checks or possible removal from the program:

- Fighting
- Verbal harassment
- Vandalism of property or the environment
- Behavior that puts yourself or others in danger



"Inspiring, empowering and transforming children's lives through outdoor education."

www.exploringnewhorizons.org

Loma Mar: 650.879.0608

STUDENT PACKING LIST and INFORMATION

This year your child and their classmates will have the opportunity to participate in a residential environmental education program. The program will be conducted by Exploring New Horizons Outdoor Schools as an integral part of the regular classroom curriculum. Through hands-on experience, the students will explore the natural environment and apply their classroom knowledge to an outdoor setting. Through interactions with their surroundings and each other, they will gain awareness of natural and cultural communities.

Exploring New Horizons combines the teaching skills and talents of the classroom teachers, our naturalist staff, and trained high school counselors to provide a unique learning experience. We place an emphasis on developing an understanding and appreciation for our natural environment. Academic lessons focus on redwood ecology, marine biology, botany, geology, astronomy, animal behavior, cultural history, and problem solving. We foster cooperative, trusting and supportive relationships between the students, their counselors, the Exploring New Horizons staff, and classroom teachers.

The weather in the redwoods is likely to be quite variable. We may experience warm, sunny days, drippy fog, chilly evenings, rain or any combination of them all! Those students who are well prepared for all types of weather are the ones who are most comfortable and best able to enjoy their experience at the outdoor school. Clothing that is comfortable, warm and functional is important. Please follow the list closely, as it has been compiled after many years of programs. Children will carry their own luggage; please pack everything in only **ONE suitcase or duffel bag** (sleeping bag and pillow can be carried separately). Most importantly, be sure to **label everything**. For example, you can pack the sleeping bag and pillow in a garbage bag and label their name on the outside with a piece of tape.

ESSENTIAL EQUIPMENT

| | |
|--|---|
| sleeping bag & pillow fitted twin sized sheet warm jacket WATERPROOF raingear 3 warm sweaters or sweatshirts warm sleepwear 2 long sleeved shirts 7 pairs underwear and socks 4 t-shirts 3 pairs long pants warm hat baseball cap (for sun) | bathing suit (for showers) 1 pair sturdy hiking shoes 1 pair old worn shoes 1 back pack Re-usable water bottle flashlight or headlamp (new batteries) washcloth, towel, soap toothbrush & toothpaste shampoo & conditioner hairbrush/comb lip balm Sunscreen 2 plastic garbage bags |
|--|---|

OPTIONAL EQUIPMENT

shower sandals

DISPOSABLE camera
Gloves
Sunglasses

letter writing supplies
reading materials
wrist watch
rubber boots (wet weather)
Barnyard Boogie Costume (**no
feather boas or masks**)
Cloth Bandana/Napkin

DO NOT PACK

Food, candy or gum

Hair spray
knife
matches
cell phone (no service)
make-up or cologne
money
radio
iPod, Tablets, drones
electronic games

Curling/straightening iron (fire
hazards)
Aerosol Sprays
ANYTHING VALUABLE

BRING A BAG LUNCH FOR THE FIRST DAY. ALL OTHER MEALS PROVIDED. FOR SPECIAL DIETARY RESTRICTIONS, PLEASE CONTACT THE CAMP 2 WEEKS PRIOR TO YOUR CHILD'S VISIT.

LOCATION Exploring New Horizons at Loma Mar is located on the property of YMCA Camp Loma Mar. The site is owned by the YMCA of Oakland and our staff runs the educational program. The site is located on 100 acres of redwood and oak forest approximately 15 miles south of Half Moon Bay and 10 miles inland from Pescadero. **The address of the camp is 9900 Pescadero Creek Road, Loma Mar, CA 94021.**

FACILITIES The outdoor school site is particularly well-suited for our program due to its variety of ecosystems and its proximity to the coast. The accommodations include: 22 heated sleeping cabins, restroom and shower facilities, dining hall, large lodge for activities, classroom teacher sleeping quarters, staff housing and a large recreation area. Tasty, nutritious meals are served family-style by the YMCA Camp Loma Mar kitchen staff.

SUPERVISION The students' safety and well-being are of primary concern during their stay at the outdoor school. The students are supervised on a 24-hour basis by the Exploring New Horizons teaching staff, classroom teachers and trained high school/college counselors. Your child's counselor will be sleeping in the cabin at night for supervision and safety.

HEALTH AND SAFETY

Loma Mar is a part of Exploring New Horizons Outdoor Schools, which has worked with more than 300,000 students in the last 39 years. Consequently, we have a rigorous safety management program that incorporates all participants. Students are expected to follow safety rules and boundaries. Any child that cannot comply with these rules will be removed from the program by the parent or guardian.

Our teaching staff is trained in First Aid and CPR. Some staff members hold advanced certifications such as EMT's and Wilderness First Responders. A full-service hospital is located in nearby Half Moon Bay and Redwood City. You would be contacted immediately should your child need to go to the hospital. Due to the cabin living situation, please do not send a child with communicable disease such as strep throat, flu, fever, chicken pox, head lice, etc.

If your child has emotional and or behavioral concerns, please contact the camp as soon as possible to discuss some of your child's needs with the Program Director. The success of outdoor education can boost a child's self esteem and independence. Not making it through the week because the child's needs aren't met, can have adverse effects. We want to set each child up for success, so it is up to you to communicate their needs on their medical form as well as contact us for a follow up discussion if need be.

MEDICATION

Students will be allowed to keep their bee sting/extreme allergy shots (Epi pens) and asthma inhalers with them in their cabins. **ALL OTHER MEDICATION IS KEPT BY THE OUTDOOR SCHOOL MEDIC IN THE INFIRMARY** and is given to the students as specified on the medical form. When you send medication with your child, it must be in its original container with complete instructions for administration. Please keep all medication separate from luggage and give it to your child's teacher prior to departure for outdoor school. The medication will be returned to you at school when your child returns.

If your child needs over-the-counter medication during the week, we will administer it ONLY with your written permission on the medical information form. Please be sure to fill this out completely, with specific information regarding physical limitations, allergies, and medication.

*****NOTE** If your child has any special physical, medical, or dietary requirements, please indicate them on the medical form and discuss them with the classroom teachers and/or the outdoor school staff so that we can assure your child receives the necessary care.***

CONTACTING STUDENTS

The best way to communicate with your child while they are at the outdoor school is through writing. Receiving mail is very exciting for the students, so we encourage you to write. It may take as many as 4 days for mail to reach the outdoor school, so plan ahead and write early-- sending a letter the week before is your best bet! Just be sure to indicate your child's school with the address as follows:

Student's Name/ **School Name**
c/o Exploring New Horizons Outdoor Schools at Loma Mar
P.O. Box 37
Loma Mar, CA 94021

We discourage parents from calling just to chat; students are very involved in program activities. However, in case of an emergency or special circumstance, please contact us at our office at (650) 879-0608.

COST

The teachers will announce the cost for the outdoor school program. This fee includes room and board, instruction, supplies, transportation, and insurance; and may be reduced depending on fundraising efforts. If you have any questions concerning cost, please talk with your child's teacher. Each school is contracted by Exploring New Horizons and needs your donation to keep this opportunity alive for generations to come.

Your child's experience at outdoor school will be enjoyable, educational, and unforgettable!! Please call our office at (650) 879-0608 if you have any further questions. Thank you.



LISTA DE EMBALAJE DEL ESTUDIANTE E INFORMACION

Loma Mar: 650.879.0608 Este año su hijo/a y sus compañeros de clase tendrán la oportunidad de participar en una programa educacional del medio ambiente. El programa será conducido por Explorando Nuevos Horizontes (Exploring New Horizons) como complemento del programa regular de estudios. Los alumnos experimentarán el medio ambiente natural como laboratorio al aire libre donde las destrezas del salón serán utilizadas. Además se beneficiarán del conocimiento adquirido a través de interacciones personales e investigaciones de una variedad de comunidades naturales y culturales.

La escuela al Aire Libre, Explorando Nuevos Horizontes, combina las destrezas y talentos de los maestros, naturalistas, y consejeros de la preparatoria para proveer una experiencia de aprendizaje única. Nosotros ponemos un énfasis profundo en desarrollar un entendimiento y apreciación hacia nuestro medio ambiente. El enfoque académico está basado en la ecología de los árboles de coníferas, biología marina, botánica, zoología, geología, astronomía, así como en problemas ecológicos. Además promovemos relaciones cooperativas y de confianza entre los alumnos, sus consejeros y maestros.

LISTA DE EQUIPAJE A EXPLORANDO NUEVOS HORIZONTES

El tiempo en el bosque de coníferas es muy variable. Se puede experimentar desde un tiempo templado con días soleados, neblina, noches frías, lluvias o una combinación de todos. Por supuesto los alumnos que vengan mejor preparados para esta variedad de clima estarán más cómodos y disfrutarán más esta experiencia que la escuela les ofrece. Ropa que sea cómoda, caliente y funcional es mejor que ropa de buena marca. Por favor revise esta lista de equipaje cuidadosamente puesto que ha sido una recopilación después de tantos años y limite el equipaje a una bolsa de dormir y una maleta o bolsa. Es muy importante que le ponga el nombre del niño a niña a todas sus pertenencias.

EQUIPAJE ESENCIAL

| | | |
|---------------------------------|------------------------------|---------------------------------|
| impermeable | bronceador | almuerzo para el primer día |
| bolsa de dormir | 2 bolsas de plástico grandes | frasco de plástico para el agua |
| abrigo/chamarra caliente | 1 par de zapatos | traje de baño |
| suter o camiseta | 2 pares de tenis viejos | cepilla y pasta dental |
| pijamas | 3 pantalones gruesos | mochila |
| 2 camisas/blusas de manga larga | 2 pantalones cortos (shorts) | shampoo y cepillo para el pelo |
| lámpara con baterías nuevas | 5 cambios de ropa interior | cachucha |
| crema para labios (chapstick) | 4 camisetas | toalla y jabón |

EQUIPAJE OPCIONAL

sandalías para el baño
cámara y rollo fotográfico con baterías
guantes (en invierno solamente)
binoculares
útiles para escribir cartas
libros para leer
botas de hule (en tiempo de lluvias)

NO ENVIE LO SIGUIENTE

golosinas
dinero
cuchillos
cerillos
tenazas para el pelo
radios, audífonos y grabadoras
juegos electrónicos
teléfonos celulares y bipers

HUBICACION La escuela Explorando Nuevos Horizontes se encuentra en Camp Loma Mar el cual es propiedad y

a la vez es operado por la Asociación Metropolitana del YMCA al Este de la bahía Half Moon. El lugar esta ubicado en un area de 100 acres aproximadamente 15 millas al Sur de la bahia de Half Moon y 10 millas al fondo de Pescadero y esta compuesto por un bosque de coniferas y cedros.

FACILIDADES El sitio donde se encuentra la escuela esta perfectamente acondicionado para nuestro programa debido a los diferentes ecosistemas y comunidades bióticas dentro de sus límites. Las acomodaciones incluyen 20 cabañas con calefacción, baños y regaderas, comedor, centro natural, alberca cancha de bolleyball y otras areas recreaciones. Sabrosas alimentos nutricionales son servidos en un ambiente familiar por el personal de la cocina de Loma Mar.

SUPERVISION El bienestar y seguridad del alumnado son nuestra mayor preocupación durante su estancia en ésta escuela. La supervisión de los alumnos se lleva a cabo las 24 horas del día por el personal de maestros de Explorando Nuevos Horizontes, el maestro regular del alumno, y los consejeros de la preparatoria. Es decir a cada adulto le tocará supervisar 5 alumnos. Además, el consejero o la consejera de su hijo/a dormirá en su cabina para supervisar al grupo.

SALUD Y SEGURIDAD Explorando Nuevos Horizontes ha trabajado con más de 50,000 estudiantes en los últimos 15 años. Es por eso que tenemos un programa de seguridad que incluye a todos sus participantes y los alumnos deberán seguir las reglas al pie de la letra. Cualquier alumno que tenga problemas siguiendo dichas reglas se le retirará del programa por su madre, padre, o tutor. Nuestro personal de maestros esta entrenado en primeros auxilios y resucitación, y tambien hay un hospital de servicios completos cercas a la bahía Half Moon y a la ciudad de Redwood. Debido al ambiente en las cabañas por favor no mande a su hijo con infección en la garganta, gripe, viruela, etc.

MEDICINAS Los estudiantes podrán mantener sus vitaminas e inhaladores con ellos en sus cabañas, sin embargo todas las otras medicinas las mantendrá el maestro o maestra regular de su hijo/a y/o un asistente de padres de familia. La medicina se administrará cuando el alumno la necesite. Nuestra "Cabaña de Salud" esta equipada con muchas medicinas para dolores de cabeza, malestar estomacal, resfriados, alergias, etc.; dichas medicinas no requieren receta médica. No envíe estas medicinas puestos que son innecesarias. Estas medicinas se le suministraran a su hijo/a en caso que las necesite solamente con su consentimiento médico por escrito en la forma médica. Si usted envía medicina con su hijo/a esta deberá estar en el frasco original y con instrucciones completas para su suministro. Si le es posible por favor déle estos medicamentos al maestro/a de su hijo/a antes de la salida a la escuela al aire libre.

COMO COMUNICARSE CON LOS ALUMNOS La mejor manera de comunicarse con su hijo/a mientras él o ella esta en la escuela al aire libre es escribiéndole. El recibir una carta de la familia puede reafirmar y hacer más placentera su experiencia en ésta escuela. El correo de casa a la escuela puede tardarse hasta 4 días en llegar así que planeé por adelantado. La dirección es:

Nombre del Alumno/Nombre de la Escuela
c/o Exploring New Horizons
P.O. Box 37
Loma Mar, CA 94021

Le recomendamos a los padres que no hablen nadamás para saludar a su hijo/a. Generalmente los alumnos están muy envueltos en diferentes actividades y se le deberá retirar del grupo para ir a contestar el teléfono. Sin embargo en caso de emergencia a alguna circunstancia especial puede comunicarse a nuestra oficina al teléfono (650)879-0608.

COSTO El costo de la escuela Explorando Nuevos Horizontes es de por alumno. El costo incluye habitación, instrucción, transporte mientras se encuentran en la escuela y aseguranza (la aseguranza no incluye condiciones médicas que ya existían)

Teachers' Living Facilities

Teacher Lodge: The main housing for teachers includes one 4-bed bedroom, two 2-bed bedrooms, one 1-bedroom, two complete bathrooms, a living room, and a kitchenette with a microwave, sink, coffee maker, and refrigerator. We also have a phone for you to make phone calls; the number is 650-879-1525.

Beds are twin sized and the YMCA maintenance crew are responsible for cleaning and making sure the sheets are on the beds. Please bring a pillow, blankets/sleeping bag to make sure you are comfortable. Please let the Program Director know of any issues in the Teacher's Cabin.

Extra Cabins for Aides, Nurses, More Teachers: There are often times student(s) with special needs that require a nurse or aide to provide extra support during the week. We recommend that those folks sleep in their own cabin in the same village as the child. It is the school's responsibility to hire the appropriate support staff. **High school cabin counselors are not equipped with the same training as a professional and did not sign up to be a 1:1 Aide for any student.** Please contact the Program Director to arrange accommodations for additional staff as you are under contract to only bring a certain number of classroom teachers for the week. If the teacher cabin is full, we will have to be creative on housing additional teachers/staff during your stay. ENH will do their best to make sure everyone is comfortable.

Food & Beverages: Often times, teachers bring food to eat during lunch and snacking times. It is great for staff and students to see the teachers at Breakfast and Dinner in the Dining Hall, but often times teachers eat in Pescadero or Half Moon Bay for lunch. We can also set aside lunch food that the students eat on trail and can leave that food in the Dining Hall for you. Just let us know!

Wi-Fi: We now have wi-fi in the Teacher Cabin! The networks are: teachers-2.4 (password: bigred123) and network Teachers-5 (password bigred123). Please do not post these passwords anywhere in the cabin, as the YMCA staff are not cleared to use this network. Other networks will be posted on the bulletin board to be used around campus. Please remember this is a screen free week for students and counselors, we try to minimize usage around them :)

Homesickness: The Most Common Illness at Outdoor School

Homesickness is a fairly common occurrence, which most students overcome readily as they are swept up in the activities of outdoor school life. Sometimes it will linger and become painful. Please help your children succeed by reading and implementing the following strategies.

Before coming to the outdoor school:

If you have worried parents, encourage them to use encouraging words with their child about how great their experience will be and that they will be there when they get home! Encourage them not to get too “dramatic” in front of their child. This will help the child feel calmer about coming.

Tell the parents to have their child do a sleep over, or several sleepovers. There are countless stories of kids never having a sleepover before outdoor school and it turns into a disaster when they are SUPER far away from home.

Strongly discourage special arrangements such as phone calls home. Such arrangements make the child vulnerable to homesickness. Do, however, assure the parents that if their child has extreme homesickness, we will call them.

How you can help with homesickness at Outdoor School:

If you have an anxious/homesick child, try to let that child focus on the activities at the outdoor school. You are the person most likely to be complained to - don't promote those opportunities. Let the child take the initiative in surfacing homesick problems.

PLEASE DO NOT indicate to the child that he or she may make a phone call home. Such calls are usually a sobbing, counterproductive mess.

Our most successful practices in dealing with homesickness have been to:

Nip it in the bud; keep the child engaged in program activities; buy time, but do not promise a phone call, a cabin switch, etc.. Remind them that the more they spend time thinking about how sad they are, the worse they are going to feel. Encourage them to be proactive and distract themselves by engaging in the activities in front of them.

If the homesickness persists or the child is abnormally stressed, a phone call to parents is best made without the child's knowledge and certainly without the child's presence. The Principal/Vice Principal or Medic can make this call to let parents know the situation, advise them of possible steps (“Tell my child I love him and look forward to seeing him on Friday” seems the best), and let them choose what they want to do. We do not encourage parents to come pick up their child unless they are making themselves physically ill or nonfunctional from the stress.

We discourage child-parent homesick talks on the phone, but if parents want that, they can be forewarned of the probable meltdown of their child and assured that a few minutes after the phone call their child will probably be fine. (From much experience, this is simply the truth.) Parents can also be advised that they will be called back shortly with an update if things have not improved.

While we try to help parents and children through the homesickness, parents of course may choose to pick up their child at any time. If that is the decision made, then we try to define the child's time at ENH as a success. Also, if the child becomes a detriment to the program for others, we may choose to send that child home.

Medication Procedures

Any serious medical conditions should be discussed with either the Medic or Program Director prior to arrival. All medications should be collected from the students before leaving school (see below for instructions on instructing parents on how to prepare their child's medication to hand over to you). Students will be given an opportunity to turn in any additional medication during the recess on the first afternoon of program. **No medications**, with the exception of asthma inhalers and Epi pens **are to be in the cabins**. This includes Tylenol, prescription creams, antibiotic ointments, cough drops, etc.

Times to dispense medications.

Medications will be given during breakfast, dinner and campfire. They will be distributed by the Medic or another ENH staff member. If there are a large number of students with medications, teachers may be asked to assist in the distribution at meals.

On the trail

Medications that need to be given on the trail will be given to the naturalist in a bag with a medication sheet inside. This may be done once at the beginning of the week, or daily.

Asthma Medications and Epi Pens

Children who use inhalers may keep their inhalers with them at all times. **Parents should be encouraged to send an extra inhaler along to keep in the health habitat in case the child misplaces the original.** Any breathing machines or special devices need to be discussed with the Medic.

Children who arrive with Epi pens are **required** to carry them at all times.

Our Medicine Cabinet

ENH has a well-stocked medicine cabinet. However, please tell parents they need to provide any medicine they anticipate their child will need regularly (e.g. allergy medicine). When you arrive at outdoor school, the Program Director can review our policies and procedures regarding first aid. ENH staff, teachers, and administrators can dispense medications in the office. Please do not dispense anything without being briefed on our policies.

Please Note:

1. While we appreciate your assistance with children who are feeling ill or homesick, please leave all first aid pertaining to injuries to ENH staff members. Our staff is certified in first aid and CPR. Limit your liability.
2. Under no circumstances is a counselor to dispense medication.

** Tell parents to write down any special health or dietary needs on their medical form. What is written there will be reviewed by our Medic and pertinent information will be given to that child's naturalist and counselor.

Medication Organization –PLEASE READ!!

You play an extremely important role in collecting, organizing, and delivering student medications to camp! Here are a few helpful tips for medication organization.

1. All student medications **MUST** be in their original containers. We cannot dispense medication that is not in original packaging.
2. All medications for each child should be placed in a zip lock baggie labeled with the student's name and the classroom teacher's name.
3. All of the medications from each classroom should be placed in a box or bag labeled with the teacher's name.
4. The Medic will meet you at the bus upon your arrival to immediately collect all medications. These will be kept in a locked cabinet in the Health Habitat at all times. Medications will be returned to the teachers on Friday shortly before boarding the buses.

Cabin Counselor Recruitment: WE NEED YOUR HELP!

Dear Classroom Teachers,

We all know what an important role the cabin counselors play in our program, but recruiting counselors can be challenging. High school counselors benefit from a week in outdoor education by strengthening their understanding of scientific concepts, building critical leadership skills and serving a crucial role as a mentor in their own schools and communities. The ENH Program Coordinator visits over 45 elementary/middle schools and 30 high schools over the school year. To ensure the best possible experience for your students, we need your help recruiting counselors. Here is how you can help:

- Cabin Counselor Training and Workshop: We will give you all the information you need to spread the word, including application packets, flyers, and information sheets about a counselor training scheduled in your area.
- Help us spread the word:
 - o *Start Early*: As soon as you know the date of your attendance, begin networking for counselors. The sooner you get the word out the better.
 - o *Visit your local high school(s)*:
 - Talk to the administration and teachers to gain support of our program. Often, a visit from you, another local teacher, is much more powerful than another email from ENH.
 - Recruit high school teachers who are in support of our program to help advocate and spread the word to their students in their classrooms. Please take a moment to contact the Principal, the guidance counselor or whomever can be an advocate. We are happy to train and support high school contacts.
 - Research how students receive announcements at your school so we can advertise in that pipeline of communication.
 - Hang up advertising flyers and information about the week your school is attending.
 - o *Contact former students*: Former students enjoy spending time at ENH with former 5th/6th grade teachers. Plus, they will usually have a network of willing and capable friends who might be interested in attending as well.
 - o *Talk to parents*: Your students' parents may have contacts at places we don't have access to:
 - Youth groups, scout programs, churches, sports teams
 - o *Back to School Night*: Please include information about outdoor school at your Back to School Night in the Fall; let parents know the date and that we will need 14-20 high school (or college) students for your week.
- Let's Communicate. Please be proactive about checking in with us about counselors. Let us know if you've passed out applications, and give us contact information for counselors you want to sign up. **Please tell applicants to email their completed applications to: lomamarpc@gmail.com**. From there, we will contact them and get them the necessary information to participate.

We look forward to having you at Exploring New Horizons this year. Thank you for your active help in recruiting counselors and making this a meaningful experience for your students!



Exploring New Horizons Outdoor Schools

"Inspiring, empowering and transforming children's lives through outdoor education."

www.exploringnewhorizons.org

Loma Mar: 650.879.0608 • Sempervirens: 831.338.3077

CABIN COUNSELOR APPLICATION

Name _____ Email _____

Cell Phone _____ Grade _____ School _____

Address _____ Zip _____

Have you: Attended an ENH program as a student? _____ Attended an ENH program as a counselor? _____

Elementary school you attended _____

Please feel free to attach pages if you wish.

1. Why do you want to be an outdoor school counselor?

2. How will you be an effective role model for the students you supervise?

3. Please list your experience working with young people.

4. What do you enjoy doing in your leisure time?

5. Please indicate your experiences and interests in the outdoors.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes No

If "yes", please state the nature of the crime(s), when and where convicted and disposition of the case. (A conviction record will not necessarily be cause of disqualification. Please list the nature of the offense, the date of the offense, and surrounding circumstances and the relevance of the offense to the position applying for: _____

If you are a high school **GIRL**, and if necessary, would you be willing to be a counselor for a boys cabin if we do not have enough high school boys as counselors? Yes No

Parents/Guardians:

I understand that my child is applying as an outdoor education cabin counselor. My child has the maturity and ability to supervise children in the fifth and sixth grade. I understand that if selected, my child will miss school for a period of four or five days.

Parent/Guardian signature _____ Date _____

Thank you. You will be receiving more information. If you have questions, please contact your contact at either ENH Loma Mar at (650).879.0608



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Dear Parents/Guardians of students serving as cabin counselors,

Exploring New Horizons Outdoor Schools is a nonprofit environmental education organization that conducts residential outdoor schools for numerous school districts. We have worked with more than 100,000 students and 10,000 high school counselors over the past 37 years. The week long program is an intensive experience for both the students and the counselors. Our program uses the natural environment as a laboratory where the animal and plant interactions can be more closely studied. Outdoor investigations also lead us to learn more about others and ourselves. Exploring New Horizons Outdoor Schools is a unique and worthwhile educational and social experience for everyone involved.

An extremely important role in our outdoor school program is filled by high school students who volunteer a week of their time to serve as cabin counselors for the younger students. Cabin counselors are responsible for the care and well being of 7-10 students on a 24-hour-a-day basis for the entire week. Counselors, along with staff naturalists and classroom teachers, accompany their students on nature hikes and assist in the learning process. Additionally, the counselors supervise the students during non-instructional parts of the day, such as recreation, cabin time, and bedtime. The position of cabin counselor is not easy to fill and it demands a great deal of responsibility, competence, and commitment.

Your son or daughter may be selected by the Exploring New Horizons staff to serve as a counselor for the outdoor school. The counselors' job is challenging, requiring lots of patience and tolerance, a cheerful disposition and a consistently positive outlook. The counselors will spend many hours each day with their students and will have very little time to themselves. Despite the difficulties, or perhaps because of them, the counselors and their "children" develop very strong bonds. Friendships started at the outdoor school often last a lifetime.

There is no cost to the counselors for their stay at the outdoor school. Counselors will receive transportation to and from the outdoor school, room and board during their stay, as well as accident and health insurance while they are on site. High school students also receive full credit for their week at the outdoor school, but they are responsible for any assignments that they might miss while they are away. They should check with all of their teachers prior to attending the outdoor school.

The outdoor school program is an extension of the classroom for both the counselors and the younger students. We often will hear counselors stating that they have learned more about the environment than the students did. Perhaps even more important are the lessons that they've learned about themselves!

Thank you for allowing your son or daughter to serve as one of our outdoor school counselors. The learning and growing potential of the outdoor school program is greatly enhanced by the involvement of the high school students, and the program would be next to impossible without their invaluable participation.

If you have any questions regarding the outdoor school program and/or the counselor position, please feel free to contact the director at the outdoor school site that your child is attending.

Sincerely,

Bridget "B" Posson
Program Director
Exploring New Horizons Outdoor Schools at Loma Mar
www.exploringnewhorizons.org



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COUNSELOR RESPONSIBILITY CONTRACT

The primary responsibility of an Exploring New Horizons Outdoor Schools cabin counselor is the emotional well-being and safety of the children in her or his care. The following contract clarifies the responsibilities of the counselor to ensure that children have a safe, positive experience.

Please initial the following statements and sign the document in the appropriate place.

I must ensure that I guide the children in my care fairly and consistently. I will take care to treat them with respect.

I will remain with the children unless it is my specified time off. I will report all injuries, illnesses, and potentially dangerous situations. _____

Because the children are easily influenced, I will protect them from foul language and inappropriate or frightening stories and activities. No uncomplimentary remarks about race, gender, religion, sex or sexual orientation will be tolerated in my cabin group. _____

I agree that while at the outdoor school I will not use tobacco products, alcohol, or illegal drugs. _____

I understand that for my own protection, I should never touch a child inappropriately and I agree to never hit or mishandle a child. _____

I will not allow any student to enter a cabin or village that she or he is not assigned to, nor encourage or lead cabin raids. _____

If I have any difficulty, I understand the outdoor school staff is available to help me and it is my responsibility to ask for help when it is needed. _____

I will not exchange contact information with any students (Facebook, email, phone number, Twitter, Instagram, etc.).

I will not feed any student any food/candy/gum that is not an official menu item from the program. I understand students have allergies and health concerns that can be effected by diet. _____

I understand that I must follow all of the rules of Exploring New Horizons Outdoor Schools. I understand that any infraction of the above statements can result in my immediate dismissal. _____

I have read and agree to the responsibilities listed above.

Print your full name

Sign your full name

Date

Parent/guardian's full name

Parent/guardian's signature

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COUNSELOR MEDICAL HISTORY & AUTHORIZATION FORM

Name: _____ School: _____ Phone: (____) _____ Grade: _____ Age: _____

E-Mail (please write clearly): _____ Birth Date: ____/____/____ Gender: Male Female

Home Address: _____

Street City State Zip

Parent #1 Name: _____ Work phone: (____) _____ Cell Phone: (____) _____

If parents cannot be reached in an emergency, please contact:

Name: _____ Relationship to student: _____

Home phone: (____) _____ Work phone: (____) _____ Cell phone: (____) _____

The following information is required to ensure that your child's individual needs are met while attending outdoor school. This information is confidential and will be made available only to those people who are directly responsible for your child's well-being. In the event of an emergency, every effort will be made to contact the parents or designated individual. For your child's safety, **no** child will be allowed to attend without a completed and **signed** Consent Medical Authorization (see below).

Family Physician: _____ Phone (____) _____

Insurance Carrier: _____ Policy # _____

Date of Last Physical Exam: ____/____/____ Phone (____) _____

Please check the appropriate boxes below and fill out ANY information that the outdoor school staff should be aware of concerning your child.

- Asthma
- Seizures
- Diabetes
- Headaches
- Hypoglycemia
- Hyperactivity
- Allergies
 - ___ Pollen/grass
 - ___ Dust/mold
 - ___ Foods
 - ___ Insect bites
- ADD/ADHD
- Bedwetting
- Sleepwalking
- Sleep talking
- Recent injuries
- Other _____

Please explain any medical, physical or emotional condition/reaction or other problem(s) that we need to be aware of during program, including any boxes checked:

List any dietary restrictions/allergies and the reactions your child has (e.g., food allergies, lactose intolerance, vegetarian, etc.) *Note:*

If your child requires specialized care or diet, please contact us as soon as possible so that we can make arrangements: _____

I authorize the following medications to be administered as needed:

| | | | | |
|-----------|--|-----------------|--|--|
| Neosporin | <input type="checkbox"/> YES <input type="checkbox"/> NO | Calamine Lotion | <input type="checkbox"/> YES <input type="checkbox"/> NO | Date of last tetanus shot ____/____/____ |
| Ibuprofen | <input type="checkbox"/> YES <input type="checkbox"/> NO | Tylenol | <input type="checkbox"/> YES <input type="checkbox"/> NO | |

List **ALL** medications (including prescription medications, vitamins, and over the counter medications) your child will bring and instructions for administering. Please send the medication in **ORIGINAL** containers. Attach additional paper if necessary.

| Medication | Dosage and Time | As needed or daily? |
|------------|-----------------|---------------------|
| 1. | | |
| 2. | | |
| 3. | | |

Exploring New Horizons has my permission to use images of my child for educational and promotional purposes only: YES NO

I wish to add my name to the Exploring New Horizons mailing list to receive information about summer camp and related events: YES NO

The health history is correct, so far as I know, and the person herein has permission to engage in all prescribed program activities. I give permission to the physician selected by Exploring New Horizons to secure all proper and required treatment for the individual listed. My child is in good health and I accept all financial responsibility for my child's attendance. All expenses not covered by Exploring New Horizons Insurance Policy shall be paid by the parent or guardian (pre-existing conditions are not covered; e.g. asthma). I recognize that my child must follow safety instructions, remain in areas designated by staff and refrain from behavior that is harmful to oneself or others. Failure to adhere to program policies may cause for your child's dismissal from program.

In the event that a decision is made that a student should be sent home from disciplinary reasons, homesickness or for a violation of the outdoor school rules, there will be no refund of fees and it will be the responsibility of the parents to arrange transportation home.

Signature of Parent/Guardian _____ Date _____ Signature of Applicant _____



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COUNSELOR TEACHER PERMISSION FORM

I, _____, have applied for the position of cabin counselor with Exploring New Horizons Outdoor Schools. **In order to serve as a cabin counselor at the outdoor school, I must have approval from all my teachers, a school administrator, and the attendance office.** Teachers, please sign your name indicating your permission for me to serve as a counselor for a week. I understand that you may withdraw your permission at any time should my grades or citizenship drop to an unsatisfactory level.

"I am support the above-named student to be a cabin counselor for outdoor school. I understand that if this student is chosen to serve as a cabin counselor, he/she will be absent for a full week of classes and will have to make up all missed work."

STUDENTS: Please print the class and teacher's name. You must also get signatures from the attendance office as well as a school administrator.

TEACHERS: Please add signature.

| CLASS | TEACHER | TEACHER'S SIGNATURE |
|-------|---------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Administrator's signature: _____

Attendance office: _____

Note: All students who attend the outdoor school as cabin counselors are responsible for making up all missed school work.

THANK YOU FOR YOUR SUPPORT OF THE OUTDOOR EDUCATION PROGRAM.

The Check List of Making Sure You are Ready for Outdoor School

- ❑ The Program Coordinator (lomamarpc@gmail.com) has visited your school and presented to the students and parents or given you access to the ENH slideshow for you to present to students
- ❑ The Program Coordinator has emailed you or given you: Teacher Handbook, Curriculum Handbook, Packing List, Class Behavior Agreement, Excel Template for Cabin/Partner Lists
- ❑ Does a student require an aide? Make sure to check in with camp to get a copy of the ENH Aide Handbook and talk with the Program Director for specific accommodations.
- ❑ The Program Coordinator has met with the Teachers to get transportation, cabin counselor, T-shirt/Sweatshirt, student concern and curriculum/program logistics figured out.
- ❑ Your group should arrive between 11:00 and 11:30 on the first day of outdoor school and need to leave between 11:00 and 11:30 on the last day of outdoor school.
- ❑ The Program Coordinator has sent you a link to the **on-line medical forms on Informed K12** OR given you a paper medical form to hand out to students. You will become an administrator on Informed K12 so you can view the progress of your students
- ❑ The Program Coordinator has given you a Medical Form deadline and cabin list deadline (minimum 2 weeks before you come) of when we need the forms available to ENH. *We typically begin putting together the cabin lists for your week the week prior to your arrival. If we are missing any medical forms or any other information, we will contact you. If you have any changes the cabin lists, please email us and we will make those changes before your arrive or edit the cabin lists at the meeting when you first arrive.*
- ❑ E-mail T-shirt/Sweatshirt Order to Assistant Director (joshua@exploringnewhorizons.org) within 3 weeks of your trip
- ❑ Email the **Medic** (lomamarmedic@gmail.com) the cabin lists (or partners of 2-3 students) on Cabin List Template (Excel ONLY) with the correct Teacher's name, correct spelling of child's **FIRST AND LAST NAME**. *We typically begin putting together the cabin lists for your week the week prior to your arrival. If we are missing any medical forms or any other information, we will contact you. If you have any changes the cabin lists, please email us and we will make those changes before your arrive or edit the cabin lists at the meeting when you first arrive.*
- ❑ Friday Before your trip: Receive an email from the Program Coordinator (lomamarpc@gmail.com) with the names of the cabin counselor meeting at your school Monday/Tuesday morning and what time they will be arriving.
- ❑ You have checked your class list to make sure **each child has a medical form complete** before coming to outdoor school.

The Food!

One of the most common questions for all who come to Outdoor School is about the food we serve. Our wonderful YMCA kitchen staff are working hard to feed everyone and accommodate the needs of each child. Breakfast and Dinner are served in the Dining Hall and lunch is eaten out on the trail. All meals are served family style; students and their counselors sit together at their own table, and staff and teachers will have one large table to dine together at.

Coffee, tea, cereal bar (at breakfast) and a salad bar(at dinner) are available to staff, teachers, counselors and in special cases, students. We encourage students to try what is being served at their table, but we will make exceptions to very picky eaters. It is helpful for teachers to scan their students' plates to make sure that they are eating.

All meals are served with milk and/or juice, and water. Please see individual 5-day and 4-day menus for specific meals served.

We do accommodate many food allergies; if one of your students has a food restriction/allergy and after reviewing the menu, it looks like some additional accommodations might need to be made, please contact our Medic for more information. We can set up an alternative meal plan for that student and the parent may need to send up additional food for their child. Additionally, please contact our Medic for further information about specific menu ingredients. If students have special dietary needs that we cannot provide, the parent must provide the student's food and give it to the teacher who will give it to our Medic upon arrival. Special dietary needs **MUST** be written on the students' medical form.

Menu subject to change without notice.

Exploring New Horizons Menu

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|--|--|--|---|---|
| BREAKFAST 7:45 am <u>Friday</u> @ 7:30 | | Pancakes Bacon Veggie sausage Fruit Salad Yogurt Cereal Milk, O.J, water | Scrambled Eggs Home fried potatoes Tortillas Salsa Fruit Salad Yogurt Cereal Milk, O.J, water | French Toast Sausage Veggie sausage Fruit Salad Yogurt Cereal Milk, O.J, water | Cereal Yogurt Parfaits Muffins Fruit Salad Yogurt/Granola Milk, O.J, water |
| LUNCH 12:00pm | | Sun Butter Jam Turkey Cheese Mustard Pickles Pretzel Apple Carrots Pita | Sun Butter Jam Ham Cheese Mustard Pickles Celery Oranges Gold Fish Bread | Sun Butter Jam Turkey Cheese Mustard Pickles Graham Cracker Carrots Apples Pita | Grilled Cheese Sandwiches Graham Cracker Fruit |
| DINNER 5:45 pm | Spaghetti (Vegetarian) Garlic Bread Caesar Salad Salad Bar Milk/Water | Chicken Tenders Mac & Cheese Broccoli Salad Bar Milk/Water | Pizza Spinach Salad Salad Bar Milk/Water | Cheese, Salsa, Sour Cream, Shredded Lettuce Spanish Rice Shredded Chicken Beans/Tortillas Salad Bar Milk/Water | |

ENH 2015 4-Day Menu (Tuesday-Friday)

| | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|--|---|---|--|
| <p>BREAKFAST</p> <p>7:45 am</p> <p><u>Friday @ 7:30</u></p> | | Scrambled Eggs Homefried Potatoes Tortillas Salsa Fruit Salad Yogurt Cereal Milk, O.J, water | Pancakes Sausage Veggie sausage Fruit Salad Yogurt Cereal Milk, O.J, water | Cereal Yogurt Parfaits Muffins Fruit Salad Yogurt/Granola Milk, O.J, water |
| <p>LUNCH</p> <p>12:00pm</p> <p><u>Pickup @ 7:30 am</u> <u>Friday @ 10:30</u></p> | | Sun Butter Jam Turkey Cheese Mustard Pickles Graham Cracker Carrots Apples Pita | Sun Butter Jam Ham Cheese Mustard Pickles Pretzel Apple Carrots Pita | Grilled Cheese Sandwiches Graham Cracker Fruit |
| <p>DINNER</p> <p>5:45 pm</p> | Spaghetti (Vegetarian) Marinara (Veg Option) Garlic Bread Caesar Salad Salad Bar Milk/Water | Pizza Spinach Salad Salad Bar Milk/Water | Cheese, Salsa, Sour Cream, Shredded Lettuce Spanish Rice Shredded Chicken Beans/Tortillas Salad Bar Milk/Water | <p>**We try to have Pizza on Boogie Night, this doesn't always happen....</p> |

DAILY SCHEDULE, EXPLORING NEW HORIZONS OUTDOOR SCHOOL

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|---|--|---|
| <ul style="list-style-type: none"> Meet at elementary school; counselors help load buses Buses depart for ENH!! <p>11am - WELCOME!!!! Counselors meet with Counselor Coordinator and unload luggage</p> <p>11:30 - Lunch; bring your own</p> <p>12:15 - Village rules; meet your cabinmates; move into your cabin</p> <p>1:15pm - OPENING CEREMONY</p> <p>2pm - Intro hike/site tour</p> <p>3:30pm - Counselor and Teacher meeting</p> <p>4:00pm-Recreation Time for Students (Cabins/Villages Off Limits)</p> <p>4:45pm - Cabin Time/Naturalists and Teachers meet in DH</p> <p>5:30pm - DINNER; meet in front of dining hall</p> <p>7:15pm - NIGHT HIKE or TOWN HALL; Meet at designated area</p> <p>8:30pm - Campfire!!</p> <p>9:00pm - Dismiss to cabins</p> <p>9:30pm - Lights out; all counselors in cabins</p> | <p>7am - WAKE UP 7:45pm - BREAKFAST</p> <p>8:35 - Beach hikers stay at dining hall; Forest hikers return to cabin to prepare for hike</p> <p>9:15pm - MEET FOR FOREST HIKES at designated location</p> <p>3pm - TEACHERS SUPERVISE: RECREATION Time, SIGN UP FOR DUTY ON FIRST DAY. Cabins and Villages off-limits</p> <p>3:40PM: Teachers line up students in front of Dining Hall 3:45pm - Teacher Time! - Counselor Meeting in office</p> <p>4:45pm - Staggered showers and cabin time</p> <p>5:40 - DINNER KP GROUP MEET in front of DINING HALL</p> <p>5:45 - DINNER - meet in front of dining hall</p> <p>7:15pm - NIGHT HIKE or TOWN HALL</p> <p>8:30pm - Campfire</p> <p>9:00pm - Dismiss to cabins</p> <p>9:30pm - Lights out</p> <p>9:45pm - Counselor Time Off and Village Patrols begin 10:45pm - All Counselors return to cabins</p> | <p>7am - WAKE UP 7:45pm - BREAKFAST</p> <p>8:35 - Beach hikers stay at dining hall; Forest hikers return to cabin to prepare for hike</p> <p>9:15pm - MEET FOR FOREST HIKES at designated location</p> <p>3pm - TEACHERS SUPERVISE: RECREATION Time, SIGN UP FOR DUTY ON FIRST DAY. Cabins and Villages off-limits</p> <p>3:40PM: Teachers line up students in front of Dining Hall 3:45pm - Teacher Time! - Counselor Meeting in office</p> <p>4:45pm - Staggered showers and cabin time</p> <p>5:40 - DINNER KP GROUP MEET in front of DINING HALL</p> <p>5:45 - DINNER - meet in front of dining hall</p> <p>7:15pm - Barnyard Boogie Dance!</p> <p>8:30pm - Campfire</p> <p>9:00pm - Dismiss to cabins</p> <p>9:30pm - Lights out</p> <p>9:45pm - Counselor Time Off and Village Patrols begin 10:45pm - All Counselors return to cabins.</p> | <p>7am - WAKE UP 7:45pm - BREAKFAST</p> <p>8:35 - Beach hikers stay in front of dining hall; Forest hikers return to cabins to prep for hike</p> <p>9:15pm - MEET FOR FOREST HIKES at designated location</p> <p>3pm - TEACHERS SUPERVISE: RECREATION Time, SIGN UP FOR DUTY ON FIRST DAY. Cabins and Villages off-limits</p> <p>3:40PM: Teachers line up students in front of Dining Hall 3:45pm - Teacher Time! - Counselor Meeting in office</p> <p>4:45pm - Staggered showers and cabin time</p> <p>5:40 - DINNER KP GROUP MEET IN DINING HALL</p> <p>5:45 - DINNER - meet in front of dining hall</p> <p>7:15pm - SKIT NIGHT!</p> <p>8:30pm - Campfire</p> <p>9:00pm - Dismiss to cabins</p> <p>9:30pm - Lights out</p> <p>9:45pm - Counselor Time Off and Village Patrols begin 10:45pm - All Counselors return to cabins.</p> | <p>6:45am - WAKE UP & PACK 7:30am - BREAKFAST; first groups there helps set up the dh</p> <p>8:30am - MOVE OUT; pack up, clean, carry luggage to drop off</p> <p>9:15am - CLOSING WALK; meet in front of dining hall</p> <p>**10:15am - CLOSING CEREMONY</p> <p>11am - Lunch</p> <p>12-ish - Buses depart for home</p> <p><i>**Closing Ceremony time depends on school's departure time on Friday; please ask Principal for set time.</i></p> <p>Thank you for coming to Exploring New Horizons Outdoor School!!</p> <p>** For a 4-Day Program simply eliminate one of the above full days</p> <p>**Spring Schedule Change: On Monday/Tuesday Campfire begins at 7:15 and Evening Activities begin at 7:45</p> |



Name: _____

Student Gear Order Form

Exploring New Horizons Outdoor Schools at Loma Mar

| | Youth (14-16) | Adult Small | Adult Medium | Adult Large | Adult XL | Adult XXL (add \$2) | Total number of items | Cost per item | Total Cost |
|---|------------------|----------------|-----------------|----------------|----------|---------------------------|-----------------------------|------------------|---------------|
| Organic T- Shirt (baby blue) | | | | | | | | \$15.00 | =\$ |
| Hooded Sweatshirt (Forest Green) | | | | | | | | \$30.00 | =\$ |
| | | | | | | | | Total Due | =\$ |

CASH Payment OK

Checks should be made out to: _____

Thank you for your purchase! All proceeds go towards the Exploring New Horizons Scholarship Fund!



Teachers: Please complete ONE form to send to Loma Mar

Exploring New Horizons Outdoor Schools at Loma Mar Gear Order Form

| | Youth (14-16) | Adult Small | Adult Medium | Adult Large | Adult XL | Adult XXL (add \$2) | Total number of items | Cost per item | Total Cost |
|--|------------------|----------------|-----------------|----------------|-------------|---------------------------|-----------------------------|----------------------|---------------|
| Organic T-Shirt (baby blue) | | | | | | | | \$15.00 | =\$ |
| Hooded Sweatshirt (forest green) | | | | | | | | \$30.00 | =\$ |
| | | | | | | | | Total Due | =\$ |

Elementary or Middle School: _____

Notes for Teachers: PLEASE FILL OUT FORM COMPLETELY; WE NEED **ORDER 3 WEEKS BEFORE** YOU COME TO MAKE SURE IT IS READY WHEN YOU AND YOUR STUDENTS ARE HERE. Please email to: joshua@exploringnewhorizons.org
CASH or Check Payment can be delivered upon your arrival on the first day of outdoor school.

If paying by check, please only give ENH one check, made out to: Exploring New Horizons Outdoor Schools

Thank you for your purchase! All proceeds go towards the Exploring New Horizons Scholarship Fund!
PO Box 37 Loma Mar, CA 94021 (650)879-0608 office