



CHAPERONE HANDBOOK

Camp Arroyo

5535 Arroyo Road, Livermore, CA 94550

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

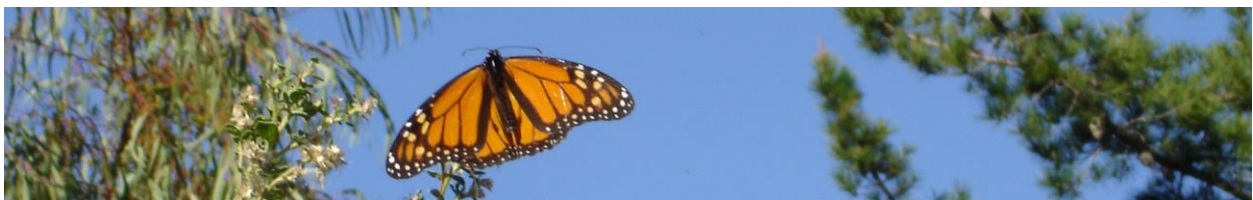
“Building respect, appreciation and stewardship within the web of life.”



TABLE OF CONTENTS

CHAPERONE HANDBOOK

- 1: CH. Chaperone Introduction Letter
- 2: CH. Cabin Group Information
- 3: CH. Chaperone Responsibility Agreement
- 4: CH. Understanding Child Abuse
- 5: CH. Medical History Form (Teachers & Chaperones)
- 6: CH. Packing List (Teachers & Chaperones)
- 7: CH. Behavior Expectations & Responsibilities
- 8: CH. Discipline Policy
- 9: CH. Welcoming Our Students
- 10-15: CH. Program Schedule
- 16: CH. Sample Daily Schedule
- 17: CH. Cabin Agreement & Shower Schedule
- 18-21: CH. Cabin Time Activities
- 22: CH. Safety & Emergency Procedures
- 23: CH. Directions to Camp
- 24: CH. Facility Description





“Building respect, appreciation and stewardship within the web of life.” WOLF School Mission

Contact Information

PO Box 2517
Aptos, CA 95001
Phone: (831) 684-0148
Fax: (831) 685-3889
admin@WOLFSchool.org
www.WOLFSchool.org

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 Chaperone Agreement (pg. 3), Understanding Child Abuse (pg.4), and Medical History Form (pg. 5) of this Handbook must be completed by you and turned into the program director upon your arrival at WOLF School.

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

It takes a whole village to raise a child. — Ashanti proverb



CABIN GROUP INFORMATION

SCHOOL NAME _____ PROGRAM DATES _____

YOUR NAME _____

CABIN ASSIGNMENT _____

NATURALIST _____

FIELD STUDY GROUP MEETING PLACE _____

CABIN GROUP MEMBERS	ADDITIONAL INFORMATION
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	
15)	
16)	
17)	
18)	
19)	
20)	



CHAPERONE RESPONSIBILITY AGREEMENT

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 cabin times vary during the day (see schedule) and are from 8:45 p.m. - 8:00 a.m.
3. I understand that, as a chaperone, I am entrusted with the responsibility of 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 _____



Web of Life Field (WOLF) School HEALTH AND LIABILITY FORM

Please fill out all pages clearly and completely.

SCHOOL NAME: _____

SECTION 1: PARTICIPANT INFORMATION

Participant's Name (please print)	Age	Birth date _ / _ / _	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Trans or non-conforming
Names of custodial parent/guardian(s)		Email	
Address (include city and zip)		Primary Phone: (circle one) home, cell, work () Secondary Phone: home, cell, work ()	

Yes No Add my name/email to WOLF School's e-newsletter list for notification regarding programs and events.

SECTION 2: EMERGENCY & MEDICAL CONTACT INFORMATION

Emergency contact name (1)	Relation	Primary: home, cell, work ()	Secondary: home, cell, work ()
Emergency contact name (2)	Relation	Primary: home, cell, work ()	Secondary: home, cell, work ()
Name of physician	Name of clinic or office:	Phone ()	

SECTION 3: DIETARY / ALLERGY INFORMATION Please fill out each part. Use DNA if "does not apply".

A. Dietary Restrictions: (List food allergies in part B below.)

Vegetarian Vegan Lactose intolerant Gluten intolerant Other _____

B. Allergy Information:

Please list the specific **food, medication, and/or environmental factor** (insect/plant/latex) that causes an **allergic reaction**.
(If more than 2 items, please provide additional information on a separate sheet.)

Name of item	Item #1:	Item #2:
Cause (check all that apply)	<input type="checkbox"/> ingestion <input type="checkbox"/> touch <input type="checkbox"/> airborne	<input type="checkbox"/> ingestion <input type="checkbox"/> touch <input type="checkbox"/> airborne
Can Participant eat food that is made in a facility with the allergy item?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unsure	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unsure
Reaction (check one)	<input type="checkbox"/> severe/fatal <input type="checkbox"/> moderate <input type="checkbox"/> mild	<input type="checkbox"/> severe/fatal <input type="checkbox"/> moderate <input type="checkbox"/> mild
Describe most recent reaction		
Treatment (check all that apply)	<input type="checkbox"/> Epi-pen <input type="checkbox"/> antihistamine <input type="checkbox"/> other _____	<input type="checkbox"/> Epi-pen <input type="checkbox"/> antihistamine <input type="checkbox"/> other _____

Participant Name: _____

Treatment description	
Does the Participant carry: An Inhaler? <input type="checkbox"/> Yes <input type="checkbox"/> No An Epi-pen? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 4: HEALTH HISTORY Please fill out each section. Use DNA if “does not apply”.

Please describe any medical needs or chronic health concerns.

Date of last tetanus shot or booster (TdaP, DTaP, DTP): ____/____/____ I don't know.

Please note any health problems the Participant may have experienced or been exposed to in the month prior to program:

Explain any activity restrictions or emotional or behavioral needs of the Participant that would be helpful for us to know about:

SECTION 5: AUTHORIZED CONSENT

Note: Statements in this section cannot be altered, edited, or crossed out in any way.

A. WAIVER OF LIABILITY, INDEMNIFICATION and HOLD HARMLESS AGREEMENT

My child/ward has my permission to attend WOLF School. My child/ward is in good health, and I accept all financial responsibility for my child's attendance.

In consideration of participation in this program, I hereby indemnify and hold harmless UCCR, WOLF School, its agents, employees, and volunteers from any and all liability for any injury suffered by me and/or my child, arising from or connected with this program and I assume all risk for injury.

I understand that my child/ward will be participating in a camp program involving outdoor physical activity and understand there are risks inherent in said program and accept full responsibility for their participation. I give permission to the WOLF School staff to (1) provide appropriate first aid for minor injuries; and (2) seek further treatment from local physicians or hospitals if the medical condition warrants. IN CASE OF MEDICAL OR SURGICAL EMERGENCY, I hereby authorize the physician selected by the WOLF School Coordinator to secure all proper and required treatment for my child/ward.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability Indemnification and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made. I understand the legal consequences of signing this document, including (a) releasing the RELEASEES from all liability on the Participant's behalf, (b) promising not to sue on the Participant's behalf, (c) and assuming all risks of the Participant's involvement in WOLF School, including travel to, from and during WOLF School. WOLF School uses independent contractors for some services, and such independent contractors and not WOLF School, are solely responsible for any losses or injuries caused by their acts or omissions. I understand that I am responsible for the obligations and acts of Participant as described in this document. No other representations concerning the legal effect of this document have been made to me. I have read this agreement in its entirety, I am signing it freely, and I agree to be bound by the complete terms of this document.

X

Signature of Parent / Guardian of Participant (under 18) or Participant (over 18) Date

Name of Parent / Guardian (please print) _____

B. PHOTOGRAPH/INTERVIEW CONSENT:

I grant permission to WOLF School, its agents, and its employees the irrevocable and unrestricted right to produce photographs and video taken of my child, myself, and members of my family while at WOLF School for any lawful purpose including publication, promotion, illustration, advertising, trade, or historical archive in any manner or in any medium. I hereby release WOLF School and its legal representatives from liability for any violation or claim relating to said images or video. Furthermore, I grant permission to use the statements of my child, myself, or my family members given during an interview or evaluation with or without my name for the purpose of advertising and publicity without restriction to time limit or geographic area. I waive my right, my child's rights, and my family's rights to any and all compensation stemming from the use of these materials.

agree disagree



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.

DAY HIKE SUPPLIES:

- Bag Lunch for First Day**
- Day Back Pack
- LARGE Water Bottle/Canteen

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

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, rough-housing, or pranks of any kind are 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 or drinks of any kind besides water.
4. Students should not bring money or valuables.



DISCIPLINE POLICY

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. Recorded in Warning Log.
2. **Second Infraction:** Teacher will be involved and will remind student of previous discussion, reason for rules. Student will miss 1 Rec Time. Recorded in Warning Log.
3. **Third Infraction:** Parents will be contacted to speak with the student and counsel their teacher and the program director. Student Behavior Contract will be filled out and signed by the student. Student will miss Rec 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!



WELCOMING OUR STUDENTS: THE ART OF WELCOME

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.



PROGRAM SCHEDULE

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.



PROGRAM SCHEDULE

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.



PROGRAM SCHEDULE

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.



PROGRAM SCHEDULE

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.



PROGRAM SCHEDULE

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.



PROGRAM SCHEDULE

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 quiet song or story.

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



SAMPLE DAILY SCHEDULE

ARRIVAL DAY

11:00 am WOLF School Program begins, welcome! Students arrive and tour with naturalists. Unload buses.
11:15 am Introductions
11:30 am Tour
12:30 pm Lunch
1:00 pm Opening Circle
1:15 pm Students, teachers and chaperones move into cabins
2:00 pm Theme Meeting— Everyone meets at campfire circle
2:30 pm Field Study
4:30 pm Recreation Time— Students released to teacher’s care
5:00 pm Cabin Time— Chaperones meet students in front of dining hall and return to cabins
5:45 pm General Assembly in front of dining hall, includes emergency drill.
6:00 pm Dinner
7:00 pm Cabin Time—Prepare for evening activity
7:30 pm Evening Activity
9:00 pm Return to Cabins— Prepare for bed
9:30 pm Lights Out— Staff/Teacher’s night check each cabin

Arrival Day Notes:

MID-DAY(S)

7:00 am Good Morning! (AM showers)
8:00 am Breakfast
9:15 am Return to Cabins
9:30 am Theme Meeting/ Field Study
3:30 pm Entire group assembles for Recreation— students released to teacher’s care
4:30 pm Teacher Time
5:00 pm Cabin Time— Chaperones meet students in front of dining hall to return to cabins (PM showers)
5:55 pm General Assembly in front of dining hall
6:00 pm Dinner
7:00 pm Cabin Time—Prepare for evening activity
7:15 pm Meet at Campfire Circle—Evening Activity
9:00 pm Return to Cabins— Prepare for bed
9:30 pm Lights Out— Staff/Teacher’s night check each cabin

Mid-Day(s) Notes:

DEPARTURE DAY

6:45 am Good Morning! Pack and clean cabins, load buses
8:00 am* Breakfast
8:45 am Theme Meeting & Field Study
11:00 am Closing Circle
11:30 am** WOLF School Program Ends
 *Bag lunches will be provided at this time. **Unless otherwise noted in the contract or via email

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 _____

CABIN AGREEMENT
<i>-Be respectful of each other's individual</i>
<i>space and personal possessions.</i>
CABIN MEMBERS SIGN HERE:

SHOWER SCHEDULE	
DAY 2	
MORNING	AFTERNOON
DAY 3	
MORNING	AFTERNOON

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-HOOEY

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.



CABIN TIME ACTIVITIES

ACTIVE GAMES

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 Camp 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 Camp Director is in charge of health and first aid for all persons at the site. There will be a senior WOLF School staff member on call 24 hours a day to assist in any emergencies. Notify a WOLF School staff member about each and every injury or illness. They will pass the appropriate information along to the Camp Director.
2. The student health forms and camp registration forms will be kept in the Dining Hall office and will be accessible by the Camp Director at all times.
3. **IN AN EMERGENCY**
 - a. Administer immediate First Aid, if qualified
 - b. Notify a WOLF School staff member
 - c. Notify teacher in charge
 - d. Notify Camp 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 program staff are First Aid/CPR certified.

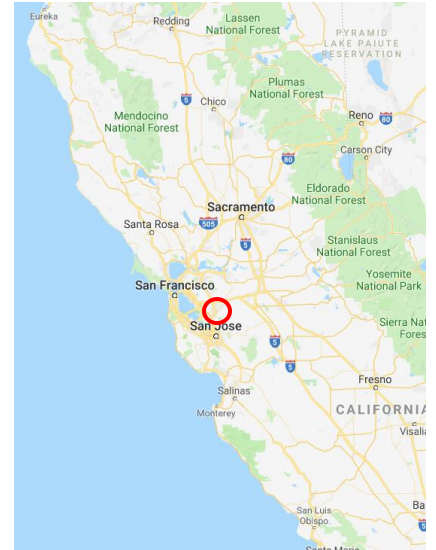


DIRECTIONS TO CAMP ARROYO

Camp Arroyo
5535 Arroyo Road
Livermore, CA 94550

FROM I-680 N

Follow I-680 North to Sunol. Take the Exit 21-B, toward Livermore. Keep left to continue toward CA-84 E/Vallecitos Rd. Continue on CA-84 E/Vallecitos Rd. for 4.7 miles, then keep right to continue on Vallecitos Rd. for another 1.1 miles. Turn right onto Wetmore Road, and continue on Wetmore Road for one mile. Turn right onto Arroyo Road, and continue on Arroyo Road for 2.3 miles. Turn right into Camp Arroyo at 5535 Arroyo Road.



TRAVEL TIMES

From San Francisco:
Approx. 1.5 Hours

From San Jose:
Approx. 45 Mins

From Sacramento:
Approx. 1.5 Hours

Note: Travel times vary
based on traffic.

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



FACILITY DESCRIPTION

CAMP ARROYO

Camp Arroyo
5535 Arroyo Road
Livermore, CA 94550

Site Director Phone:
(925) 455-7978

773' Elevation
1.5 Hours E of San Francisco
Located in Alameda County



Welcome to Camp Arroyo! 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. Camp Arroyo is located south of Livermore proper in the rolling hills north of Lake Del Valle, in Livermore, CA. The site sits on 138 acres of open meadow and oak woodland, with stunning views. This beautiful and serene setting features trails, an abundance of wildlife, and seclusion from the busy world, making it ideal for exploration and outdoor education.

LODGING

12 cabins with accommodations for 12 people each, for a total group allowance of 144. Clean bathrooms and showers are located inside each cabin, as well as storage bins, mud rooms, back porches overlooking the valley, and outdoor picnic tables.

DINING HALL

This green-built straw-bale building seats up to 150 people; CD/DVD player and LCD projector; 20'x20' overhead screen, integrated interior sound system, and restrooms.

PROGRAM SPACE

Amphitheater, Organic Garden, Challenge Course with Climbing Wall.

RECREATION

Large Field, Soccer Nets, Basketball, Hiking Trails.

