CHAPERONE HANDBOOK

Little Basin
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Web of Life Field (WOLF) School Contact Information
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“Building respect, appreciation and stewardship within the web of life.”
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Dear Chaperone,

Welcome to Web of Life Field (WOLF) School and congratulations! You have a unique opportunity to guide students through a remarkable and impactful outdoor experience. Students will explore the natural world, learn about the environment, succeed in cooperative groups, and gain respect for themselves and their community. While being a chaperone isn’t an easy job, it is certainly one of the most rewarding and important jobs at WOLF School.

As a volunteer member of our staff, you are an integral part of the WOLF School team. Our collective goal is to provide a program with the students’ best interests, safety, and education in mind. The students will benefit from knowing what is expected of them and knowing those expectations remain consistent throughout the week. As chaperones, we role model and reinforce the expectations of WOLF School.

We truly appreciate and value your time and effort spent with us at WOLF School, as it enables children to experience positive personal growth during their program. If you have any questions or concerns about your upcoming WOLF School experience, please contact our office or your group leader.

Note: The Medical History Form, found on page 8 of this Handbook, must be completed by you and turned into the program director upon your arrival at WOLF School. Medications of any kind must be accompanied by a doctor’s signature.

Thank you for your role in preparing yourself and your group for a safe and successful WOLF School experience. We are looking forward to a week full of exciting discovery with you!

Thank you!

WOLF School Staff

— Ashanti proverb

It takes a whole village to raise a child.
CABIN GROUP INFORMATION

SCHOOL NAME __________________________ PROGRAM DATES __________________________
YOUR NAME ____________________________________________________________
CABIN ASSIGNMENT ________________________________________________________
NATURALIST ________________________________________________________________
FIELD STUDY GROUP MEETING PLACE __________________________________________

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1. I understand that this is a volunteer commitment requiring supervision of up to 10 students at Web of Life Field School (WOLF) School, an educational component of UCCR.

2. I understand that when students are in their cabin I am required to supervise them and that I am responsible for their safety. I am aware that the cabin times are from 5:00 p.m. - 6:00 p.m. and 9:00 p.m. - 8:00 a.m.

3. I understand that, as a chaperone, I am entrusted with the responsibility for the care of the students in my charge.

4. At all times I will put the personal and physical safety of the individual and collective members of my cabin group as my prime responsibility.

5. On field studies, I understand that my role is to provide assistance to the naturalist by: focusing students on the naturalist and field study activities, being present and involved without taking attention away from students, activities or naturalist, and role modeling appropriate behavior.

6. I will conduct myself in such a way that my personal behavior and appearance will serve as a model to the students.

7. I acknowledge that the students in my charge are very impressionable and must not be subjected to inappropriate language, jokes, or activities (i.e. no rough housing, no pillow-fighting, no discussions, or jokes that are sexual in nature).

8. I will help each child be a happy part of the cabin group and the activities of the Web of Life Field (WOLF) School. In managing my group, I will not embarrass or humiliate anyone. I will talk with my cabin about bullying and will set up a cabin agreement.

9. If an undesirable situation or problem arises that is beyond my ability or responsibility to handle, I will immediately bring it to the attention of the naturalists and the director of the Web of Life Field (WOLF) School. I will also immediately bring to their attention any illnesses, injuries, or other problems or situations that occur while I am supervising the students.

10. Recognizing that there will be times when I am on my own in determining my personal behavior, I agree not to use liquor or narcotics, or behave in any way that endangers the welfare of the students or the reputation of the program.

11. I understand that I may not leave any student(s) unsupervised at any time.

12. I will follow the rule of 3 and I understand that I am to avoid being alone with individual students at all times.

13. I understand that any inappropriate behavior on my part, as determined by the attending school teacher and/or the director of the Web of Life Field (WOLF) School, will result in my being asked to leave the program.

CHAPERONE SIGNATURE ___________________________________________ DATE __________________

PRINT NAME ___________________________________________________ TRAINER’S INITIALS ________
UNDERSTANDING CHILD ABUSE

The United Camps, Conferences & Retreats, the Web of Life Field (WOLF) School and its staff, the teachers and attending school staff, and, most importantly, the parents of our students are extremely concerned that each student attending WOLF School feels well cared for, safe, and secure. We are also concerned about you and your need to be sensitive to the acts that could be misinterpreted by students. Such acts could result in questioning of your reputation. For this reason, you are asked to read and be aware of the following behaviors that will or might be considered abusive:

- Intentional or unintentional “meanness” toward students such as critical, sarcastic, or cutting remarks. Comebacks or put-downs are all signs and examples of verbal and emotional or psychological abuse.
- Any act, intentional or unintentional, that could cause a student to feel embarrassed, fearful or insecure.
- Any excessive or physical form of punishment such as push-ups, running laps, hitting, pushing, shoving, pinching, grabbing, squeezing, pulling, or any other use of the hands, feet, or objects that could cause bodily harm.
- Allowing behavior that could result in bodily harm.
- Any display, physical or verbal, that is sexual in nature.
- Offering, allowing, or encouraging in any way the use of inappropriate pictures, magazines, books or paraphernalia.
- Participating in, encouraging or allowing inappropriate discussions, particularly of a sexual or sexist nature.
- Youth to youth abuse, including, but not limited to, physical, verbal, and non-verbal bullying. *Bullying is defined as “aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength.”

We, as adults, are expected to protect the children in our care. Therefore it is imperative that you refrain from any potentially abusive acts. We also ask you to be sensitive to the possibility of abusive situations that may be occurring around you. Thank you for your help to prevent and deal with this sensitive issue. If you have questions at any time during the program please don’t hesitate to ask the program director.

I have read the preceding and understand its content and will refrain from any act that could be considered abusive.

CHAPERONE SIGNATURE_________________________________________ DATE_____________________
PRINT NAME_________________________________________ TRAINER’S INITIALS_________

-4: CH-
MEDICAL HISTORY FORM

TEACHER/CHAPERONE

Your Name (Last, First) ____________________________________________________ (M F) Birthday _____ / _____ / _____ Age ______
Address ___________________________________________________________ City_________________________ ZIP__________
School ___________________________ Teacher ____________________________

Please read: The following information is required to ensure that your needs are met while attending the WOLF School. Information is confidential and will be made available only to those who are directly responsible for your well-being. In the event of an emergency, every effort will be made to contact the designated individuals. For your safety and well-being, NO ONE will be allowed to attend without a completed and signed Medical History Form. Any medications you bring may not be stored in your cabins. They must be stored in a secure location (i.e. locked in your car or with the health supervisor). ______ Initial here that you have read and understood the information above.

Emergency Contact Name____________________________________________________ Relationship______________________
Home Ph.#__________________________ Work Ph.#____________________ Mobile Ph.#_________________________
If first emergency contact cannot be reached, please contact:
Alternate Contact Name______________________________________ Relationship______________________________________
Home Ph.#__________________________ Work Ph.#____________________ Mobile Ph.#_________________________
Physician’s Name_________________________ Phone_________________________
Health Insurance Co.___________________________ Policy #_________________________
Address________________________________________________________ City_________________________ Zip_____________________

Health Information: Please list any physical or behavioral conditions that the school staff should be aware of or that would affect your ability to hike hills and trails of up to 6 miles at varying elevations (i.e. heart problems, epilepsy, fainting, asthma, nose bleeds, diabetes, etc.) or provide supervision on the trails and in cabins. Please be specific about all your conditions and needs, including any special diets, so we can best support you while attending your WOLF School program. Attach an extra sheet if necessary.

_______________________________________________________________
_______________________________________________________________
_______________________________________________________________

Are you allergic to any foods, medications or insect bites?  ( Y   N ) If ‘yes’ then please specify nature of allergies:
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________

Are you allergic to bees? ( Y   N ) Allergic to nuts? ( Y  N ) Carrying an epipen? ( Y  N ) Possible Reactions______________________________

Date of last tetanus shot_______ Recent surgery or illness________________________

Attach an extra sheet for additional information regarding allergies, possible reactions, etc.

I accept all financial responsibility for my attendance at the WOLF School. IN CASE OF MEDICAL OR SURGICAL EMERGENCY, I hereby authorize the physician selected by the Program Director to secure all proper and required treatment for me.

X Signature Required __________________________________________________________________________ Date__________________

*If Chaperone is under 18 years old, parent/guardian must sign below: I accept all financial responsibility for my child’s attendance at the WOLF School. In case of medical or surgical emergency, I hereby authorize the physician selected by the Program Director to secure all proper and required treatment for my child.

X Parent/Guardian Signature (required if under 18 years of age)________________________________________ Date__________________

I agree that any photographs of my child/myself taken by any WOLF School staff or others authorized by them, or any photographs, video, writing, artwork and/or testimonials submitted by my child/myself to the WOLF School shall be the property of the WOLF School and may be used by the WOLF School and others authorized by them at its discretion for any publicity, marketing and/or advertising purposes, and I hereby consent to and authorize such use without restriction.

X Signature __________________________________________________________________________ Date____________

X Parent/Guardian Signature (if chaperone is under 18 years of age)___________________________________________________
PACKING LIST FOR
TEACHERS & CHAPERONES

Important: Make sure all clothing is comfortable and can get dirty! Weather is unpredictable during all seasons at WOLF School campuses: please pack cold and warm weather gear appropriate for your role as a chaperone as you participate in primarily outdoor activities. Please wear suitable pajamas to assist students, if there is a need, during the evening. Sweats work well. Female chaperones may chaperone and sleep in a cabin with boys, therefore, modest sleep attire is an absolute necessity.

DAY HIKE SUPPLIES:
___ Bag Lunch for First Day
___ Day Back Pack
___ Water Bottle/Canteen
___ Pencil

CLOTHING:
___ Shoes Suitable for Walking, 2 Pairs
___ Underwear, 4-5 Changes
___ Socks, 8 Pairs
___ Pajamas
___ Jeans or Long Pants, 2-4 Pairs
___ Shirts, Long & Short Sleeve, 4 Total
___ Heavy Sweater/Sweatshirt
___ Warm Jacket, Hat & Gloves
___ Handkerchief
___ Sun Hat
___ Warm Weather Clothing (Shorts, etc.)
___ Laundry Bag
___ Rain Coat/Poncho* (Rain or Shine)
*Large trash bag works.

TOILETRIES:
___ Bath Towel & Wash Cloth
___ Toothbrush & Toothpaste
___ Comb/Brush
___ Soap/Soap Box
___ Chapstick
___ Sunblock
___ Shampoo
___ Other Items as Needed

BEDDING:
___ Sleeping Bag OR Sheets & Blankets
___ Pillow

OPTIONAL ITEMS:
___ Hand Lotion
___ Musical Instrument
___ Sunglasses
___ Stationary, Envelopes & Stamps
___ Insect Repellent
___ Disposable Camera*
___ Shower Flip-Flops
___ Bathing Suit for Shower**
*Digital Cameras can get lost, broken or stolen and are not recommended at camp.
**There is no swimming at camp.

IMPORTANT:
___ Medical History Form
___ Book (For Your Own Time)
___ Alarm Clock AND Watch (No Clock Radios)
___ Flashlight
___ Calling Card (No pay phone available)

Note: Cell service is not available at our sites. No cell phones may be present during instruction or in cabin.

Please remember to bring a bag lunch for the day you arrive!
BEHAVIOR EXPECTATIONS & RESPONSIBILITIES

At Web of Life Field (WOLF) School, we believe in positive reinforcement when it comes to behavior expectations. We feel that once students know and understand the behavior guidelines they will realize that they are fair and equitable to everyone. Teachers and parents are responsible for discussing these rules with their students in order to best support their students’ camp experience. Please be sure the expectations and consequences are understood prior to your camp start date.

The following guidelines are not meant to restrict students from having a pleasurable experience, but rather to ensure that everyone enjoys a healthy and safe field school experience.

**BASIC RULES:**

1. **Show respect for other people, places and all living things.**
   This includes no fighting or put-downs, and keeping the site clean and free of vandalism.
   
2. **Always walk.**
   Except during games supervised by an adult.
3. **Always be with an adult.**

Students may go from one location to another, but otherwise should be under the supervision, and within sight of, a teacher, naturalist, or chaperone.

**In the Cabin:**

1. Students are not to enter cabins other than their own.
2. Students are expected to be in bed and quiet by lights-out time.
3. Students will stay with their group at all times.
4. Pillow fights or rough-housing of any kind is not permitted.
5. Directions given by the chaperone/teacher/naturalist need to be followed.

**Trail and Grounds:**

1. Stay on the trail and walk with your naturalist/chaperone/teacher.
2. No running, throwing objects, pushing or using walking sticks.
3. Students will not remove or harm any living plant or animal.
4. Listen quietly when a teacher, naturalist, chaperone or other student is speaking.

**Dining Hall:**

1. Talk quietly at your table.
2. Only the "hopper" is allowed to leave the table during the meal.
3. No throwing or playing with food.
4. Listen right away when it is time for announcements.

**Personal Belongings:**

1. If it’s not on the list, please don't bring it.
2. Students may not bring hair dryers, phones, or any electrical equipment.
3. Students may not have soda, candy, gum or food of any kind.
4. Students should not bring money or valuables.
Responsibility for disciplining students at the Web of Life Field (WOLF) School is shared by the entire staff including the program director, classroom teachers, naturalists and chaperones. Communication between all members of the staff is essential in order to ensure consistency and follow-through. Clearly explain the rules, reasons for them and expectations of the students.

Note: Students are responsible for understanding the rules before coming to WOLF School.

DISCIPLINE PROCEDURE

1. **First Infraction**: Adult involved in giving the warning counsels student, explains warning and ensures understanding of the rule.

2. **Second Infraction**: Teacher will be involved and will remind student of previous discussion, reason for rules and consequences of repeated warnings.

3. **Third Infraction**: Student will be counseled by the program director and their teacher. The teacher will be consulted to determine course of action. Student Behavior Contract will be filled out and signed by the student. Student is given a “send home warning” if the inappropriate behavior continues. Parents are notified at this time.

4. **Further Discipline**: The student may be sent home at this time. The decision to send a student home is made by the program director in cooperation with the classroom teacher. The principal of the student’s school will be informed and the student will be expected to attend their home school. **The transportation of the student is the responsibility of his/her parent guardian.**

By ensuring students understand their behavior expectations and responsibilities, as well as the consequences if those expectations and responsibilities are not met, we are helping to set students up for a successful and positive experience at WOLF School. THANK YOU!
At WOLF School, we want our students to have a safe and positive experience. To help them feel secure, we use a method known as the “Art of Welcome.” The process consists of first welcoming our students, then creating a predictable routine, setting logical limits, and modeling correct behavior. This helps students to understand what to expect so that they can feel secure about their new living experience. All new skills require trial and error, so we try to set up a safe and non-judgmental place for children to acquire the skills of living away from home. We expect some errors and try to plan for them. Only when kids are secure at this new home will they be able to achieve higher-level learning.

In order to help us create a welcoming environment, you will be asked to:

- Help model correct behavior—be friendly, no put downs, help others, etc.
- Use the positive discipline warning system to set logical limits so kids know that there is a consequence to behaving in unsafe or unacceptable ways.
- Work with students so they understand how to live and work together safely at camp.
- Be on time with your group so that the routine runs smoothly—help with shower times, be lined up early for meals, get lights out on time, etc.
- Everyone needs help sometimes, so ask for help when you need it, i.e. in cases when you don’t know what to do, aren’t sure of the WOLF School procedure, need a break, etc.

At WOLF School, there are predictable things that happen, especially when we follow the Art of Welcome. Usually these things happen in this order, although there are always some exceptions.

1. Students will TEST their limits. They do this to make sure they understand their new environment and to make sure you mean what you say about the rules, the routine, etc. They don’t do this because they are bad kids. This is normal. Once they understand that there are limits and they are in a safe place where they can predict the outcomes or consequences of their behaviors:

2. Students will NEST, or settle into the living situation and the experience. During nesting, students will test the consistency of the living situation you have set up during the previous step (testing) and will try to meet their living needs, or nest. If you are inconsistent in setting your rules/limits or don’t use warnings consistently, or if the routine is interrupted, it is much more difficult for children to feel secure and they won’t make it to the next step, keeping them from being able to fully engage. If all goes well, then the next step is:

3. Students are able to SUCCEED at the outdoor school when they settle into the routine. At this point, the child is more able to learn and make academic leaps since their energy is not being directed to worrying about their ability to live safely at camp.

To paraphrase it all: Everyone needs their basic needs met before they can learn. We appreciate working with you as part of the team.
The following Web of Life Field (WOLF) School program timeline includes your duties.

PLEASE NOTE: Times may change as needed depending on variables, such as weather, except for hours that are underlined, which are important set times.

FIRST DAY:

11:00 am ARRIVAL
➢ Help unload luggage and use restrooms. Aid WOLF School staff in guiding students and teachers to the meeting area.

11:15 am INTRODUCTIONS
➢ Staff, teachers, and chaperones introduce themselves.
➢ Be ready to support WOLF School rules:
   1. Respect all people, places, and living things.
   2. Always walk.
   3. Always be with an adult.

11:30 pm TOUR & CHAPERONE TRAINING
➢ Chaperones and teachers meet with director to review weekly schedule and responsibilities.
➢ Students take a camp tour with their naturalists.

12:15 pm LUNCH
➢ Chaperones eat lunch and supervise students with teachers and WOLF School staff. Everyone helps with clean-up.

12:45 pm BIG CIRCLE
➢ Director leads whole group in the first big activity designed to set the mood for the week.
➢ Stand between students and if necessary, stand next to students who are being disruptive.

1:00 pm MOVE-IN INSTRUCTIONS
➢ The program director goes over important information about how to move into cabins including:
   1. Put luggage down outside the cabin (if raining put gear inside of cabin).
   2. Follow chaperone into cabin and sit on floor in a circle for cabin meeting.
   3. Help students create a set of Cabin Agreements (rules) and a Shower Schedule.
   4. Help students choose bunks fairly (they can switch mid-week, if needed).
   5. Move gear into cabin and help organize the cabin.
1:15 p.m. MOVE-IN

- Have students follow 1-5 above.
- **Students may never enter any cabin other than their own.**
- At your cabin meeting, first learn the names of your students (play a name game if you wish!). *Afterward, make a Cabin Agreement and a Shower Schedule—this Agreement is vital to smoothly running Cabin Time throughout the week.*
- Make sure to let the students know how you expect them to act, and rules you want followed. Review the WOLF School rules before this meeting so you can be consistent.
- **Be a great role model.** Though we are “at camp,” students are also at school and are expected to follow school rules. By being a role model, you let your cabin know what your expectations are. It is important to be firm with students at this meeting rather than being too permissive. You may give a student(s) a warning if they do not follow the school or cabin rules. Report warnings and names to the program director/naturalists the next time you meet.
- Get students ready for their first hike. Start preparing early. They will need: walking shoes, daypack, a filled water bottle, jacket or raingear, and they should have already gone to the bathroom before you go to Theme Meeting.

2:00 p.m. THEME MEETING

- Chaperones meet with naturalists, while program director checks in with students. This check-in provides the chaperones the opportunity to discuss how move-in went, discipline, special needs, or concerns.
- After these check-in meetings, a Theme Meeting is performed, using either a song or skit, to discuss one of the concepts taught at WOLF School.
- During the Theme Meeting chaperones role model **appropriate** audience behavior and participation.

2:30 p.m. FIELD STUDY

- Chaperone acts as an assistant to the naturalist during field studies to help focus the students on the naturalist and the lessons that are being taught.
- **Rather than providing answers help facilitate self-discovery by the students.**

4:30 p.m. RECREATION

- Chaperones and naturalists check in with program director.
- At this time, students are supervised by the classroom teachers. Chaperones may choose to take this half hour to relax in the cabin, have a cup of tea/coffee in the dining hall, or join the students in a recreational activity. Chaperones under the age of 18 cannot go back to cabins without adult supervision.
5:00 p.m. CABIN TIME

- Meet with and have students line up in front of dining hall.
- The program director will make announcements regarding expectations for Feet on Bunk Time and Cabin Time.
- The first 15 minutes of Cabin Time is Feet on Bunk Time, students may read, write, or rest. It is not a talking or playing time. Each student should be on his/her own bunk resting.
- Following Feet on Bunk Time, students may talk, play cards, read, write, or you may lead a cabin activity that involves all cabin members (see back of Chaperone Handbook). It is NOT a time to rough house, jump on bunks, or engage in inappropriate language, jokes, stories, or activities that could cause potential harm (physical or mental) to any group member.
- Toward the end of Cabin Time encourage students to put on shoes, use the restroom, and get ready to head down to the dining hall.

5:40 p.m. EMERGENCY DRILL

- Students should quietly and calmly line up behind their chaperone and WALK down to the dining hall together.
- At the dining hall have students stand in a quiet, straight line with you and wait for announcements.
- The program director will explain the Emergency Drill expectations and procedure.
- Meal routine will also be explained before chaperones and classroom teachers are dismissed into dining hall.

6:00 p.m. DINNER

- Chaperones will enter the dining hall and choose a table to supervise. Each table should have a chaperone or teacher who will supervise and converse with those students.
- Students will enter and choose seats. Rules: Keep noise level down, mix of boys/girls at each table, stay at your table, talk to those at your table, one student at a time up from table to use restroom, go to wazzit/library activity, or talk about lowering food waste.
- Seconds, dessert, and clean-up may only begin when it is announced.

7:00 p.m. PREPARE FOR EVENING ACTIVITY

- Prepare students, and yourself, for evening activity. Put on warm clothes or at least bring a jacket in case of mosquitoes. Make sure students use the restroom.

7:15 p.m. EVENING ACTIVITY

- Evening Activity for the first night is usually a campfire outside at the amphitheater. If raining, it will be inside.
- Chaperones help seat students in their cabin groups, sit with them throughout the activity, and role-model appropriate audience behavior and participation.
9:00 p.m. RETURN TO CABINS
- Help students prepare for bed (ie. brush teeth and use the bathroom). Prepare yourself for bed, as well.
- Students may not wear clothes they have worn all day to bed. Change to pajamas, sweats, etc.
- Chaperones may read a night-time story from the Chaperone Storybook by flashlight, as this helps the students calm down and get to sleep more easily. See a WOLF School staff member in advance for a storybook.

9:30 p.m. LIGHTS OUT & QUIET
- Students should let the chaperone know if they are leaving the cabin to use the bathroom.
- Enforce the lights out and quiet rule so those students who are tired can get enough sleep. Ask for help from teachers and staff if you want assistance.

DAY 2 & 3 (OR ALL FULL DAYS)

7:00 a.m. RISE AND SHINE
- Chaperones may get up before students to shower. Let another chaperone know in advance so they can supervise your cabin. There is more time for chaperone showers at 3:30 p.m.
- Students shower according to the Shower Schedule. Showers are 3 minutes and chaperones will have to help make sure everyone observes the short shower rule so all scheduled students can get their showers done.
- Students who are not showering should be getting up and dressed and organizing their gear. If there is time they can play, read, or chat.
- Students should NOT be hanging around the bathrooms or on the decks.
- Have students ready to walk down to breakfast at 7:45 a.m.

7:50 am LINE-UP
- Chaperones have students line up in front of the dining hall.
- Announcements will be given. Remind students to focus on the directions.

8:00 am BREAKFAST
- Remind students how meals work.
- After breakfast, make sandwiches with your group and wait to be dismissed back to your cabin to clean-up and prepare for Field Study.
- Make sure each student has a sandwich for lunch! If you think someone will be hungry, you can make an extra sandwich to bring along.
9:15 a.m. CABIN TIME
- Have students organize their gear, brush their teeth, and use the bathroom.
- Make sure that everyone puts together their backpack with:
  ✓ lunches and one or two filled water bottles
  ✓ extra layers, extra pair of socks
  ✓ hat, sunglasses, and sunscreen
- **You may not send a student back to the cabin alone if they forgot something.**
- Before you leave the cabin have them go over the checklist one more time to make sure everyone has what they need.
- Remind them they will NOT be returning to the cabins until 5:00 p.m.

9:30 a.m. THEME MEETING
- Chaperones meet with naturalists while program director checks-in with the students.
- Theme Meeting, same expectations as first day.

9:45 a.m. FIELD STUDY
- Same expectations as first day.

3:30 p.m. RECREATION
- Chaperones and naturalists check-in with program director after Field Study.
- Chaperones have free time until the 5:00 p.m. Cabin Time. Shower, relax, recreate.

4:15 p.m. CLASSROOM TEACHER/STUDENT TIME
- Students meet with their classroom teachers for a check-in.

5:00 p.m. CABIN TIME
- Meet students at recreation area.
- First 15 minutes should be quiet Feet on Bunk Time.
- Those students who didn’t shower in the morning should shower in the afternoon.
- Same process as the morning schedule. Students not showering may play cards, talk, or participate in an activity led by the chaperone.

5:50 p.m. LINE-UP
- Quietly walk down together with chaperone in front, and line-up in front of dining hall.

6:00 p.m. DINNER
- Same as first day.
7:00 p.m. PREPARE FOR EVENING ACTIVITY
- Prepare for Night Walk, Town Hall Meeting or other Evening Activity.
- Students must wear warm day clothes (no pajamas). Students should NOT have backpacks, water bottles, or flashlights. (Chaperone must bring a flashlight that can be borrowed from a student). Calm students’ fears and/or energy level by walking calmly together to meeting spot.

7:15 p.m. EVENING ACTIVITY
- Same as Field Study, chaperones assist naturalists.

9:00 p.m. CABIN TIME
- Get ready for bed.

9:30 p.m. LIGHTS OUT & QUIET
- Teachers are on-call for assistance and WOLF School staff will stop by during week to tuck-in students with a quite song or story.

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**DAY 4 (OR LAST DAY/ DAY OF DEPARTURE)**

7:00 a.m. RISE AND SHINE
- Depending on how much time you think your cabin group will need, get up before 7:00 a.m. to pack-up gear and clean-up cabins.
- Floor, shelves, and beds must be clean of trash. Tip up mattresses to check sides of bed area for trash and personal belongings. Lost and found items must be brought to program director.
- When things are packed and cabin and bathroom are clean, lead students in bringing luggage down to luggage area for loading.
- All items must be out of cabins before breakfast.

7:55 a.m. LINE-UP

8:00 a.m. BREAKFAST
- Students will also make a bag lunch.

9:30 a.m. FIELD STUDY

10:45 a.m. CLOSING BIG CIRCLE
- Everyone is given an opportunity to share an appreciation or something they learned at WOLF School.

11:30 a.m. PROGRAM ENDS
## ARRIVAL DAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 am</td>
<td>Good Morning! (AM showers)</td>
</tr>
<tr>
<td>11:30 am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>12:00 pm</td>
<td>Theme Meeting — Everyone meets at campfire circle</td>
</tr>
<tr>
<td>1:00 pm</td>
<td>Field Study</td>
</tr>
<tr>
<td>2:00 pm</td>
<td>Recreation Time — Students released to teacher’s care</td>
</tr>
<tr>
<td>5:00 pm</td>
<td>Cabin Time — Chaperones meet students in front of dining hall and return to cabins</td>
</tr>
<tr>
<td>5:45 pm</td>
<td>General Assembly in front of dining hall, includes emergency drill.</td>
</tr>
<tr>
<td>6:00 pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:00 pm</td>
<td>Cabin Time — Prepare for evening activity</td>
</tr>
<tr>
<td>7:30 pm</td>
<td>Evening Activity</td>
</tr>
<tr>
<td>9:00 pm</td>
<td>Return to Cabins — Prepare for bed</td>
</tr>
<tr>
<td>9:30 pm</td>
<td>Lights Out — Staff/Teacher’s night check each cabin</td>
</tr>
</tbody>
</table>

Arrival Day Notes:

## MID-DAY(S)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am</td>
<td>Good Morning! (AM showers)</td>
</tr>
<tr>
<td>8:00 am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9:15 am</td>
<td>Theme Meeting</td>
</tr>
<tr>
<td>9:45 am</td>
<td>Field Study (p/u bag lunches)</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>Entire group assembles for Recreation — students released to teacher’s care</td>
</tr>
<tr>
<td>4:15 pm</td>
<td>Class Get-Together Time</td>
</tr>
<tr>
<td>5:00 pm</td>
<td>Cabin Time — Teachers deliver students to the cabin area to meet chaperones (PM showers)</td>
</tr>
<tr>
<td>5:55 pm</td>
<td>General Assembly in front of dining hall</td>
</tr>
<tr>
<td>6:00 pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:00 pm</td>
<td>Cabin Time — Prepare for evening activity</td>
</tr>
<tr>
<td>7:45 pm</td>
<td>Meet at Campfire Circle — Evening Activity</td>
</tr>
<tr>
<td>9:00 pm</td>
<td>Return to Cabins — Prepare for bed</td>
</tr>
<tr>
<td>9:30 pm</td>
<td>Lights Out — Staff/Teacher’s night check each cabin</td>
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</tbody>
</table>

Mid-Day(s) Notes:

## DEPARTURE DAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>6:45 am</td>
<td>Good Morning! Pack and clean cabins, load buses</td>
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<tr>
<td>8:00 am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:45 am</td>
<td>Theme Meeting &amp; Field Study</td>
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<tr>
<td>11:00 am</td>
<td>Closing Circle</td>
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<tr>
<td>11:30 am</td>
<td>WOLF School Program Ends</td>
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</tbody>
</table>

*Bag lunches will be provided at this time. Schools may choose to have lunch before departing, however, WOLF School staff will depart at 11:30 am. The teachers will be in charge.

Departure Day Notes:

Note: This is a sample schedule. Each school has its own schedule adapted to suit the needs of the students. At some locations, WOLF School offers field trips. Please make any necessary changes on this schedule.
CABIN AGREEMENT &
SHOWER SCHEDULE

CHAPERONE NAME ________________________
SCHOOL NAME ______________________________

CABIN ASSIGNMENT _________________________
GROUP NAME ________________________________

<table>
<thead>
<tr>
<th>CABIN AGREEMENT</th>
<th>SHOWER SCHEDULE</th>
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</thead>
<tbody>
<tr>
<td>-Be respectful of each other’s individual</td>
<td>DAY 2</td>
</tr>
<tr>
<td>space and personal possessions.</td>
<td>MORNING</td>
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CABIN MEMBERS SIGN HERE:

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Bathroom/Shower Time Etiquette:
Only 2 people from a cabin in the bathroom/shower room at a time; all others must wait outside. Three minute showers!—this conserves water and ensures there is enough hot water for everyone. Chaperones may shower at 6:45 a.m. or during their afternoon time off. Chaperones will randomly and periodically monitor bathrooms/shower rooms.
CABIN TIME ACTIVITIES
ICE-BREAKERS

GETTING TO KNOW A SHOE
Form a circle, take off a shoe and put it in the center. Grab a shoe and meet the person to whom it belongs. Say something you found out about that person to everyone in the group.

WINK
Cut pieces of paper. Make an “X” on one piece. Everyone picks a piece of paper. The person with the “X” is the winker. Sit in a circle so everyone can see everyone else’s eyes. The winker puts people to sleep by winking. People who are winked at should wait a few seconds before going to sleep (fall asleep with gusto... yawn, stretch, etc.). Try to guess who the winker is.

HAGGOO
Two teams stand in a line, facing each other about 3 feet apart. Teams take turns sending one person down the line. If that person can walk between the lines without laughing or smiling, a point is scored for his/her team.

HIP-HOP-HOOGY
Sit everyone in a circle with one student in the center. “It” points to one person in the circle and says either “hip”, “hop”, or “hip-hop-hooey”. If “It” says “hip,” the person pointed to must respond with the name of the person on his or her right before “It” counts down from 5 to 0. If “It” says “hop,” the selected person the name of the person on his or her left. If “It” says “hip-hop-hooey,” the selected person says the names of the people to his or her right and left. If he or she cannot respond correctly before “It” reaches 0, they trade places and the game starts over.

MAGIC NUMBERS
Gather items together and tell students that you are going to place the objects in a way that represents a number. They have to figure out what the numbers is. Make any pattern you want: the number of fingers you have showing is what the number is!

PSYCHIC SHAKE
Students silently choose a number 1, 2, or 3. No talking, everyone creates a secret hand-shake that explains their number. Students group together according to their number.

MINUTE MYSTERIES
Students ask yes or no questions to solve the story. Only answer yes or no! Make them figure it out. Only use hints as a last resort.
- A woman lives on an island. She walks to work on the mainland every day because she doesn’t have a boat. How is that possible? Answer: She lives in Alaska and walks across the ice.
- 2. Jack and Jill are lying on the floor dead. Besides them is a puddle of water and some broken glass. What happened? Answer: They are fish and their aquarium broke.
- 3. A man is wearing a suit and is sitting in a chair; dead! Beside him is a rock and some broken glass. How did he die? Answer: His suit is blue and red. He is superman and the rock is Kryptonite.
CABIN TIME ACTIVITIES
QUIET GAMES

THE MOON
Using your left hand, draw a face in the air and say “the moon has two eyes, a nose and a mouth.” Students are correct if they repeat the saying and hand motions using their left hand.

HUMAN KNOT
Students stand in a tight circle and grab two different peoples’ hands. Everyone must get untangled without letting go of hands. Leader may perform knot first aid for challenging knots.

ABRA-KA-DABRA (BLACK MAGIC)
Cabin leaders pick a confederate, and that student points to items in which the cabin leader is guessing the right one. The right item is the one after the confederate student touches something black or points to something metal or an item of clothing, etc.

ISLANDS
Here is one for the Guinness Book. Pick a small object, say a bar of soap, and see how many people can touch that object at one time. Sounds easy? Hah! There is a catch. While touching the object, they may not touch anyone else in the group. Some variations might include finding the smallest object that everyone in the cabin can touch at the same time. One group can challenge another group with a particular object.

RED-HANDED
Have your group sit in a circle. One person is “it” and goes into the center. A small object (stick, rock, paper, etc.) is given to one person. Each person in the circle holds his or her fists out toward the person in the center. “It” closes “its” eyes, they have to decide who is holding the object. It is permissible (and a great part of the fun) to keep passing the object after “it” opens “its” eyes. The object of the game is to avoid being caught “Red-Handed” with the object. If you are caught, you become “it” for the next round. The best equipment for this game is a poker face.

WHO’S IN CHARGE HERE?
Sit in a circle with a selected “Observer” in the center. While the person in the center has their eyes closed, the leader chooses one person in the circle to be “In Charge.” The person “In Charge” begins some action (for example: hand clapping) and the “Observer” opens his/her eyes. The object of the game is for the person “In Charge” to continually change the action without the “Observer” discovering who is “In Charge.” Limit the number of guesses to eliminate random guesses. If the “Observer” spots the person “In Charge,” they exchange places and the game starts over.
THE CAPTAIN’S SHIP

All they have to do is follow your orders, Captain! If they don’t or can’t, they sit out the rest of the game (but don’t worry, games go fast). Have them begin in a group in front of you on a safe, flat, running area. Designate an area where students will sit out. Explain the following “orders” and begin. Hint: Use “Captain’s Coming” to stop action if someone gets hurt, cheats, etc. Play yourself and have a student or other cabin leader call.

- **CAPTAIN’S COMING:** Everyone freezes and salutes until you say “at ease”
- **AT EASE:** Stand with feet apart & hands behind your back.
- **HURRICANE:** Spin in place.
- **MAN OVERBOARD:** Two students. One on hands and knees, one with his/her hand on the other’s back, looking “overboard.”
- **CROW’S NEST:** Three students stand back-to-back and link elbows. (The crow’s nest is the lookout on top of the mast).

ELBOW TAG

Stand the students in a circle. They are all elk who stay with a partner for safety. Have students link elbows with partners. Take one pair and make an elk into a wolf. Now the wolf chases the one free elk around the outside of the circle. The elk must link elbows with one of the people in the circle. When he/she does, he/she replaces that person’s partner who is now the free elk. Manage this game so no one is the wolf or the free elk for too long.

ROCK-BRIDGE-TREE

This is a relay race where the runners have to jump over a rock, crawl under a bridge, and run around a tree. Divide the group into two teams and have them get on their knees and curl up in a ball to protect their heads. Situate each about 25-30 feet ahead of their team’s line. Then choose one long-legged person from each team to be the bridges. They stand with their legs apart about 25-30 feet beyond the rocks. Next choose one person from each team to be the trees. They stand with their arms close to their sides about 25-30 feet beyond the bridges. After saying “ready, set, go” the relay race begins. Make sure that the runners jump over their team’s rock, crawl under their bridge, run around their tree, then back under the bridge, over the rock and tag the next runner in their team’s line.
CABIN TIME ACTIVITIES
QUICK GAME Q & A’s

MYSTERIES, BRAIN-TEASERS & RIDDLES

Q. A tree doubled in height each year until it reached its maximum height over the course of ten years. How many years did it take for the tree to reach half its maximum height?
A. Nine years.

Q. When Sandy Beach was six years old she hammered a nail into her favorite tree to mark her height. Ten years later at sweet sixteen, Sandy returned to see how much higher the nail was. If the tree grew by five centimeters each year, how much higher would the nail be?
A. The nail would be at the same height since trees grow at their tops.

Q. How many of each species did Moses take onto the ark with him?
A. None. It was Noah’s ark.

Q. Justin Summers has a vacation house that is positioned in such a way that all four sides face south. How is this possible?
A. Justin Summer’s vacation house is at the North Pole.

Q. There have been many amendments in the U.S. Constitution during the last 100 years. One of the most controversial items regards the transfer of power should one of the heads of state die while in office. If the vice-president of the United States and the speaker of the House of Representatives should die, while in office, who becomes president?
A. The president is still the president.

Q. A man and his son were rock climbing on a particularly dangerous mountain when they slipped and fell. The man was killed, but the son lived and was rushed to the hospital. The surgeon looked at the young man and declared, “I can’t operate on this boy: he is my son.” How could this be?
A. The surgeon was the boy’s mother.

Q. Which one of the three would see most clearly in total darkness: a leopard, a bat, or an owl?
A. None. In total darkness it’s impossible to see anything.

Q. What occurs once in every minute, twice in every moment, yet never in a thousand years?
A. The letter M.

Q. Before Mount Everest was discovered what was the highest mountain on earth?
A. Mount Everest.

Q. In Duncan’s cottage, where the temperature was below freezing, there was a newspaper, a fireplace, some kindling, and a kerosene lamp. What should he light first?
A. The match.
SAFETY & EMERGENCY PROCEDURES

Safety at the Web of Life Field (WOLF) School is our primary concern. Our staff will take every precaution to ensure that your experience with us is safe and enjoyable. However, the possibility of injury or illness always exists.

The following brief guidelines on emergency procedures are provided here with the suggestion that you review them prior to arrival at WOLF School.

 Shortly after you arrive at WOLF School, the program director will meet with you in an orientation session. One of the important topics you will cover is safety. An emergency drill on the first day will prepare students and staff for procedures to follow in the event of an emergency.

EMERGENCY PROCEDURES

1. The site director is in charge of health and first aid for all persons at the site. Notify the WOLF School program director about each and every injury or illness. They will pass the appropriate information along to the site director.

2. The student health forms and camp registration forms will be kept in the infirmary and will be accessible by the program director at all times.

3. IN AN EMERGENCY
   a. Administer immediate First Aid, if qualified
   b. Notify program director
   c. Notify teacher in charge
   d. Notify site director
   e. Proceed as instructed

4. If transportation to a medical facility is needed, in non-emergency situations, it will be provided by teachers or chaperones. A separate car is required to be the emergency vehicle in this situation.

Note: All WOLF School staff are First Aid/CPR certified.
DIRECTIONS TO
LITTLE BASIN

Little Basin
21700 Little Basin Rd.
Boulder Creek, CA 95006

FROM SAN FRANCISCO
(Travel Time Approx. 1.5-2 Hours)
From Hwy 101 S, take exit 431 and merge onto I-280 S. Follow signs for, and merge onto, CA-84 W. Turn left onto CA-35, continue for 13.5 miles. Turn right onto CA-9 S/Big Basin Way (signs for Boulder Creek/Santa Cruz). Go 6.1 miles, turn left onto Hwy 9; follow into Boulder Creek*.

FROM SAN JOSE
(Travel Time Approx. 1 Hour)
From Hwy 280, take exit 5B for CA-17 S toward Santa Cruz. After approx. 10 miles, take the Bear Creek Rd. exit, and turn left onto Bear Creek Rd. Continue for 13 miles, then turn left onto Hwy 9; follow into Boulder Creek*.

*FROM BOULDER CREEK
At the 3-way stop sign in Boulder Creek, turn off Hwy 9 and onto CA-236 N/Big Basin Way. Go 6.4 miles, then turn left onto Little Basin Rd. Follow Little Basin Rd. for 1.5 miles until you reach Little Basin.

Web of Life Field (WOLF) School Contact Information
PO Box 2517, Aptos, CA 95001
Phone: (831) 684-0148 | Fax: (831) 685-3889
Email: admin@wolfschool.org
Welcome to Little Basin! You and your students are about to embark on an exciting outdoor adventure with Web of Life Field (WOLF) School in one of California's most beautiful regions. Tucked away in the Santa Cruz Mountains’ coastal foothills above San Jose and Santa Cruz, Little Basin is a gem in the redwood forest. Boasting 534-acres for exploration, including miles of hiking trails, expansive meadows, and pristine creeks, Little Basin is a California State Parks campground and part of Big Basin Redwoods State Park, the first state park in California.

**LODGING**

12 Cabins, each with accommodations for 9-12 persons, for a total group allowance of 120. The beds are bunk style, with some single cot availabilities. There are two clean bathroom/shower houses for all to use, each with separate female and male rooms.

Note: Cabins vary in their electricity and heating abilities. See Housing Assignment Form within this Teacher Handbook for details.

**DINING**

Homemade meals served buffet style by WOLF School’s friendly staff in an outside, covered dining area.

**PROGRAM SPACE**

Recreation Hall, Outdoor Gathering Areas, Group Campfire Ring

**RECREATION**

2 Sports Fields, Sand Volleyball Court, Playground, Basketball Court, Miles of Hiking Trails, 25 Miles to Santa Cruz Beaches on Monterey Bay, 1 Hour Walk to Big Basin Redwoods State Park