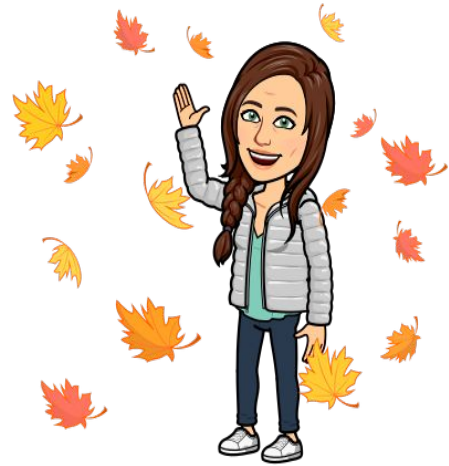


# Cabin Leader Guide

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Thankful  
for you



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# Cabin Leader Orientation

## STUDENT SAFETY AND EMERGENCIES

- Sly Park Environmental Education Center is a school site. All school, county, state, federal rules and regulations apply. All school rules and policies apply at Sly Park, including NO alcohol or drug use (on-site AND off) during the week. Tobacco use is also prohibited, except in the designated off-site area.
- Keep confidential student information confidential.
- Know where your students are at all times – count your students frequently. Call immediately if someone is missing.
- **NEVER LEAVE STUDENTS ALONE** – students must always be supervised by an adult. Students must always be with a buddy. Students may walk with a buddy to the restroom in the Education Building during meals with adult permission. Don't allow more than two at a time from your cabin to go to the restroom.
- **NEVER PLACE YOURSELF ALONE IN THE COMPANY OF A CHILD** – always use the “rule of three” (you plus two) for their safety and yours; supervise carefully, but also be discreet and allow privacy while students shower, change clothes, or use the restroom.
- **NEVER USE PROFANITY, OFF-COLOR JOKES, SEXUAL INNUENDOS, RACIAL COMMENTS, ETC.** - assume that *students will repeat everything you say and do when they return home*. Keep in mind that students may also notice your reading material, and will certainly notice if you are on your phone. It is inappropriate to discuss any of the following topics with students: personal beliefs and lifestyles, personal relationships, personal living arrangements, sex, sexual preferences, drugs, alcohol, politics, religion, social issues (other than those discussed during class), etc.
- **NEVER TOUCH STUDENTS** – striking, threatening, yelling, humiliating, corporal punishment, inappropriate touching, or abusing a child in any way is strictly prohibited. Even touching a student in a way that *you may think* is harmless can end badly.
- **GET HELP, even for small things!** Use the intercom in your room to call the Visiting Teachers for illness, injuries, behavior issues, homesickness, etc.
- **IN CASE OF EMERGENCY** –
  - **Fire Alarm:** Bring all of your students to Stone Circle (everyone should have shoes on). Line up facing your cabin sign. Count your students. Supervise your students and wait for further instructions.
  - **Not Life-Threatening Emergency:**  
Use the intercom in your room to call:
    1. Dining Hall (**intercom 105**)
    2. Office (**intercom 101**) or
    3. Visiting Teachers' cabin “Mountain Misery” (**intercom 106**). For cabin to cabin calls see below.
  - **Life-Threatening Emergency:**  
**Call 7-1-(530) 626-4911**, for Placerville 911 Dispatch from your cell phone while someone else calls the **Sly Park Director (916-228-2482)** and Visiting Teachers (intercom 106).
- **REMEMBER – YOU ARE TAKING CARE OF OTHER PEOPLE'S CHILDREN.**  
Supervise carefully, and **Call Visiting Teachers** for help if needed.  
***Do not do or say anything you may be sorry for or embarrassed about later.***



# Cabin Leader Orientation

## CABIN-TO-CABIN INTERCOM NUMBERS

Incense Cedar	119
Black Oak	113
Douglas Fir	115
Manzanita	116
Fox	114
Rattlesnake	117
Porcupine	120
Raccoon	118

## OTHER

You are welcome to use our WiFi Network!  
Choose “**Sly Park Guest**” The password is: **@SlyParkWireless**



# Cabin Leader Expectations

## IN THE CABIN

### COMMUNICATION IS KEY!

- Talk to your fellow Cabin Leader(s) and always have a game plan.
- Role model appropriate social and cohabitation skills.
- Be conservative – you are supervising other people's children, not just your own.

### ACTIVELY SUPERVISE the students at all times while in the cabin.

- Stay in the cabin while students are in the cabin.
- Frequently move from room to room – be visible!
- Remember to supervise the restroom area, too.
- Manage student showers: One **5-minute shower** per student per day

### ENFORCE ALL RULES. Call Visiting Teachers at any time if you need help! (see page 5 for behavior expectations)

### Give frequent reminders about behavior.

- Use positive reinforcement.
- Use names whenever possible to get students' attention.
- Give frequent time checks as they prepare for the next activity.

### Keep students on your cabin's side of the building.

- They are never allowed to go into any other cabin.
- Students may not *move* rooms, but may *visit* other rooms in the cabin if they are well-behaved. If you feel it would benefit your cabin group to have a student move to another room, please check with the Director.
- If students become disruptive, limit them to their own rooms until behavior improves. **Call Visiting Teachers!**

### Before each Class Session

- Make sure students are prepared for the next activity *before* they leave the cabin:
  - Full water bottle, use the restroom, dress in appropriate clothing/gear for activity and weather.
- Be mindful of the time. It is your responsibility to get students to the next activity on time.
- Insect repellent/sunscreen sprays must be applied **outside**. No aerosol deodorant is allowed in the cabin.
- **Students with inhalers/EpiPens must carry them at all times.**

### After each Class Session

- One Cabin Leader must return to the cabin to supervise students who choose not to play at Rec Time. Please take turns based on your activities schedule (hikes sometimes return to campus late).

### After each meal

- Help organize, manage, and direct your cabin song (**see Cabin Life Guide in cabin**).

### Important Notes

- Adults may shower before wake-up time, after lights-out, or during a break.
- Keep your cabin **locked** when no one is in the cabin.
- **NEVER call/text/email/FB/Tweet/etc. a child's parent/guardian(s).**
- **NEVER allow a student to use your phone to call or text. Visiting teachers will make official calls home for any medical or behavioral issue. *Let the students share their own experiences when they get home.***



# Cabin Leader Expectations

## DURING CLASS

You will be assigned to the same hiking group as your child.

**ACTIVELY SUPERVISE** the students during class time.

- Assist with activities and hikes.
- Please save social media/work/emails/phone calls/etc. for break times.
- Quietly and discreetly give reminders to students who are chatty/not paying attention.
- Notify your Sly Park Teacher if you see inappropriate behavior – they will handle student discipline or call a Visiting Teacher and/or the Director.
- You may be asked to hike in the middle or at the end of the line for better student supervision.
- You may be asked to use a radio during hikes – the Sly Park Teacher will show you how to use the radio.
- Feel free to take photos of your own child, but not of other students – not all students are allowed to be photographed.
- When your Sly Park Teacher gives you a break, take it!!! Relax, snooze, shower, etc. No intoxicating substances may be imbibed (on or off campus) at all during the week.
- Enjoy your time! It's just as much fun for us to participate and learn as it is for the kids (but remember, even though you may know the answer to the question being asked, let the students respond – we know you know



**All school rules and policies apply all week, including NO drugs, tobacco, and alcohol.**



# Student Behavior Expectations

Students are expected to follow all Sly Park and school rules. They are expected to follow directions given by Cabin Leaders. If a student is not following directions, call the Visiting Teachers and/or Director. Visiting Teachers and/or the Sly Park Director give consequences for behavioral issues.

Students are expected to practice T.R.E.E.S. behavior, respect other people's space & privacy and the Sly Park campus, and be responsible for their own actions, words, and belongings.

If students have prohibited items, confiscate it and give it to the Visiting Teachers. Prohibited items include: cell phones, money, food, snacks, candy, gum, electronics, weapons, medicine/ cough drops/vitamins/etc. Students must carry inhalers and/or Epi-Pens at all times.

**Call Visiting Teachers and/or the Director IMMEDIATELY** if you see, hear, or are told about any student-to-student abuse, harassment, sexual harassment, etc., including (but not limited to):

- Fighting; hitting, punching, slapping, pushing, shoving, kicking, etc.
- Verbally or physically bullying or intimidating others
- Threatening to harm others; spreading rumors about someone threatening to harm others
- Making racist/culturally inappropriate comments, telling racist/culturally inappropriate jokes, etc.
- Snapping towels at other people
- Pulling/ripping off someone's towel while they are drying off or changing clothes
- Pantsing, wedgies
- Pulling someone's bedding off of them while sleeping or changing clothes
- Looking under and/or over bathroom stall doors and/or walls
- Opening toilet stall doors and/or shower stall curtains intentionally while another person is in the stall
- Taking photos of students changing clothes, using the restroom (under and/or over bathroom stall doors and/or walls), taking a shower, etc. (to prevent this, photos are not allowed inside the cabins)
- Catcalling, making comments and/or telling jokes of a sexually explicit or violent nature
- Passing notes or pictures of a sexually explicit or violent nature
- Possessing sexually explicit or violent materials (magazines, pictures)

**Call Visiting Teachers and/or Director IMMEDIATELY** about any of these other safety concerns:

- Self-harm and/or self-inflicting injuries
- Running away from the group/cabin
- Possible child abuse

# Sly Park Rules & Policies

## PART 1

### PLANT TREES WHEREVER YOU GO BY BEING...

**T = TRUSTWORTHY** (Be honest and responsible)

**R = RESPECTFUL** (Be kind; make positive choices; follow directions; follow the rules)

**E = EMPATHETIC** (Be understanding of people's differences and feelings)

**E = ENTHUSIASTIC** (Give it a try! Make the best of it! Have fun!)

**S = STEWARDSHIP** (Be a responsible caretaker of our environment)



### PARTICIPANTS AND VISITORS

- **All students** must be registered through Sly Park's online registration program, Campwise, prior to arrival.
- **All adult participants** must be registered through Sly Parks online registration program, Campwise, prior to arrival.
- **All visitors** must sign in at the Office at the time of their arrival, wear a visitor badge for the duration of their visit, and sign out at the Office at the time of their departure.

### BEHAVIOR EXPECTATIONS:

- **RESPECT**
  - Respect school and personal property
  - Following adult directions
  - Display good manners
- **RESPONSIBILITY**
  - Put forth best effort
  - Make safe choices
  - Walk at all times
- **READINESS**
  - Be on time
  - Have the following:
    - Full water bottle
    - Inhaler/Epi-pen (if you have one)
    - Dress for Adventure (jacket, hiking shoes, etc.)





# Sly Park Rules & Policies

## PART 2

### CABIN RULES:

- **STUDENTS ARE NEVER ALLOWED IN THE CABIN WITHOUT AN ADULT!**
- Lights out and voices off from 9:30pm-7:00am. The 7:00am wake-up call is your cue to get up and start getting ready for the day (stay in bed until then, even if you wake up early).
- Student showers are allowed **ONLY** after 7:00am and before 9:20pm.
- You **MUST** stay on your own side of the cabin – you may never go into another cabin.
- **NO** food, snacks, candy, gum, cell phones, medicine, electronics, weapons, or money allowed.
- Cabin leaders may not give permission to break ANY rules.

### LAWS OF THE LAND:

- **Always** be prepared for the next activity.
- Dress appropriately for school and the weather. Waterproof coats/ponchos are required during rainy/snowy weather. Only shoes or hiking boots may be worn outside of the cabin (sandals/flip flops/slides worn in the cabin only). Pajamas may be worn only in the cabin.
- Stay inside established boundaries at all times. Return to and stay in your cabin after meals – the Gym/Outdoor Courts/corn hole games are off-limits after **all** meals.
- No hiking sticks. NO throwing rocks, acorns, sticks, etc. NO throwing snowballs.

### MEDICINE AND FIRST AID:

- **All** medicine is turned in to the teachers, including over-the-counter medications, cough drops, vitamins, etc. **Exceptions:** Inhalers and Epi-Pens these items should be carried by the student.
- Sick students must be moved to Medbay – **they may not stay in their cabin.**
- All injuries, cuts, scrapes, etc. must be reported to a visiting teacher as soon as possible.



# Cabin Life

## CABIN TIME - PART 1

Cabin Leaders must actively supervise students at all times while students are in the cabin. Never leave students alone in the cabin.

### Wake-up

- Students must remain in bed until the wake-up call over the intercom at 7:00am.
  - **Exception:** Students may use the restroom, but must return to bed until 7:00am.  
*Absolutely NO* student showers, organizing of personal items, talking with friends, etc., until 7:00am!

### Showers

- Student showers
  - Each student must take a shower every full day of the program
  - One shower per student per day
  - Showers are 5 minutes long
    - Students in line may use kitchen timers to time the ones in the shower
  - Everyone must use soap. Girls with very long hair may not have time or need to shampoo every day.
  - Students change clothes in their room or in the hallway closet/bookshelf area
    - RULE: if the curtain is closed, the closet is in use – do not open the curtain
    - They may *NOT* change in the restroom stalls or the shower stalls
      - Floors are gross & there's not enough time
    - They *MAY* change in their sleeping bag, behind a towel or blanket held up by a friend, or even make a "changing fort" with an empty lower bunk
    - Window shades should remain closed during times when students are changing

### After Meals

- As soon as you have finished eating, return to your cabin to supervise students.
- Students must stay in the cabin until it is time to meet for the next activity.
- After breakfast:
  - Students tidy cabins (10-15 min.)
  - Work on song (10-15 min.)
  - Free time to talk, read, or play quiet games (5-10 min.)
  - Prepare for next activity (use restroom, fill water bottle, apply sunscreen/insect repellent, put on appropriate layers of clothing for the weather, etc.) (5-10 min.)
- After lunch
  - Students go immediately to their room to rest on their bed (15 min.)
  - Work on song (10-15 min.)
  - Free time to talk, read, or play quiet games (10 min.)
  - Prepare for next activity (use restroom, fill water bottle, apply sunscreen/insect repellent, put on appropriate layers of clothing for the weather, etc.) (5-10 min.)
- After dinner
  - NO showers due to time constraints
  - Work on cabin song (10 min.)
  - Prepare for next activity (use restroom, fill water bottle, apply sunscreen/insect repellent, put on appropriate layers of clothing for the weather, etc.) (5 min.)

# Cabin Life

## CABIN TIME - PART 2

### Bedtime

- At the end of the Small Group Activity time, meet in the Gym for the “Evening Wrap-Up”
- Escort your students back to the cabin
- Students who need nighttime medications should find their Visiting Teacher in the Dining Hall at this time.
- Gather students outside of the cabin for a quick meeting.
  - o Meeting outside ensures that everyone hears directions.
  - o Direct students to “Brush, Flush, Wash, & PJ’s”: brush teeth, use the restroom, wash hands & face/take a shower, and change into pajamas. Then they should organize their belongings.
  - o If they have time *before* lights out, students may talk, read, or play quiet games.
- Give frequent time checks while students get ready for bed.
- Students should be ready for bed and be in their own rooms by **9:25pm**.
- **Lights out at 9:30pm sharp. Voices stay off until wake-up time.**
  - o **INCENTIVE:** Cabin Leaders may choose the quietest room to be at the head of the line for meals the next day.
- Bedtime stories
  - o Pick a book from the bookshelf, or 3-4 stories from the Cabin Life binder.
  - o Place a chair near the restroom entrance – use the restroom light to read by
  - o Turn off all room and hallway lights at 9:30pm
  - o Tell stories for 10-15 minutes to help students fall asleep
  - o Do NOT tell scary stories (even if they beg you to!) – you’ll be up all night with frightened, homesick children
- If you have an issue during the night, do not hesitate to use the intercom to **call Visiting Teachers!**

### General Notes

- Be mindful of the time. It is your responsibility to get students to the next activity on time.
- No food or beverages are allowed in the cabin except “life juice” (a.k.a. water) and “adult life juice” (a.k.a. coffee – sorry, no wine allowed 😊).



# Dining Hall & Meals

## GENERAL DINING HALL & MEAL INFORMATION

Check the printed on back of *Sly Park Weekly Schedule* for meal start times. Times are slightly staggered.

### Entering the Dining Hall

- Cabins rotate through a set rotation to promote equitable entrances at meal times.
- Cabin Leaders lead their cabin into the Dining Hall when called in by a Sly Park staff member
- One Cabin Leader gets food, eats, buses their tray, then turns the sign from red to green and returns to the cabin.
- Students and Cabin Leaders sit together at their assigned cabin's table.

### Food Service and Meals

- Students must take a tray of food at every meal (even if they don't feel hungry or don't want what is being served).
- Any student with a food allergy or any other special dietary need must check in with the cooks at every meal to receive appropriate food.
- Students must take milk at breakfast.
  - A soy milk is available in the kitchen for those who are lactose intolerant.
- Milk at lunch and dinner is optional
  - Students may have more than one cup of milk, but should not have more than 2-3 cups at any given meal.
- Everyone may visit the choice table (salad bar) during meals as often as they would like.

### Student Wellness

- Let Visiting Teachers know if a student is not eating or does not feel well.
- Students who need to use the restroom during a meal may ask permission from a Cabin Leader and walk **with a buddy** to the Education Building. They should check back in with the Cabin Leader upon their return.

### Leaving the Dining Hall

- After eating, when at least one of the cabin leaders has turned the sign from red to green and returned to the cabin, students bus their trays and leave the Dining Hall **with a buddy**.
- Students may **not** take food from the dining hall back to their cabins.
- Students **must** return to their cabin after meals – they are **not** allowed to play outside or go to other cabins.

### General Notes

- If you need something from the kitchen, please ask one of the kitchen staff or a Sly Park teacher to assist you.
- There is a restroom in the back of the dining hall for adults only.
- Water bottles are available for anyone to borrow. They are located in the back of the dining hall above the sink. Please return used water bottles to the dish room window.
- Sly Park is a nut-free campus. Food served in the dining hall does not contain nuts.
- Coffee, tea, hot chocolate, etc. is available in the back of the dining hall all day (usually ready by 6:00am!) - for adults only. You are welcome to use one of the mugs from the cabinet near the coffee machine. Return used mugs to the dish window.



# Health and Safety Guidelines

## GENERAL SAFETY GUIDELINES

Have your flashlight, shoes, and a jacket readily available.

Have your student list readily available and know how many students are in your group at all times.

- Count students frequently
- Notify a teacher or Sly Park staff member if any student is missing

Maintain a safe cabin all week.

- Keep walkways and doorways clear at all times

Do not leave an injured student alone or try to move an injured student – call or send for help.

Students should keep their shoes, jackets, and flashlights easily accessible in case of a nighttime emergency.

## EMERGENCY PROCEDURES

The primary emergency assembly area is at **Stone Circle**.

If the emergency alarm is sounded:

- Gather your students just outside of the cabin.
- Before you leave the cabin, count to make sure every student is present and accounted for.
- Walk them to Stone Circle and line them up quietly in a single-file line in front of your cabin sign.
- If the Stone Circle area is unsafe, you will be redirected to a secondary assembly area.
- When you arrive at Stone Circle, count to make sure every student is present and accounted for.

In the event of an earthquake:

- Duck and cover and stay where you are until the shaking stops.
- If the earthquake is severe or the emergency alarm is sounded, follow the steps above.



# Health and Safety Guidelines

## HEALTH GUIDELINES - PART 1

Sick students may **not** stay in the cabin, including your own child. **Call Visiting Teachers** and bring the sick student to Med Bay (located at the Sly Park Office).

### ENURESIS (BEDWETTING)

- The student should sleep on a bottom bunk.
- Take the student aside and offer your assistance.
  - o Encourage the student not to drink too much water after dinner.
  - o Remind the student to use the restroom right before lights out.
  - o Offer to awaken the student to remind them to use the restroom when you go to bed.
- Keep an extra sleeping bag and trash bag in the cabin.
- If a problem occurs, be discreet; put soiled items in a trash bag and inform a Sly Park staff member so we can arrange to have the items laundered.
- Have the student use a Sly Park sleeping bag, especially on the last night.

### HOMESICKNESS

- Attending Sly Park may be the first time away from home for many students. The emotional state of a homesick student can result in symptoms such as headaches and/or stomachaches.

#### If a student is homesick:

- o Counsel the student
  - Let the student talk about home, friends in the cabin, what activities they've done so far, etc.
  - Remind them that homesickness is part of growing up – everyone experiences it at some point.
  - How they handle their feelings is what's important (calming down, focusing on the positive, etc.)
- o Keep them involved
  - Focus on the next activity, give them a job to do, have them help you with something, etc.
  - Put the homesick student in the same room/group with an understanding friend, if possible.
- o Inform a visiting teacher or the Sly Park Director if the student is not responding or is getting worse.
- o Cabin leaders **CANNOT** let students call home or go home – **NEVER** let a student use your cell phone.
- o Remember...be patient and compassionate.





# Health and Safety Guidelines

## HEALTH GUIDELINES - PART 2

### MINOR CUTS AND SCRAPES

- Have the student wash the area with soap and water.
- Give the student an adhesive bandage, if needed, and notify the student's teacher.

### NOSEBLEEDS

- Wear gloves if working around blood.
- Give the student tissues/toilet paper/napkins and have them firmly pinch their nostrils together – they will need to breathe through their mouth.
- Have the student sit in a chair, on the edge of a bed, etc., leaning slightly forward with their elbows on their knees – do not tilt head back.
- After 5 minutes, check to see if the bleeding has stopped
  - o If the bleeding has stopped, have the student clean up with soap and water.
  - o If the bleeding has NOT stopped after 5 minutes, have the student firmly pinch their nostrils together for 5-10 more minutes; if the bleeding still does not stop after 15-20 minutes, call a visiting teacher or the Sly Park Director for assistance.
- Notify a visiting teacher or Sly Park staff member to request custodial assistance with clean up.

### STOMACH ACHES

- Remind students to use the restroom frequently, especially before class.
- Stomach aches are often a sign of constipation – arrange for some private restroom time while the other students are working on their song/skit.
- Encourage them to drink even more water. Encourage them to eat fruit/salad at the next meal.



# Health and Safety Guidelines

## HEALTH GUIDELINES - PART 3

### VOMITING

- Occasionally, altitude or anxiousness can cause students to feel sick to their stomach. If a student vomits:
  - Send the student to the restroom to wash with soap and rinse out their mouth with water.
  - Sprinkle absorbent material on the vomit to aid clean up
    - Absorbent material can be found in the utility room in between the two cabin restrooms.
    - Notify a visiting teacher or Sly Park staff member to request custodial assistance with clean up.
  - If a student vomits once and feels better, they may return to normal activities.
  - If a student vomits more than once, notify a visiting teacher and the Sly Park Office or Director – the student may need to be sent to Medbay.
- If a student complains about an upset stomach at bedtime:
  - Have them use the restroom and drink some water.
  - Make sure they are on a bottom bunk with a trashcan nearby.
  - Call to have an extra sleeping bag delivered to the cabin.
- During the night
  - If a student vomits once and feels better, have them wash, rinse their mouth, use the restroom, and then send them back to bed
    - Sprinkle absorbent material on the vomit to aid clean up.
    - If needed, get the student a clean sleeping bag, pajamas, etc.; place soiled items in a trash bag.
    - Use the intercom to call a visiting teacher if you need assistance.
  - If a student vomits more than once, use the intercom to call for a visiting teacher – the student may need to sleep in Sick Bay overnight.

### SLEEPWALKING

- Turn on your door alarm (small white device near top of door) after cabin checks at 9:30pm.
- Do not wake students who are sleepwalking.
- If a student sleepwalks, please gently help them to the restroom and then back to bed.

### TICKS

- Have students check for ticks during shower time, when using the restroom, and at bedtime.
- If someone finds a tick on their body, do NOT try to remove the tick.
- Notify a visiting teacher and the Sly Park Director as soon as possible – they will remove the tick.

### HEAD INJURIES

- Immediately call for a visiting teacher and the Sly Park Director
  - If the person is unconscious, do NOT move them; use the intercom to call for help.
- Do NOT leave the person unattended or attempt to carry them – wait for help to come to you.

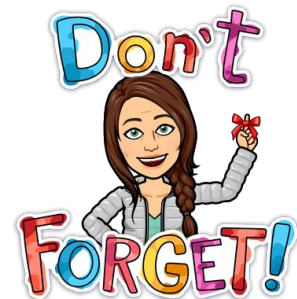
# Last Day Clean Up & Cabin Inspection

## STUDENTS/CAMPERS

- **Pack** all luggage and place **luggage** outside of the cabin on the **yellow line**.
  - Leave luggage on bunks during rainy or snowy weather.
- **Check for personal items** and garbage in the following locations:
  - Under beds
  - Around mattresses
  - On windowsills
  - In cubbies
  - In bathroom, especially the shower area
- Throw away all **garbage**.
  - **Sweep** all rooms, including the bathroom, and under beds.
  - Empty **small trash cans** into **large garbage can** in the utility room adjacent to shower area.
- **Shut** all windows and **open** all window covers.
- **Furniture** should not have been moved during the week. If it was, please move it back.
- Check and straighten **book shelves**.
- Any clothing, bedding/towels or gear **borrowed from Sly Park** .  
(or that remains unclaimed by students) may be piled neatly in the bookshelf area.
- Water bottles borrowed from Sly Park should be **returned to the dish window in the Dining Hall**.
- Wait **INSIDE** your cabin for a Sly Park Teacher to inspect your cabin.
  - Once cabin spection is complete students will be directed to move luggage to designated areas.
  - After luggage is moved by students **All-Campus** will meet at the Outdoor Courts/Gym for Sly Park Program Closure.

## CABIN LEADERS

- Organize and supervise the above tasks. While waiting for the cabin inspection, tell a story or engage students with riddles or other quiet games.
- Cabin Leaders: turn in **cabin keys**, **orientation folders**, and **clipboards** to a Sly Park Teacher upon completion of cabin inspection.



# Other

## NIGHT HIKE

Plan to be present and assist your Sly Park Teacher with the Night Hike unless plans have been made otherwise.

## ASTRONOMY NIGHT (TELESCOPES)

Telescope viewing will be scheduled on separate nights for Tree Cabins and Animal Cabins.

If students in your cabin are interested in attending Astronomy Night plan for one cabin leader to lead a group of students to telescopes while the other leads a group back to the cabin when directed by a Sly Park Teacher

## CABIN LEADER BREAKS

Please coordinate your breaks with your Hiking Group's Sly Park Teacher and your co-cabin leaders in your cabin. You may break in the Dining Hall or in the Conference Room. Please...no outside food or drinks in the Dining Hall or in the Conference Room.

## CABIN CLEANING & MAINTENANCE NEEDS

Sly Park Maintenance-Custodians will come through your cabin once per day to freshen and sanitize your restrooms. If you have any additional needs, please use the intercom to call the Sly Park Office between the hours of 8am-4:30pm. Beyond that, please contact a Sly Park Teacher/Director for assistance.

- For soiled student items due to illness, accident, nose bleed, etc.
  - o Please use gloves and a spare trash can liner from the utility room to bag the items.
  - o Leave the bag just outside of your cabin.
  - o Notify a Sly Park Teacher or the Sly Park Office.
  - o Maintenance will pick up the items, launder them, and return them to your cabin.
- Please do not use spare trash can liners as laundry bags for students.



# Sly Park Activity Overview

ACTIVITY	DESCRIPTION	NOTES
<b>PARK CREEK</b>	This off-campus <i>challenge hike</i> descends (800 ft) into the Sly Park Creek watershed (east of campus) over rugged, uneven terrain and ends creekside. Along the hike students learn about the canyon and creek's unique ecology and geology, study aquatic macroinvertebrates and explore the creek's seasonal surprises.	~ 3 hrs ~ 2.5 mi round trip
<b>LAKE</b>	This off-campus <i>challenge hike</i> follows the Sly Park Creek Canyon upstream to the Jenkinson Lake Group Campgrounds, where students enjoy time skipping rocks, looking for quartz crystals and exploring the reservoir's ecosystem. The trail is composed of uneven terrain, including moderate descents/ascents ( $\leq 100$ ft) and small stream crossings (seasonally dependent).	~ 3 hrs ~ 5 mi round trip
<b>CEDAR PARK</b>	This off-campus, wheelchair accessible/paved, moderate hike along the Cedar Park trail (east of campus) is a typical Day 1 afternoon or final day closing hike for Sly Park Teachers. Students explore a mixed conifer and chaparral ecosystem and enjoy a unique overlook of the Sly Park Creek canyon.	~ 1.5 hrs ~ 1-1.5mi round trip
<b>CHILDREN'S FOREST</b>	This off-campus moderate hike into the Clear Creek watershed (west side of campus) descends 200 ft and winds through mixed conifer forest. Students will discover the wonders of forest & fire ecology, while honing their observation and investigation skills.	~ 1.5 hrs ~ 1.5-2 mi round trip
<b>SHELTERS</b>	This off-campus moderate hike into the Clear Creek watershed (west side of campus) descends 200 ft and winds through mixed conifer forest. Students learn about survival and the engineering design process by working in groups to create their own shelter.	~ 1.5 hrs ~ 1.5 mi round trip
<b>INVERTEBRATE STUDY</b>	This activity's location varies and may occur close to campus or be combined with an off-campus hike. Students engage in a hands-on investigation of terrestrial organisms found at Sly Park. Ask your Sly Park Teacher about the activity location.	~ 1.5 hrs ~ 0.5-1 mi round trip
<b>ORIENTEERING</b>	This on-campus activity occurs at Sly Park's Orienteering Course (northeast of Gym). Students learn the basics of map & compass work, and utilize a GPS unit to navigate and discover hidden cache markers.	~ 1.5 hrs ~ 0.25 mi round trip
<b>CHALLENGE WALLS</b>	This on-campus activity occurs inside the Gym on Sly Park's climbing and traverse walls. Students build confidence, community and trust as they scale three 20-ft climbing routes of varying difficulty, or the lower ~8-ft traverse wall.	~ 1.5 hrs Indoors
<b>ECOLOGY (ECO) CENTER</b>	This on-campus activity is located adjacent to the Ed. Building. Students explore ecology through observation and inquiry of various natural phenomena, including live insects and corn snakes, and build their skills using scientific instruments.	~ 1.5 hrs Indoors
<b>ASTRONOMY (ASTRO) CENTER</b>	This on-campus activity is located adjacent to the conference room and parking lot. Through several hands-on stations students explore our solar system, galaxy and beyond while uncovering the wonder that fuels our investigation of the universe	~ 1.5 hrs Indoors
<b>DISCOVERY (DISCO) CENTER</b>	This on-campus activity is located north of the Office, adjacent to the TEK Center. Students engage in several hands-on stations, including an Augmented Reality sand table, designed to explore the cross-section of humans and the environment.	~ 1.5 hrs Indoors
<b>TRADITIONAL ECOLOGICAL KNOWLEDGE (TEK) CENTER</b>	This on-campus activity is located north of the Office, adjacent to the Disco Center. Students explore the science and engineering of how California's Indigenous Peoples have lived on this land for thousands of years by investigating phenomena like fire ecology, natural resource usage, and shelter construction.	~ 1.5 hrs Indoors
<b>NIGHT HIKE &amp; ASTRONOMY</b>	This on/off-campus short hike occurs during the <i>Class Meeting &amp; Evening Activity</i> timeslot of the evening program. Students step out of their comfort zone to learn about nocturnal adaptations, including their own night vision, and star gaze with their Sly Park Teacher.	~ 1.25 hrs 0.5-1.0 mi round trip

# Daily Cabin Leader Schedule (1-Cohort Program)

## Morning & Midday Program | Schedule Breakdown (★ = required of CL)

Time	What's Going On	What To Do
7:00 am	All cabins wake up for the day	<ul style="list-style-type: none"> <li>Student showers <b>no earlier than 7:00am</b></li> </ul>
7:30 - 8:00 am	Cabins report to <b>Dining Hall</b> <b>BREAKFAST SERVICE</b> <ul style="list-style-type: none"> <li>Early arrival cabins line up at <b>7:30 am</b></li> <li>Late arrival cabins line up at <b>7:40 am</b></li> </ul>	<ul style="list-style-type: none"> <li>Please complete meal rosters (<b>milk required</b>) ★</li> <li>Please sit with and supervise your cabin ★</li> <li>Communicate with Sly Park Teacher (SPT) on duty regarding overnight updates</li> <li>The first CL done eating will flip the cabin table sign to green and open the cabin for students ★</li> </ul>
<b>After breakfast supervise students in cabin (~8:00-8:45 am)</b> <ul style="list-style-type: none"> <li>Cabin clean-up &amp; student showers</li> <li>Practice cabin song &amp; chant</li> <li>Prepare for Morning Class Session (fill water bottles, use restroom, dress for success, etc.)</li> </ul>		
8:45 - 9:00 am	<b>All-Campus report to Stone Circle</b> <ul style="list-style-type: none"> <li>Morning announcements</li> <li>Cabin Leaders (CLs) check-in w/ Director</li> </ul>	<ul style="list-style-type: none"> <li>Meet at Stone Circle ★</li> <li>During CP Check-in meeting convey pertinent cabin/student updates to Director and VTs ★</li> </ul>
9:00 - 11:45 am	<b>Morning Class Session</b> <ul style="list-style-type: none"> <li>Students join SPT in hiking group for on/off campus AM activities (see <i>Sly Park Weekly Schedule</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Assist your Sly Park hiking group unless otherwise released by SPT for break (activity dependent)</li> </ul>
11:45 - 12:15 pm	Students report to <b>Outdoor Courts/Gym</b> <ul style="list-style-type: none"> <li><b>Recreation Time</b></li> <li><b>** location weather dependent **</b></li> </ul>	<ul style="list-style-type: none"> <li><b>1 CL per cabin must be present</b> to supervise students in the cabin. ★</li> <li>All students return to cabins 5 mins before lunch to wash hands</li> </ul>
12:15 - 12:45pm	Cabins report to <b>Dining Hall</b> <b>LUNCH SERVICE</b> <ul style="list-style-type: none"> <li>Early arrival cabins line up at <b>12:00 pm</b></li> <li>Late arrival cabins line up at <b>12:10 pm</b></li> </ul>	<ul style="list-style-type: none"> <li>Please complete meal rosters (<b>milk optional</b>) ★</li> <li>Please sit with and supervise your cabin ★</li> <li>The first CL done eating will flip the cabin table sign to green and open the cabin for students ★</li> </ul>
<b>After lunch supervise students in cabin (~12:45-1:30 pm)</b> <ul style="list-style-type: none"> <li>~ 15 minutes of quiet time on beds for reading, writing letters home, taking showers</li> <li>~ 10-15 minutes to practice cabin song &amp; chant</li> <li>Prepare for Afternoon Class Session (fill water bottles, use restroom, dress for success, etc.)</li> </ul>		
1:30 - 1:45 pm	<b>All-Campus report to Stone Circle</b> <ul style="list-style-type: none"> <li>Afternoon announcements</li> </ul>	<ul style="list-style-type: none"> <li>Meet at Stone Circle ★</li> <li>Check w/ SPT regarding student behavior &amp; needed support ★</li> </ul>
1:45 - 4:30 pm	<b>Afternoon Class Session</b> <ul style="list-style-type: none"> <li>Students join SPT in hiking group for on/off campus PM activities (see <i>Sly Park Weekly Schedule</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Assist your Sly Park hiking group unless otherwise released by SPT for break (activity dependent)</li> </ul>



# Daily Cabin Leader Schedule (1-Cohort Program)

## Afternoon & Evening Program | Schedule Breakdown (★ = required of CL)

Time	What's Going On	What To Do
4:30 - 5:00 pm	Students report to <b>Outdoor Courts/Gym</b> <ul style="list-style-type: none"> <li>Recreation Time</li> <li>** locations weather dependent **</li> </ul>	<ul style="list-style-type: none"> <li>1 CL per cabin must be present to supervise students in the cabin. ★</li> <li>All students return to cabins 5 mins before lunch to wash hands</li> </ul>
5:00 - 5:30 pm	Cabins report to <b>Dining Hall</b> <b>DINNER SERVICE</b> <ul style="list-style-type: none"> <li>1st serving cabins line up at 5:00 pm</li> <li>2nd serving cabins line up at 5:10 pm</li> </ul>	<ul style="list-style-type: none"> <li>Please complete meal rosters (milk optional) ★</li> <li>Please sit with and supervise your cabin ★</li> <li>The first CL done eating will flip the cabin table sign to green and open the cabin for students ★</li> </ul>
<b>After dinner supervise students in cabin (5:30-6:15 pm)</b> <ul style="list-style-type: none"> <li>Practice cabin song &amp; chant</li> <li>No student showers at this time (unless necessary)</li> <li>Prepare for Evening program activities (fill water bottles, use restroom, <b>dress in warm layers</b>, etc.)</li> </ul>		
6:15 - 7:15 pm	All-Campus report to <b>Outdoor Courts/Gym/Amphitheater</b> <ul style="list-style-type: none"> <li>Cabins convene for <b>Whole Group Activity</b></li> <li>** see Weekly Schedule **</li> </ul>	<ul style="list-style-type: none"> <li>Escort your cabin to the designated Whole Group Activity location ★</li> <li>** locations announced at dinner **</li> <li>Help supervise activity &amp; cabin behavior ★</li> </ul>
7:15 - 8:30 pm	All-Campus report to <b>Small Group Activities Location</b> <ul style="list-style-type: none"> <li>Students break into hiking groups for <b>Class Meeting, Skit Practice and Evening Activities or Night Hike</b></li> </ul>	<ul style="list-style-type: none"> <li>Ensure your cabin meets their VT, who will take them to their designated Class Meeting location location (<b>corresponds to SPT classroom</b>) <ul style="list-style-type: none"> <li>Assist VT as needed with class Skit Practice &amp; Evening Activities</li> </ul> </li> <li>If your hiking group has <b>Night Hike</b> meet your SPT</li> </ul>
Coordinate with VT during Small Group Activity timeslot about <b>best time to be released for a break</b>		
8:30 - 9:00 pm	All-Campus report to <b>Gym</b> <ul style="list-style-type: none"> <li>Evening Wrap-Up &amp; Cabin Dismissal</li> </ul>	<ul style="list-style-type: none"> <li>Meet students in Gym ★</li> <li>Escort students back to get cookie/meds (if needed) and then to cabins once dismissed ★</li> <li>Assist (if needed) with Astronomy (telescopes) <ul style="list-style-type: none"> <li>Coordinate with on-duty SPT</li> </ul> </li> </ul>
9:00 - 9:25 pm	Students & CLs report to <b>Cabins</b> <ul style="list-style-type: none"> <li>Cabin Cool Down &amp; bedtime prep</li> <li>Students shower/change/brush teeth, CLs read stories, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage "brush, flush, wash, and PJ's," ★</li> <li>Call VTs in Dining Hall if assistance is needed (behavior, meds, needed toiletries or bedding)</li> </ul>
9:25 pm	Students getting into <b>bed!</b>	<ul style="list-style-type: none"> <li>Hold firm to this deadline ★</li> </ul>
9:30	SPT(s) & VTs visit all <b>Cabins</b> <ul style="list-style-type: none"> <li>Lights Out &amp; Cabin Checks</li> </ul>	<ul style="list-style-type: none"> <li><b>LIGHTS OUT &amp; VOICES OFF</b> ★</li> <li>Read bedtime stories to help students fall asleep</li> </ul>
9:30 pm - 7:00 am	<ul style="list-style-type: none"> <li>Cabin leaders <b>MUST</b> stay in cabins overnight for student supervision &amp; in case of emergency</li> <li>Contact VTs/SPTs if help is needed.</li> </ul>	<ul style="list-style-type: none"> <li>If issues arise <b>before 10:00 pm</b> call <b>Dining Hall</b></li> <li>If issues arise <b>after 10:00 pm</b> call <b>Mtn. Misery</b></li> <li>Nip issues in the bud earlier rather than later. 😊</li> </ul>

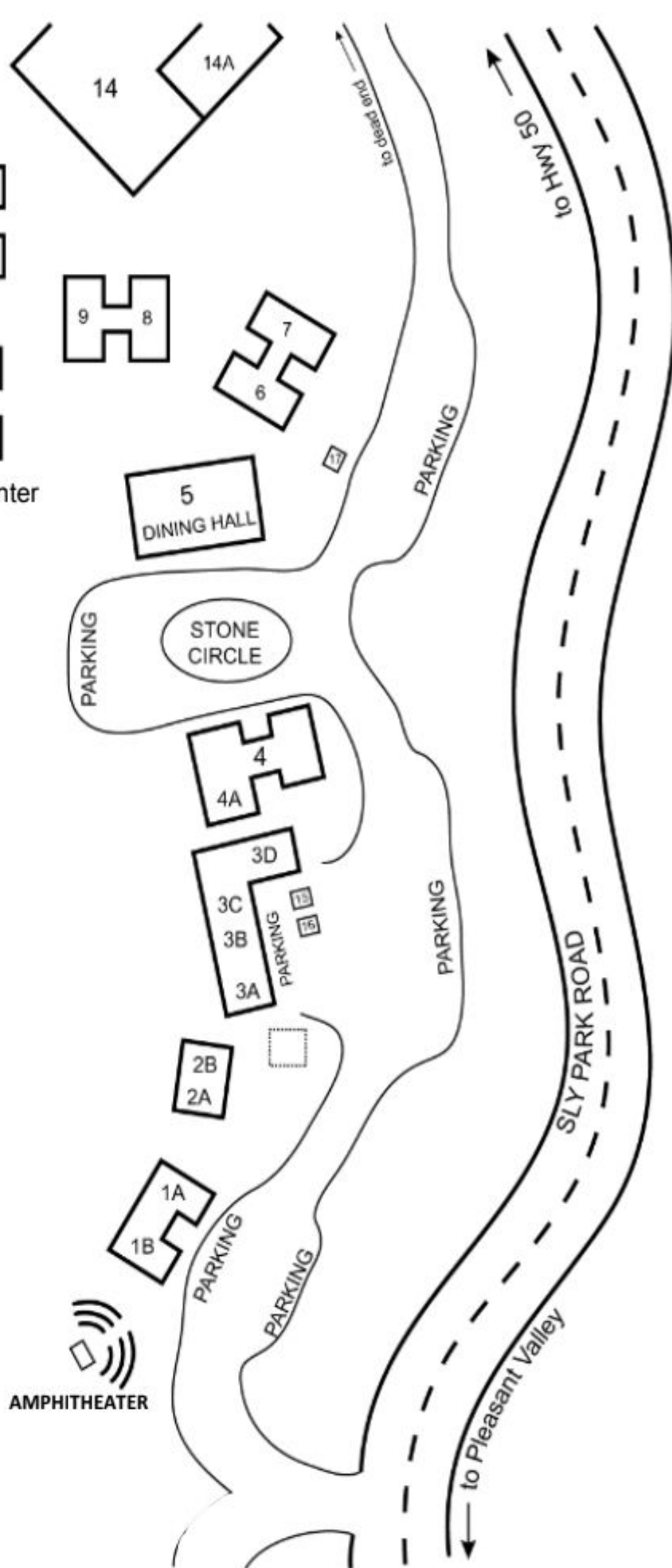


- 1A Sly Park Office
- 1B Visiting Staff Housing
- 2A Discovery Center
- 2B Native American Interpretive Center
- 3A Maintenance Shop
- 3B Astronomy Center
- 3C S.T.E.A.M. Room
- 3D Conference Room
- 4 Education Bldg. / Classrooms
- 4A Ecology Center
- 5 Café (Dining Hall)
- 6 Incense Cedar Cabin
- 7 Black Oak Cabin
- 8 Douglas Fir Cabin
- 9 Manzanita Cabin
- 10 Fox Cabin
- 11 Rattlesnake Cabin
- 12 Porcupine Cabin
- 13 Raccoon Cabin
- 14 Gym & Outdoor Courts
- 14A Cornhole Room
- 15 Observatory
- 16 Storage
- 17 Emergency Generator

## **Campus Map**

5600 Sly Park Road  
Pollock Pines, CA 95726  
(916) 228-2485

Email: [slypark@scoe.net](mailto:slypark@scoe.net)  
[www.slyparkcenter.org](http://www.slyparkcenter.org)



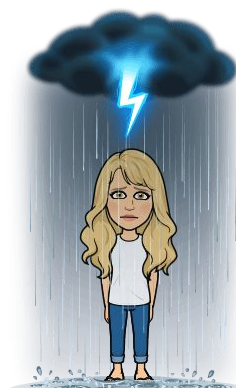
# Sly Park Hike Overview

All trails are open year-round, regardless of snow or rain. Sly Park recommends wearing proper hiking shoes and socks, weather-appropriate clothing and taking plenty of water while on our trails.

		ACTIVITY	DESCRIPTION	NOTES
Challenge Hikes		PARK CREEK	This off-campus <i>challenge hike</i> descends (800 ft) into the Sly Park Creek watershed (east of campus) over rugged, uneven terrain and ends creekside. Much of this trail is steep and narrow, and portions may be slipping during inclement weather.	~ 3 hours ~ 2.5 mile round trip
		LAKE	This off-campus <i>challenge hike</i> follows the Sly Park Creek Canyon upstream to the Jenkinson Lake Group Campgrounds. The trail is composed of uneven terrain, including moderate descents/ascents (≤ 100 ft) and small stream crossings (seasonally dependent).	~ 3 hours ~ 5 mile round trip
		CEDAR PARK	This off-campus, wheelchair accessible/paved, moderate hike along the Cedar Park trail (east of campus) is a typical Day 1 afternoon or final day closing hike for Sly Park Teachers. Students explore a mixed conifer and chaparral ecosystem and enjoy a unique overlook of the Sly Park Creek canyon.	~ 1.5 hours ~ 1-1.5 mile round trip
Mild-Moderate Hikes		CHILDREN'S FOREST	These off-campus moderate hikes into the Clear Creek watershed (west side of campus) descends 200 ft and winds through mixed conifer forest. Some portions of the trail are steep and narrow. Some portions may be slippery during inclement weather.	~ 1.5 hours ~ 1.5-2 mile round trip
		SHELTERS		
		INVERTEBRATE STUDY	This activity's location varies and may occur close to campus or be combined with an off-campus hike.	~ 1.5 hours ~ 0.5-1 mile round trip
		ORIENTEERING	This on-campus activity occurs at Sly Park's Orienteering Course (northeast of Gym).	~ 1.5 hours ~ 0.25 mile round trip
		NIGHT HIKE & ASTRONOMY	This on/off-campus short hike occurs during the <i>Class Meeting &amp; Evening Activity</i> timeslot of the evening program (~7:00-8:30pm). While not as strenuous or quick-paced as other daytime hikes, this hike utilizes trails closer to campus and occurs in partial/full darkness depending on the time of year.	~ 1.25 hours ~ 0.5-1.0 mile round trip

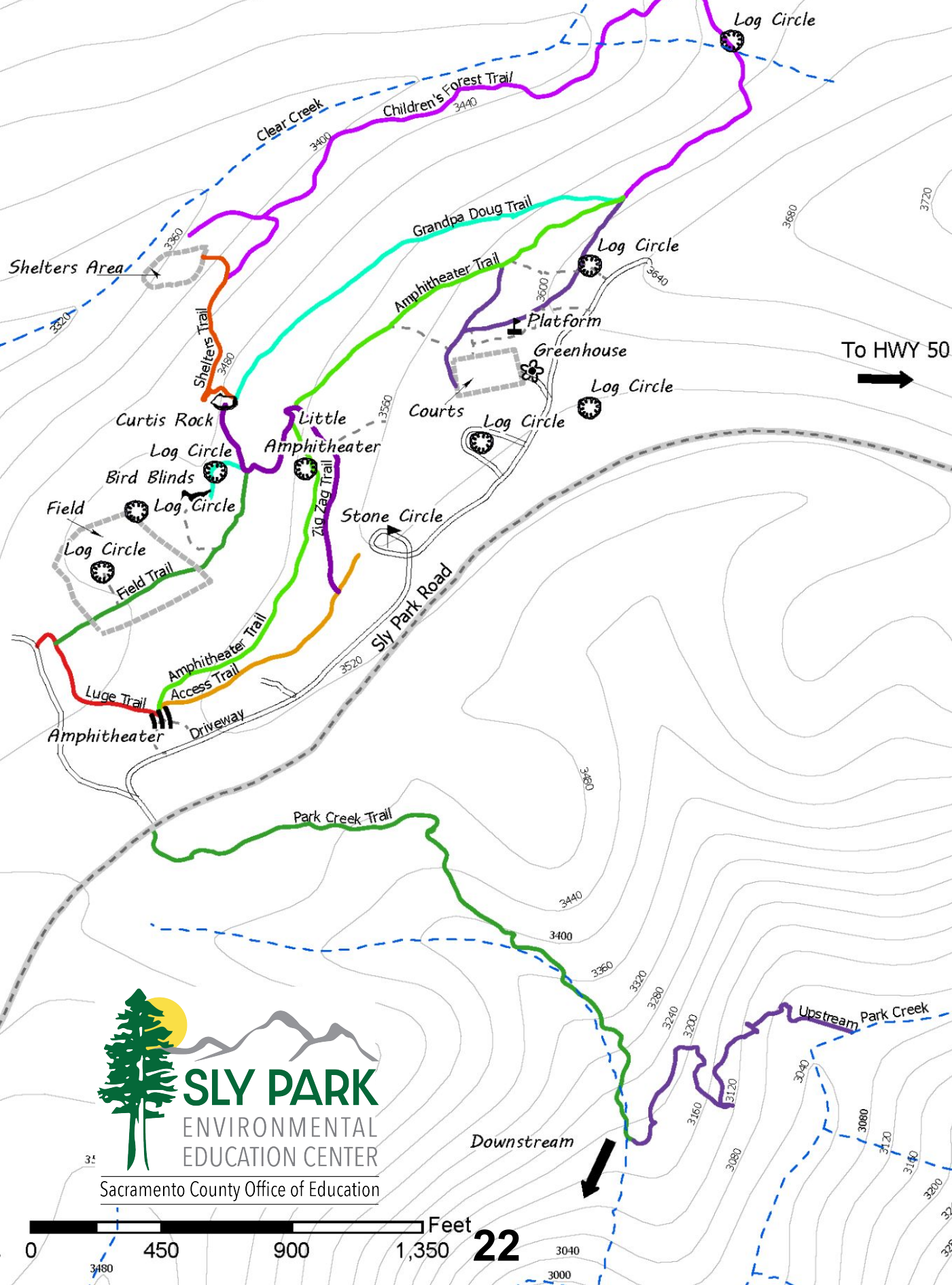


Need to borrow warm gear, rain gear, or a hiking stick?  
We've got you covered!





# Trail Map



Sacramento County Office of Education

## Downstream

A horizontal number line with tick marks at 0, 450, 900, and 1,350. The word "Feet" is at the right end. A blue dashed line is drawn at the 315 mark.

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# Active Shooter Procedure

## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

### 1. Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

### 2. Hide

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

### 3. Fight

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT  
IS SAFE TO DO SO**

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

### 1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

### 2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

## RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



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# Mandated Reporter Easy Steps

## CALIFORNIA MANDATED REPORTING EASY STEPS...

### WHAT MUST BE REPORTED and HOW TO REPORT!

#### **What Must be Reported:**

Any of the below acts involving anyone under the age of 18:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

The mandated reporter must only have ***reasonable suspicion*** that a child has been mistreated; no evidence or proof is required prior to making a report.

The case will be further investigated by law enforcement and/or child welfare services.

#### **How to Report:**

**By Phone:** Immediately, or as soon as possible, make a telephone report to child welfare services and/or to a Police or Sheriff's department.

1. Child Welfare Services phone # \_\_\_\_\_
2. Police Department phone # \_\_\_\_\_
3. Sheriff's Department phone # \_\_\_\_\_

**In Writing:** Within 36 hours, a written report must be sent, faxed or submitted electronically. The written report should be completed on a state form called the 8572, which can be downloaded at  
**[http://ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf)**

#### **Other information:**

- Safeguards for Mandated Reporters:
  - The Child Abuse and Neglect Reporting Act (CANRA) states that the name of the mandated reporter is strictly confidential, although it is provided to investigative parties working on the case.
  - Under state law, mandated reporters cannot be held liable in civil or criminal court when reporting as required; however, under federal law mandated reporters only have immunity for reports made in good faith.
- Failure to report:
  - Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months in jail and/or up to a \$1,000 fine.
- For the complete law and a list of mandated reporters refer to California Penal Codes 11164-11174.3.