



Youth | Teachers | Science | Leadership

Wilderness Journeys & Outdoor Classroom Parent Handbook

THIS IS OUR CLASSROOM!



Mission

Connecting youth to the wonders, workings and cultural history of the natural world while developing community and an environmental stewardship ethic.

Vision

Experiential Learning Associates will contribute to the education and well-being of the planet through programs that connect youth and teachers to the natural world, create life-changing experiences that enhance understanding of earth's rich resources and promote the sacredness of our human interdependence.

Contact Us

Deb Kulcsar, Director

deb@experientiallearningassociates.org; 303-665-9381

www.ExperientialLearningAssociates.org • Find us on Facebook



Experiential Learning Associates

Youth | Teachers | Science | Leadership

Director Bios

Deb Kulcsar, M. S. Education

Deb has worked in the field of education since 1977. Her passion includes connecting youth with the natural world and combining science, wilderness and service. She is adept at creating meaningful wilderness trips and building community. From her early outdoor education days working in an outdoor residential desegregation program with classrooms from inner city Cleveland, Deb has amassed broad experience in the many facets associated with developing and implementing quality programs. She also works with corporate, community and youth groups as a lead facilitator at Exempla West Pines Training Center's Ropes Course. She is Co-Founder and Former Program Director of the CU Science Discovery Summer Wilderness Camp and Outdoor Classroom Program which operated for 23 seasons.

David Darst, M.S. Education

Since 1977, David has been considered a field-tested educator with successful experience designing, facilitating and supervising outdoor programs and ropes course experiences. Trained as a middle school science teacher, David excels in group facilitation, program design for communities, youth programming and teacher education. David planted the initial seed that grew into the CU Science Discovery Wilderness Camp Program which successfully operated for 23 seasons. He was also on the ground floor development and implementation of Science Discovery's Outdoor Classroom when initial funding from the Denver-based William B. Berger Foundation funded the start-up of this program. Currently David is the Program Supervisor at Exempla West Pines Training Center in Wheat Ridge, Colorado.

Programs

- Wilderness Journeys to our National Public Lands - Grades 5-11
Bandelier, Dinosaur, Sand Dunes, Rocky, Teton, Yellowstone
- Cooperative Adventures - Elementary and Middle School
- Resident Outdoor Environmental Education
- Community Building Programs – Faculty, Staff, Corporate, Schools
- Youth Entrepreneurial Projects



Experiential Learning Associates

Youth | Teachers | Science | Leadership

Dear Parents,

Welcome to the Wilderness Journeys program through Experiential Learning Associates. Our mission is to connect your child to the wonders and workings of the natural world through fun hands-on exploration on extended camping trips. In addition to outdoor science content such as paleontology, wildlife biology or environmental sciences our trips may include low to medium adventure activities such as top-rope rock climbing or guided whitewater raft trips. Students will share a tent with at least one other same gender student, cook outdoors and learn basic wilderness living skills that enhance their sense of accomplishment. Community building and self-reliance are enhanced throughout the trip.

Safety is our top priority – ALWAYS. We are proud of our safety record and work diligently to insure your child experiences a positive and safe learning adventure. To that end we hire staff who we have known for years. All of them are outdoor professionals and are certified Wilderness First Responders, at minimum are certified in First Aid and CPR. Our staff are thoroughly background checked and come with years of successful teaching experience. Most of them are moms and dads, so they know the importance of high quality instruction under the guidance of strong role models with an eye for risk management issues and behavioral expectations.

This handbook is designed to answer your questions and get to know us. We value any opportunity to meet you and your child in person and encourage your attendance at pre-trip meetings. However, we understand the busy times in which we live. A phone call or special meeting at your convenience is always welcomed.

If you ever have any questions please don't hesitate to call us.

We look forward to serving you and providing your child with a memorable summer wilderness journey.

Sincerely,

Deb Kulcsar and David Darst
Experiential Learning Associates
deb@experientiallearningassociates.org
303-665-9381

www.experientiallearningassociates.org

Find us on Facebook for photos and interesting information at Experiential Learning Associates.



Experiential Learning Associates

Youth | Teachers | Science | Leadership

Wilderness Education

Rationale

The earth on which we live provides us with all that we need. Like a spaceship whirling through the universe, its resources are finite and all that is on board now is all that we will ever have. In order to know and feel the importance of taking care of the spaceship on which we live, it is our responsibility to provide opportunities for students to develop a positive relationship with the natural environment and to learn how earth's systems operate.

Instructors will provide experiential learning activities designed to heighten environmental awareness, teach natural history and basic outdoor skills, enhance self-respect and build community through challenge activities and non-competitive games.

Learning Objectives

- The basic environmental concepts of energy flow, adaptation, diversity, interdependence, ecosystems, predator/prey relationships, water and air cycles, and related topics based on interests will be reinforced or introduced (depending upon grade level).
- Students will be able to define related vocabulary words.
- Students will become familiar with USFS, BLM and other governmental agencies' land use policies.
- Students will become familiar with the natural and/or human history of the particular area of the camp.
- Students will learn and practice leave-no-trace techniques and safe backcountry travel.
- Students will experience and understand the cause and effect relationship between human attitudes and behavior related to the environment.
- Students will understand the importance of caring for the environment.
- Students will develop a positive environmental ethic.
- Students will develop an appreciation for physical activity in the outdoors such as hiking, rock climbing, water activities and related activities.
- Students will engage in activities designed to heighten the sense of hearing, sight, smell and touch.
- Students will engage in a service project to enhance a local natural area when appropriate.

MATERIALS and RESOURCES

Project Learning Tree, Project WILD, WET, Division of Wildlife, National Wildlife Federation, Leave No Trace/NOLS, Outward Bound Readings and Instructor's Field Book, Institute for Earth Education (Van Matre), Project Adventure, New Games and related materials.

WE BELIEVE

Students' experiences should be enjoyable and experiential with a balance of flow and purpose. Instructor/facilitator must be flexible, enthusiastic, a learner, knowledgeable, walks the talk. Learning environments and teachable moments exist everywhere.

Developed and led by Experiential Learning Associates, updated 4/99; 1/2013



Reminders

ILLNESS - Please do NOT send your child if they are ill with a communicable disease – norovirus, strep, etc.

MEALS

Send your child with a full lunch and snacks plus full bottle for the first day. Meals begin with the dinner on day 1.

We usually stop for one lunch on the way home. \$10 is enough to cover this meal.

DROP OFF & PICK UP

Plan on dropping off your child and staying for about 45 minutes to 1 hour for a brief send off.

Plan on the group arriving 30 minutes give or take from the stated arrival time.

We will contact you if there is more than a 45 minute change in the arrival schedule, either way.

MEDICATIONS

Parent signature is required for ALL over the counter (OTC) medications

Send ONLY the number of pills needed for the trip - in the ORIGINAL CONTAINER.

A physician's permission and signature is REQUIRED for all prescribed medications.

Please provide your own approved sunscreen, lotions and lip protection – students will NOT be allowed to share.

COMMUNICATION

Our policy is to be in email contact with you a minimum of two times during the trip.

Students will not have the opportunity to call home unless a special pre-arrangement has been made or there are special circumstances.

QUESTIONS?

Deb@experientiallearningassociates.org, 303-665-9381, 720-291-6390 cell



Wilderness Journeys Policies and Procedures

BACKGROUND

Experiential Learning Associates began offering overnight Wilderness Camps for youth in 1989 before joining with CU Science Discovery for 23 years. Today our programs include outdoor environmental education/science camps from 6-10 days long for grades 4-10. We also provide class trips and outdoor education that emphasize Colorado Standards where desired to private and public schools. Age appropriate low to medium risk adventure activities such as canoeing, rafting or top-rope rock climbing may also be woven into any of our programs.

Our mission is to connect youth with the wonders and workings of the natural world in ways that will instill a life-long respect for learning. As we interact with one another and the natural environment we learn about natural history, geology, wildlife biology and ecology through observation, exploration, reflection and use of scientific equipment. Leave no trace principles, safe backcountry travel, personal and group challenges, community building, fun and celebration are integral to the trips. Teamwork and respect are enhanced through daily group living situations where positive peer interactions are encouraged. Student safety is always our priority and we are proud of our excellent safety record.

Experiential Learning Associates is licensed through the Colorado Department of Human Services #1618329 and operates in cooperation with private and public land agencies.

Now I know the secret of making the best persons. It is to grow in the open air and to eat and sleep with the earth.

-Walt Whitman



I learned that the richness in life is in adventure. Adventure calls on all faculties of mind and spirit. It develops self-reliance and independence. Life then teems with excitement.

-William O. Douglass



Must we always teach our children with books? Let them look at the mountains and the stars up above. Let them look at the beauty of the waters and the trees and flowers on earth. They will then begin to think, and to think is the beginning of a real education.

-David Polis

OPERATING POLICIES AND PROCEDURES

Wilderness Journeys staff and students operate using 7 principles of Leave No Trace

1. Plan Ahead and Prepare - Know before you go
2. Travel and Camp on Durable Surfaces
3. Dispose of Waste Properly
4. Leave What You Found
5. Minimize Campfire Impacts
6. Respect Wildlife
7. Be Considerate of Other Visitors

STAFF

Senior staff will be a minimum of 25 years old and possess demonstrated experience and training with young people in recreation and outdoor education, wilderness living skills, nutrition, group management techniques and human relations. The majority of trips will have three staff with 12 students. There will be two staff on day trips and on wilderness trips with 8 or less middle and high school students. Senior staff will be certified in CPR and either EMT or wilderness first responder. Assistant staff or interns must possess a current CPR and first aid certification. A one-to-six ratio is maintained. Interns will be at least 18 years of age, associated with a degree program in a related field and possess current first aid and CPR certification. All staff are interviewed for appropriate experience, training, stamina and desire to be in an extended outdoor residential experience with youth. Extensive background checks are employed. We hire by word of mouth through colleagues and friends, never advertising.

Training for new young staff includes 16 contact hours of orientation and an overnight to simulate a basic schedule. This does not include first aid classes, medication training, universal precautions, and driving tests.

GROUNDINGS FOR DISMISSAL

Use of illegal drugs or alcohol

Experiential Learning Associates has a zero tolerance policy for use of illegal drugs or alcohol. If suspicion of use prior to or during any ELA sanctioned activity employees will be suspended and or dismissed from employment.

Inappropriate touch, sexual innuendos, sexual harassment

In the event of any of the above or related actions, staff will be immediately suspended and or dismissed from employment. This includes both co-workers and student campers.

Staff training will include examples, guidelines and assistance with setting boundaries.

NEVER – allow yourself to be alone with a child in an enclosed space.

NEVER - offer or agree to sleep with a student if homesick. Other methods will be discussed in training.

NEVER – even slightly suggest sexual overtones with ANY student. Use restraint and strict boundaries with flirtatious older students. NEVER even slightly suggest sexual overtones!

SET BOUNDARIES! – To be discussed during staff trainings.

DISCIPLINE

POSITIVE APPROACHES to discipline are employed at all times.

A HAND CONTRACT will be employed on all ELA Wilderness Journeys as a positive method to develop guidelines.

SEE ATTACHMENT

Staff will assist students in understanding their rights and responsibilities on the trip (SEPARATE SECTION), as necessary. Behavior expectations are set up in the beginning with student input. Community meetings are held at the beginning and throughout the trip to build rapport and reinforce guidelines. Parents and students must read and sign a form indicating the student is responsible for safe behavior and that possessing weapons and/or illegal substances will not be tolerated. Parents are responsible for transportation back home, if necessary.

- A packet of information on group management techniques and conflict resolution is given to staff before camp begins.
- FRUSTRATED or NOT SURE?: Then seek help from another staff and take yourself out of the moment. Walk away, assuming the scene is safe, and return when you are able to calmly facilitate the situation using good judgment.
- NEVER use negative behavior management – withholding food, ridicule, teasing, comparison to other students or “threats” of any kind.
- NEVER tell students to “shut up”.
- NEVER lay a hand, grab an arm, shove or in *any way TOUCH* a student when a discipline action is required.

HEALTH AND SAFETY...Our number ONE!

Student safety is number one. Prudent action will always be our course of action. We are proud of our excellent safety record.

A bound log is kept for purposes of documenting injuries, incidents, and unusual circumstances. During training, case studies from Adventure Program Risk Management Report (AEE, 1988) will be discussed.

MEDICATION

All student medications, prescribed and OTC (over the counter), are kept in their original container with name and dosage clearly on container. Parents are to sign a form indicating their child is to take prescribed meds with specific instruction as to dosage, time of day, doctor's phone, and any contraindications, etc. Medication must be kept in a weather proof bag and locked in a container. This is kept with the staff first aid kit.

Parents can sign a permission to administer children's Tylenol if necessary. The decision to administer Tylenol to a student is a prudent one and must be made with one of the ELA instructors. Documentation is mandatory.

MINOR INJURIES/ILLNESS

Students with minor injuries will be treated by attending staff as per camp protocol. A bound medical log is kept in the first aid kit to record all treatment.

SERIOUS INJURY OR ILLNESS

- If an injury or serious illness occurs parents will be notified as soon as possible.
- Secure the area.
- Make sure the scene is safe (falling rock, water, vehicles).
- Take precautions for Body Substance Isolation (BSI) i.e. put on gloves!
- Administer life-threatening injuries, maintain airway, stop blood flow, assist in administering epi-pen or other prescribed medications.
- Send a strong staff for help or call 911 immediately.
- Stabilize victim
- Third staff will calmly tend to other campers.
- Continue to assure and monitor victim and other students.
- Notify ELA Directors **ASAP** or when victim is stabilized.
- ELA staff will notify parents
- CDHS will be notified in writing of all incidents and accidents.



ACTIVITIES

Activities include a variety of environmental lessons and experiences, games, challenge activities, hiking, camping, backpacking, outdoor cooking and related outdoor skills, natural history, a solo, wading below the knees, rafting, climbing and being exposed to the weather and other natural elements. If swimming, students will always be supervised by lifeguards at a pool. Otherwise, approved PFD's must be worn along rivers. Rafting trips and horseback riding will be led by licensed outfitters and guides. A 1:6 ratio is maintained. Staff supervision on all activities is required.

Pre-trip meeting and required forms

A pre-trip meeting is held for each trip to review the itinerary, equipment list, menu, arrange tent partners, and answer parent and student questions. Information on all activities is shared and students are at choice as to the level of their participation. Students may not elect to stay at the campsite or in the van, however.

Students and parents are made aware of the inherent risks involved in hiking, camping, backpacking, rafting, cooking, and in general being in the outdoors. Parents sign a release form indicating their understanding and approval to participate. Students and parents are also made aware of and sign a release form indicating their knowledge that weapons and illegal substances are prohibited and possible removal of the course, at parent time and expense, is a possibility.

A signed release form from parents is required for staff to administer medications. If medications are prescribed the doctor's signature is also required on the health form.

TRANSPORTATION

Transportation is generally in a 12 or 15 passenger rental van with trailer to haul food and equipment. Any staff under 25 years of age must take a defensive driving class. Every staff member who drives is required to have experience driving 15 passenger vans with attached trailer and hold an exemplary driving record. Training is provided and motor vehicle checks are done on all drivers.

DRIVERS

D Driver must be well trained and experienced.

R Rest well. Fatigue can affect driving and response time.

I Inspect the vehicle before every trip, especially the tires.

V Vehicle weight should never exceed the Gross Vehicle Weight Rating.

E Ensure all passengers are buckled up and side mirrors adjusted.

R Replace old tires. Check the vehicle owner's manual for correct size.

S Safety is First.

- Two staff will be present in van when there are more than nine children on board.
- No child shall be left unattended in the van.
- All passengers must be seat belted, one/seat belt.
- All passengers must remain seated when van is in motion.
- No passengers shall sit on the floor or in aisles.
- Arms, legs, and head must always be inside the van.
- Safety education related to riding in the van will be done at the beginning of each camp with daily reminders as needed.
- All staff will be eligible to drive the vans. i.e. if 25 or younger will have taken a Defensive Driving Course.
- All staff will hold a current certification in first aid and CPR, at a minimum.

VEHICLE SAFETY EQUIPMENT

- Flares for emergency stopping
- First aid kit
- Fire extinguisher

VEHICLE EVACUATION (fire/emergency)

- Vehicle must be in "Park" and in as safe as possible a location.
- Calmly exit van starting with the first row to the back row.
- The first person to exit shall stay and help others exit.
- Walk immediately a safe distance away from van.
- Instructors must have class list and health forms as they exit van.
- Count heads ASAP.
- Provide first aid as needed.
- Do not approach van if in danger of exploding or catching fire.
- Call for help when everyone is accounted for and life-threatening situations are stabilized.

STUDENT SECURITY

SOUND judgment is the KEY to successful, safe, and fun trips. When traveling on the road students must stay in pairs to restrooms, inside stores, or on short hikes around camp. As theft does occur, use proactive actions in observing student behavior when in stores or at gas stops. It has happened on our trips with older students.

CAMPSITE SAFETY

- Campsites are in designated campgrounds the majority of the time.
- When in the backcountry, campsite selection is crucial.
 - Locate "widow makers" (dead trees that could fall with the wind).
 - Should be in a low depression to avoid lightening strikes.
 - Should be near a suitable water source.
 - Should be void of obvious hazards i.e. floodplain, rock fall/slides, off trail 100 feet, etc.
- Students must know where the staff tent is located.
- Students will not invite strangers into campsite.
- Students will inform staff when they are leaving campsite and why.
- Uninvited guests are not permitted in camp.
- Students are asked not to visit inside other's tents as a precaution to personal belongings.
- Students are not permitted to walk at night without staff supervision or specific check-in times.

EVACUATION PROCEDURES (FIRE/EMERGENCY)

- Fire evacuation procedures will be discussed at each campsite
 - An escape route will be designated
 - A shovel and water will be available at all times
- IF IT IS NECESSARY TO EVACUATE THE CAMPSITE
- Students and staff will exit tent and walk to designated area
 - Staff must take health forms and class list
 - Count heads ASAP
 - Provide first aid as necessary
 - Seek help as soon as possible
 - If lightening storm downs wires DO NOT TOUCH WIRES

In the event of a *life-threatening medical emergency*

- ❑ **While stabilizing patient send 2 runners (one must be an adult) to call 911**
- ❑ **Immediately call 911. Be prepared with your exact location, address.**
- ❑ **Do NOT hang up first. STAY on the line.**
- ❑ **Check staff information notebook for specific urgent care locations.**

ASAP Notify in this order when stabilized

- 1.) Deb Kulcsar, 720-291-6390, 303-665-9381
- 2.) Deb or designated authority will contact parent.

If bus or van trouble call rental company.

TRAVEL SAFELY AND PRUDENTLY

ELA Instructors must carry original health and consent forms on all activities.

Lightening and Dangerous Weather

- Do NOT enter any area threatened by wildfires.
- If lightening, high winds, and/or hail threatens, seek safe location. Find an indoor space or inside the van if available! Do NOT continue travel in vulnerable locations.
- Assume lightening position, separated 25' apart, crouched low.
- If inside the tent, stay inside in lightening position on a foam pad.
- CARRY cell phone

Fire Evacuation Procedures

- 1.) Three sharp blows on a whistle will signify an emergency.
- 2.) Students will congregate in an orderly fashion at kitchen area, van or other PRE-designated area.
- 3.) Using class roster, instructor will account for all students
- 4.) Board the van and depart the area to a pre-designated location, depending upon the nature of the emergency and law enforcement instructions.

Lost Student

Establish and maintain buddy system at all times. Students should have whistle and be instructed as to its appropriate use. Instruct student to STAY put, if separated. If student becomes separated set up search plan while designating one staff to stay with the group. Call the students name. Initiate search immediately. Contact the nearest authority for assistance within 15-30 minutes. REVIEW. Count heads at each transition! Create a one-word-story "Is Everybody Here?!"

Sick Students

Students will be separated from other students and supervised by instructor who will call the office for consult as to whether to bring the child home. Obvious communicable illnesses will result in student transport home. (See Below)

Transporting Students

If it becomes necessary to transport a medically stable student for any reason, i.e. discipline, communicable illness, etc., a suitable ELA instructor will transport student in van to be met by parent or emergency contact.

NATURAL DISASTER

In the event of a natural disaster priority is given to insuring the safety of all students. First aid/life support will be handled with the establishment of a triage if necessary. All students will retreat to a safe place. Parents will be notified after the situation has stabilized.

WARNING SIGNS OF LIGHTENING

- Crackling noises or buzzing coupled with small sparks given off around metal objects (caused by the ionization or breakdown of air molecules around a potential "target").
- Blueish glow or corona around objects, commonly know as St. Elmo's Fire.
- Hair crackling or standing on end.
- Cloudburst of enormous raindrops, monster snowflakes or huge hailstones indicating the overhead presence of a cumulonimbus "thundercloud".
- Sudden rush of cold air indicating a strong cold front associated with possible lightening.

POLICIES FOR LIGHTENING

- Seek shelter inside the van or nearby low rising structure if possible
- Students will remain inside of tents if weather becomes severe.
- If hiking or climbing and lightening is spotted students will:
 - proceed immediately to lowest area.
 - NOT HUDDLE...space student a minimum of 25 feet from others.
 - remove backpack and crouch down on top of dry insulating material (foam pad/backpack) to minimize distance of body parts.
 - keep hands and feet OFF the ground.
 - Do NOT make contact with wet ropes, climbing gear, bags, etc.

COUNT HEADS WHEN THREAT OF LIGHTENING STRIKES ARE OVER

FLASH FLOOD POSSIBLITY

Never drive in areas where flash floods are possible during imminent thunderstorms, torrential rains or hail.

WILDFIRES and TORNADO WARNINGS

We will do everything we can to stay current on weather alerts, tornado watches and warnings fire dangers and red flag warnings in any areas we are travelling.

If evacuation becomes necessary student safety is our NUMBER ONE PRIORITY and we will board the van if appropriate and evacuate to the safest location according to law enforcement guidance.

<u>MENU - Sample menus are available upon request</u>

We provide wholesome mostly meat-free meals using organic ingredients where possible. This is in keeping with our commitment to a healthier environment, supportive of organic foods and farmers and healthy kids!

We combine grains and beans for complete proteins or include eggs, soy products, nuts and seeds for protein. Proteins build up, carbohydrates are essential for quick energy, fats for warmth. We compliment meals with fresh veggies, fruits and unrefined treats, where possible. We do love M&M's, though ☺. SNACKS include granola bars, dried fruit of all kinds, pretzels, corn chips, kudos bars, power bars, fresh fruit, cookies occasionally, hard candy for the trail, trail mix with all kind of nutritious stuff.

<u>FOOD STORAGE</u>

- Perishables stored in coolers with pre-frozen containers. Where appropriate, food is frozen first before it is packed.

- Non-perishables are stored in food bins and kept inside the van. When on the trail food is carried inside plastic “zip-loc” bags in sturdy stuff sacks.
- Primarily non-perishable food is carried into the backcountry. Examples include oats, beans, rice, soup & drink mixes, dried fruit, seasonings, Bisquick, hard cheeses and fruit such as oranges and apples.

WATER CONSUMPTION

DRINKING WATER is a continuous activity and encouraged regularly!

Staying hydrated is very important. We encourage students to drink a minimum of 2-3 quarts of water daily - 4 when backpacking.

WATER PURIFICATION

- On our backcountry trips we treat water with Potable Aqua and boiling.
- We will treat all drinking water from streams and lakes, no matter how clean it looks!

BATHROOMS

We camp in group campsites on most of our trips where pit or flush toilets are used. There have been students who are reluctant to go to the bathroom in latrines or in the woods! Help alleviate the stress and embarrassment...encourage them to go. Don't let kids get sick!!! Rule of thumb...if by day 3 or 4 a student complains of a stomach ache, ask if they've "gone number 2". If the answer is NO... well...it's been known to be the cause of many a tummy ache. If the answer is yes then stay with it and ask more questions.

In the Backcountry

- A demonstration of using a schmoo kit for personal field trip is provided.
- Locate a spot at least 200 feet from any water.
- Find a tree, fallen tree or moist area that will have good soil.
- Get Private!
- Dig into soil 6” and dig out a “plug” not more than 4” in diameter.
- This top layer houses the active enzymes and organisms necessary to do the job.
- Do it!
- Leave nothing in that hole other than your human product.
- Please, for gosh sakes, don't touch the shovel to your schmoo! thank you.
- Replace plug of soil
- Disguise the area with soil, twigs, etc.
- Wrap your paper products nicely into a “brick” and store in your bag.
- Pack out ALL paper products. Burn NOTHING! Burn NOTHING!
- Return to group with a rating of your endeavor using a 1-10 scale where 10 rocks!
- When you return the schmoo kit to its home go directly to the hand-washing station. Do not pass GO, GO DIRECTLY TO THE HAND-WASHING STATION. See section on Giardia.

A simple urination project?

Find a tree, 200 feet or more away from water. Carry out TP, tampons, etc.

OTHER SANITATION CONCERNS

- On day one a class on safety, health, and sanitation procedures will be held.
- Hand washing with soap and warm water is a daily routine.
- If students are on cook crew this is REQUIRED and emphasized to the cooks.

- Students bring and use their own eating utensils.
- Students NEVER share mugs, silverware, or water bottles.
- Cookware and personal eating utensils are washed after every meal using a 4 sink method: warm soapy water, hot rinse #1, hot rinse #2, bleach, followed by air drying.

FOOD HANDLING AND DISH WASHING SAFETY PREVENT ILLNESS!

NEVER

Handle food when even slightest bit ill – BOTH STUDENTS & STAFF

ALWAYS

Wash hands THOROUGHLY with soap and water BEFORE FOOD HANDLING, AFTER BATHROOM and throughout the day.

Sanitize food prep services BEFORE and AFTER USE

CLEAN UP – 4 sink method

Student must take their dishes through all 4 stations

SCRAPE FOOD INTO COMPOST

- 1.) Hot rinse (use tongs – depending on age a staff may have to assist and prevent scalding)
- 2.) Warm soapy (small amount of liquid dish soap)
- 3.) Hot water rinse (use tongs)
- 4.) Cold bleach rinse (1T/gallon of water)

AIR DRY in mesh bag

Sun dry every other day

PROPERLY DISPOSE OF WASTEWATER USING LEAVE NO TRACE METHOD

GIARDIASIS (GIARDIA LAMBLIA)

Giardia is an unpleasant and debilitating illness (but not fatal) which is contracted from untreated water. It can make your life very unpleasant. In brief, it is caused by microscopic cysts which carry the parasitic disease. Giardia is transmitted by fecal-oral transmission meaning some form of the infectious organism is shed in feces and enters a new host victim by way of mouth.

**Careful attention to hand washing and drinking untreated water is critical!
WASH HANDS with soap and water at every opportunity.**

**Neither STAFF nor students
will be allowed in the kitchen or to handle food if they feel ill
in the slightest way.**



Student Behavioral Expectations on Wilderness Journeys

The behavior management style employed by Experiential Learning Associates consists of non-violent communication and positive approaches to redirecting student behavior as needed. We use conflict mediation and assist students in learning how to resolve their conflicts respectfully without compromising the safety of others.

We believe that “it takes a village” and YOU are very important to our team. Prior to your child attending camp please discuss with your child the importance of safe and responsible behavior. Help them come with a positive attitude and encourage your child to seek help from one of our instructors if they feel bullied, teased or uncomfortable in ANY way.

If students make choices that endanger others or create disharmony or disrupt the program we will take the following steps:

- 1.) Discuss the issue with the parties involved and attempt to resolve the conflict. Remind students of the hand contract the program instills in students on the first day (responsibility, respect, commitment, safety, fun)
- 2.) If disruption continues we may call you and ask for your assistance by talking with your child.
- 3.) Continuous disruptive behavior will result in a phone call home to you to come pick up your child from camp.
- 4.) A reminder that should students bring weapons or illegal substances including tobacco products we will dismiss them from camp and ask you to pick them up.

We greatly appreciate your support and know that you have chosen us to provide a quality experience for your child. We want you and your child to feel safe and that we will do everything we can to assure a positive and secure environment while your child is with us.



Youth | Teachers | Science | Leadership

Summer Wilderness Journeys

CHILDREN'S RESPONSIBILITIES INCLUDE:

- Treating staff, other students and self with respect (HAND CONTRACT)
- Knowing that the program has a NO TOLERANCE rule for bullying and unsafe behavior resulting in possible removal from program
- Treating special guests and the natural surroundings with respect
- Not wandering away from the group
- Taking care of group equipment
- Following the guidelines and expectations of the program
- Keeping safe and informing staff if they see unsafe behavior or situations
- Using appropriate and INCLUSIVE language at all times
- Equal treatment and acceptance by all staff

PARENTS RESPONSIBILITIES INCLUDE:

- Respecting staff, other students and families
- Sending their child with appropriate lunch and clothing
- Helping child to understand behavioral expectations, if necessary
- Bringing concerns to staff and program directors within a reasonable time frame or, if after the program concludes, i.e. within two months
- To read and understand policies/procedures in the parent handbook
- Informing staff and program directors of special needs, illnesses, allergies

STAFF RESPONSIBILITIES INCLUDE:

- Treating students, peers, parents, and administration with respect
- To offer input and suggestions regarding content, trip logistics, and pertinent related topics
- To share expertise and content knowledge within content and program guidelines
- To provide a safe, comfortable, inspiring and fun learning community/work environment for others
- To express concerns, feedback and successes to administration
- To openly communicate with peer instructors
- To attend trainings and on-going staff development
- To obtain and maintain current medical certifications and professional development



Youth | Teachers | Science | Leadership

Summer Wilderness Journeys

CHILDREN'S RIGHTS INCLUDE:

- To be respected
- Challenge by choice
- To know the guidelines and expectations of the program
- To be presented information and activities that are age-appropriate
- To experience a safe and consistent environment
- To express emotions in an appropriate manner that does not injure self, others or the environment
- To have healthy adult role models and appropriate supervision
- Equal treatment and acceptance by all staff

PARENTS RIGHTS INCLUDE:

- To be respected
- To know that their child is safe
- To have an understanding of behavioral expectations of children
- To know the guidelines which govern discipline
- To have access to the parent handbook covering policies and procedures
- To be informed of children's behavior including successes and concerns
- To be given an itinerary that covers all of the activities and locations
- To be notified in a timely manner if there are changes in the schedule
- To openly communicate concerns and feedback with instructors and directors of the program

STAFF RIGHTS INCLUDE:

- To be respected by students, peers, parents, and administration
- To offer input and suggestions regarding content, trip logistics, and pertinent related topics
- To share expertise and content knowledge within content and program guidelines
- A safe, comfortable, inspiring and fun learning community/work environment
- To express concerns, feedback and successes to administration
- To openly communicate with peer instructors
- To receive appropriate and sufficient training and on-going staff development

Experiential Learning Associates

Emergency Evacuation Plan and Protocols – Thumbnail

In the event of a *life-threatening medical emergency*

- **While stabilizing patient send 2 runners (one must be an adult) to call 911.**
- **Immediately call 911. Be prepared with your exact location/address.**
- **Do NOT hang up first. STAY on the line.**
- **Check staff information notebook for specific urgent care locations.**
- **ASAP Notify in this order when stabilized**
 - 1) Deb Kulcsar - 720-291-6390, 303-665-9381
 - 2) Deb or designated authority will contact parent.

If van trouble call the number on rental agreement. Notify Deb as necessary.

TRAVEL SAFELY AND PRUDENTLY

ELA Instructors must carry original health and consent forms on all activities.

Lightning and Dangerous Weather – DISCUSS the plan with staff/group

- Do NOT enter area threatened by wildfires.
- If lightning, high winds, and/or hail threatens seek safe location. Find an indoor space or inside the van if available! Do NOT continue travel.
- Assume lightning position, separated 25' apart, crouched low.
- If inside the tent, stay inside the lightning position on a foam pad.
- CARRY cell phone.

Fire Evacuation Procedures – DISCUSS the plan with staff/group

- Three sharp blows on a whistle will signify an emergency.
- Students will congregate in an orderly fashion at kitchen area, van or other PRE-designated area.
- Using class roster, instructor will account for all students.
- Board the van and depart the area to a pre-designated location, depending upon the nature of the emergency and law enforcement instructions.

Lost Student – DISCUSS the plan with staff/group when entering new territory

- Establish and Maintain buddy system at all times.
- Students should have whistle and be instructed as to its appropriate use.
- Instruct students to STAY PUT if separated. STAY FOUND! DON'T MOVE!

- If student becomes separated set up search plan while designating one staff to stay with the group. Call the students name. Initiate search immediately. Contact the nearest authority for assistance within 15 – 30 minutes.
- REVIEW: Count heads at each transition, minimum! Create a one-word-story “Is Everybody Here?!”

Sick Students

Student will be separated from other students and supervised by instructor who will call the office for consult as to whether to bring the child home. Obvious communicable illnesses will result in student transport home.

Transporting Students

If it becomes necessary to transport a medically stable student for any reason (i.e. discipline, communicable illness, etc.) a suitable instructor will transport student in van to be met by parent or emergency contact at pre-determined location.

=====

Filing a Complaint or Reporting Abuse

It is our goal to provide a safe and outstanding educational adventure for your child. This includes intellectual stimulation as well as a physically and emotionally safe experience. If you observe inappropriate behavior on the part of staff please call the camp office at 303-665-9381.

If you wish to register a child care complaint call the Colorado Department of Human Services, Division of Child Care, 1575 Sherman Street, Denver 80203. 1-800-799-5876

If you wish to report suspected abuse call Boulder County Social Services. 303-441-1420 or Denver County Social Services - 720-865-8301 or 800-799-5876