



Eco-Science Explorations

*Where groups become teams, Strangers become friends,
individuals transform, and students connect with the
Earth's amazing cycles.*

Teacher Handbook

2019/2020 Edition

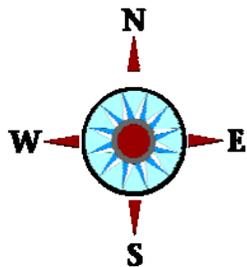
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Printed on recycle paper.

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Welcome!

All of us at the Coloma Outdoor Discovery School (CODS) are looking forward to an action-packed educational adventure! The success of our program is dependent upon the clear communication between your school and ours. Please know that it is our desire to support you in your dual role as educator and trip facilitator. This Handbook has been designed to facilitate your Outdoor School experience by:

- Guiding you through the organization process
- Clarifying your role while at Coloma
- Serving as a resource for pre and post-trip activities

The CODS program evolves every year based on feedback from participants such as yourself. Small changes are always being implemented to increase the quality of our program and the enjoyment of our participants. Consequently, whether this is your 10th visit or your maiden voyage, we ask that you carefully read through the Student, Chaperone, and Teacher Handbooks. As always, we are committed to providing a memorable educational experience for your students. Please let us know how we may be of assistance.

Note: Please notify us if you find typos or grammatical errors in this handbook!



2, 3, & 4 DAY ECO-SCIENCE EXPLORATIONS

Earth...the Great Recycler.

Using the Earth as their classroom, students will actively investigate and explore the extraordinary ecosystems, waterways and/or geology of the Sierra Nevada foothills. Exploring the Earth's cycles through hands-on activities and authentic observation opportunities, students will attain first-hand knowledge of concepts such as sustainable farming, nutrient cycles, weathering and erosion. Students will discover where our water comes from and even the astonishing aquatic life within. We expect that students will head home with the understanding that they too are connected to the Earth's systems. This program integrates Common Core and California Next Generation Science standards for 4th through the middle grades. Get ready to view the Earth in a whole new way!

All of the educational programs at CODS operate around the concept of respect: for nature, oneself, and others. Students possess responsibilities in the bunkhouse, in the kitchen, and on the trail.

The Ropes Challenge program is devoted to the delivery of learning experiences that motivate students to go beyond their perceived boundaries, to work with others, to solve problems, and to achieve success both individually and within a group. Some of the activities are group events, others offer individual challenges from the ground-level, to more ambitious heights. All require a combination of trust, support, commitment, and teamwork from all involved.

If you are uncertain about which activities your community of learners will experience, please contact a CODS staff member to discuss the details of your program. Depending on your reservation and group's needs, the activities that you do here at CODS will vary.

They might include: group initiative games/low ropes, high ropes elements, garden science, water studies, or a geology hike. There's lots of great adventures here in Coloma, *but please know that you may not have time to do them all.*

Program Highlights:

Group Initiatives

Imaginary scenarios are created that challenge groups to plan, experiment, concentrate, and communicate. The trust formed during this segment creates the foundation needed to perform more difficult challenges. Examples include, but are not limited to: "Peanut Butter, Booger Snot, Fire River", "Trolleys", "The Silent Opera", and "Tank."

Garden Science

- ⇒ Why is nitrogen important and how does it cycle around the Earth?
- ⇒ What is an adaptation and how do plants and animals adapt?
- ⇒ Why are bees critical to human survival and how do they live?

Using the garden as their classroom, students will explore the nitrogen cycle and learn how molecules of nitrogen travel through the ecosystem. They will get up close and personal with the CODS chicken flock and safely observe a live honeybee hive. Students will learn the secrets of composting and why sustainable farming is important for the health of the individual, the community and the Earth as a whole. In the evening, students will discover the wonders of the night through guided activities and games.

Water Science

- ⇒ What is a watershed and how do our actions affect it?
- ⇒ What type of creatures can we find that depend on clean water?

As scientists, students will watch in real-time how water moves through the environment. By interacting with our hands-on watershed model, students will learn how humans affect water quality and flow. Using the scientific investigation, students will explore and observe our CODS' Eco campus pond for living organisms and use investigative tools to identify them. Students will then evaluate what the results mean to the plants, animals and people living in the American River watershed.

Geology Hike

- ⇒ How can geological features affect a watershed?
- ⇒ What types of rock can be found in the Sierra Foothills: igneous, metamorphic, or sedimentary?
- ⇒ How does energy travel through the ecosystem?
- ⇒ How have humans changed the face of the earth?

Students will explore the banks of the South Fork American River on foot observing the geological beauty that took millions of years to create while also investigating how energy travels through the ecosystem's living organisms. Student explorers will study the different types of rock and unique geological features that can be found in our picturesque and peaceful Coloma Valley.

High Ropes Course

While securely harnessed to a belay line, participants will traverse cables, take the "Leap of Faith" or whiz down a zip line, 20 to 35 feet above the ground. Team members will act as a safety and support network while staff members encourage each participant.

GENERAL INFORMATION

☆ ABOUT CODS

Coloma Outdoor Discovery School is an outdoor learning center which has been providing educational programs since 1990. Our residential programs offer experiences in Gold Rush Living History, Science Exploration, or *Team Discovery* High Ropes Challenge. Each year, we provide educational experiences for thousands of students from public and private organizations throughout the state.

☆ LOCATION

CODS is located in the town of Coloma, one hour from Sacramento and just off Highway 49. Our campus sits within the Coloma Resort, a gated facility situated on a mile of riverbank adjacent to the South Fork American River.

☆ FACILITIES

Our bunkhouses and cabins sleep between 10-24 same gender individuals and are supervised by two or more parent chaperones. The rooms are climate-controlled and are equipped with a restroom. Additional shower houses are available for student use. Visiting teachers stay in separate, centrally located accommodations. Aside from the bunkhouses/cabins, all teaching and meeting areas are outdoors or under covered, outdoor areas. **All participants should be prepared for inclement weather!**

☆ SUPERVISION

The safety and well-being of your child is our primary concern. All students are supervised on a 24-hour basis by either the Outdoor School teaching staff, classroom teachers, and/or trained parent chaperones from your school. This allows the adult/student ratio to be 1:5 during the day and 1:8 (no more than 1:12) at night. All visiting adults will be oriented to emergency policy and procedures upon arrival at CODS.

☆ CONTACTING STUDENTS

The best way to communicate with students at CODS is by writing! Many teachers hand out letters from home on the second night (optional). **Please ask parents to prepare a letter for their child at least one month prior to the departure date.** Do not have parents mail letters directly to Coloma--our e-mail is for office-related use only. If parents need to contact CODS in case of an emergency, please have them call the Med Hut emergency phone at (530) 215-6728. Teachers are encouraged to check this phone for messages regularly.

☆ PROGRAM FEES

Please visit our website for a current price list. Fees include room and board, instruction, program supplies, evening presenters, a souvenir bandanna, and admission to the State Park. Transportation is the responsibility of your school to the Coloma Outdoor Discovery School.

Direct costs to parents vary as student fundraising, PTA assistance, and district contributions may offset program costs in some school districts. The decision to conduct fundraising activities is usually made by the classroom teacher(s), students, and parents after receiving permission from the school administration. Please inform parents of the exact amount due for the program and transportation after any fundraising has been collected.

After confirming attendance 3 weeks prior to your scheduled trip, a refund (minus a 20% administrative fee) will only be granted for students who fall ill within three days prior to the arrival date. The illness must be verified by a classroom teacher and reported to CODS. Refund money will be sent directly to your school.

Per the CODS service agreement, schools will be charged for the minimum number of students included in your reservation.

☆ SHARING CODS

Frequently, more than one school attends CODS during the same time. In these cases, schools will remain independent for the small learning groups and for sleeping accommodations. Schools will be integrated during meals, recreation periods, and the evening program. We encourage the formation of new friendships between schools, and teachers often facilitate this process by having students write "pen-pal" letters ahead of time.



Teacher Planning Timeline

WELL IN ADVANCE

- ✓ **Mail deposit, first & second payments.** Consult your Service Agreement for these dates. The Outdoor School depends upon timely payments. If you are having difficulty with payments, please notify Administrative Assistant, Suzanne Sanders: suzanne@cods.org (530) 621-2298 Ext. 302.
- ✓ **Read CODS Policies and Procedures.** Please familiarize yourself with the terms and conditions which your school is responsible to understand and abide by.
- ✓ **Pre-trip presentation.** Arrange a time for students, parents and teachers to view the pre-trip DVD presentation. A streaming link is also available. Please contact Scott Stevens, scott@cods.org, for more information.
- ✓ **Arrange transportation. See your service agreement for your program's arrival and departure times as they may vary.**

If traveling by car, please encourage parent drivers to arrive somewhat together. We recommend Henningsen Lotus Park as a gathering spot before traveling to CODS campus as one large caravan. On the final day, we request that parent drivers arrive **no earlier than 15 minutes prior to the departure time**. *Because we keep a closed, secure campus, parent drivers are not allowed to come early and observe the program.*

If traveling by bus, please contact your transportation provider to determine if it falls within the following weight limitations for the one-lane bridge:

2 axle vehicles—14 tons (28,000lbs.)

3 axle vehicles—21 tons (42,000lbs.)

If your bus is over the limit, we will arrange to meet you at our alternate drop-off and pick-up site which is at the **North Beach Parking Lot** at the North end of the state park. A map and directions may be found in this Handbook, or can be emailed upon request. Luggage may then be transported over by our pre-arranged trailer, or be carried in your supplemental vehicles. **At least one private vehicle must accompany each visiting school and remain on-site for the duration of the program in case transportation is necessary.**

- ✓ **Evacuation Plan.** When making transportation arrangements for your group of students and adults, be sure to create a plan by which your school group will have transportation off campus within 2 to 4 hours. We recommend including this plan in the contract with your bussing company and/or create a plan involving a phone tree with parent drivers. Should you have questions, please contact Scott Stevens, scott@cods.org/(530)621-2298 ext .313 for more information.
- ✓ **Solicit responsible parents to be chaperones.** Each individual selected must receive a fingerprint background check and be able to be present for the duration of the CODS program (see policies and procedures for additional requirements). The total number of parent chaperones is contingent upon the final number of attending students and accommodations to which you have been assigned by CODS. (Please note: as accommodations vary, so does the number of required chaperones.) In addition to these parents, select two "on-call" parents who are willing to act as alternate chaperones in the case of last minute changes or emergencies. *Please do not confirm your chaperone selection with parents until CODS has confirmed the number of male and female chaperones that your school will need.*
- ✓ **Check to see if your school or district is registered with the D.O.J. as an Applicant Agency for fingerprint review.** If not, please visit <http://ag.ca.gov/fingerprints/agencies.php> for instructions on how to become an Applicant Agency.
- ✓ **Fundraising** (if applicable). Fundraising is often necessary to obtain the necessary tuition and transportation fees. Parents, students and administration may need help in coordinating this effort.
- ✓ **Prepare your class with pre-visit activities.** Students should know what to expect during their visit to CODS. This includes examples of what to pack, behavior expectations, as well as introductory curricula.
- ✓ **Pen Pals** (optional): Frequently, two or more schools attend CODS simultaneously. Linking your students with students from another school adds excitement to the trip and encourages the integration of schools while at CODS. Contact CODS to determine which, if any, schools will be attending the Outdoor School at the same time as yours. From there, we will provide you with the corresponding contact information.

SIX WEEKS BEFORE TRIP

- ⇒ **Distribute Release & Medical Information Forms.** All participants, including chaperones and teachers, must complete a CODS Release Form. Teachers may use their school medical information and/or their district's medication administration *at school* form or you may use the CODS' form which you will receive via email at least 6 weeks prior to your trip date for your use. *If a student has medication at school, a copy of the school form may be attached to the CODS Release form in place of a second doctor's signature, and the medication used during the duration of the trip.
- ⇒ **Designate your medication administrator(s).** If you do not have an attending school-approved nurse, at least one staff member from your school must be designated and trained in medication and epi-pen administration. Consult your school nurse, duly qualified supervisor of health, or site administrator for assistance. Per Senate bill 1266 CODS recommends that your site bring at least 1 additional epi-pen to be carried by your medication administrator.
- ⇒ **Request parent letters** (optional). We encourage parents to communicate to their child through letter writing. Letters should be collected in advance to make sure that each child receives one. Please discourage parents from mailing letters directly to CODS. This mail seldom reaches intended students in a timely manner.
- ⇒ **Plan a Teacher Time activity.** "Teacher time" is the opportunity for classrooms to reunite at CODS. Following evening free time, students will meet their classroom teachers from 6:20-6:50 PM, during which time chaperones will be on break. Plan a 15 to 20 min. structured activity for your students making sure to leave time for a bathroom break—teacher time is not "free time."

ONE MONTH BEFORE TRIP

- ⇒ **We will be contacting you...** to verify student numbers, arrival information, any special needs students or situations, and to solicit any requests.
- ⇒ **Divide your students into groups of approximately 15 students.** If your total student number has changed since the CODS Service Agreement was sent, please contact us as we may need to make adjustments to the number of learning groups and parent chaperones. Please remember that parent chaperones are not to be placed in the same group as their children during the day. Parents may be placed in the same overnight accommodations as their child provided they are of the same gender.
- ⇒ **Distribute participant handbooks.** Reduce loss! Many teachers have found that handbooks distributed prior to this time disappear. Teacher, chaperone and student handbooks will be sent to your school at least 1-month prior to your trip date. Copies of all handbooks can also be found online.

THREE WEEKS BEFORE TRIP

- ⇒ **Collect signed Medical Information and Release Forms from participants and create a summary of all major medical issues and medications to be administered.** Verify completeness, including authorized health care statements, and make one photocopy of the whole set (including chaperone and teacher forms). Separate the forms by small learning group and gender before arriving at CODS. One set of forms will stay in the Med Hut and the other will be divided amongst the parent chaperones.
- ⇒ **E-mail your small learning groups to CODS.** Once your participant numbers have been verified, make your town list groups as directed by your program facilitator. Please be certain to specify whether a participant is male or female, including all attending teachers, all chaperones, and one-on-one aides.
- ⇒ **Conduct a pre-trip meeting with selected parent chaperones** (*highly recommended*). In addition to the pre-trip presentation, some teachers have found it useful to conduct a meeting just for parent chaperones. This is a great time to relate school-specific information, reiterate CODS responsibilities and expectations, and answer questions.
- ⇒ **Check your school calendar for next year's booking availability.** CODS fills up fast! Before you leave Coloma, we will be able to schedule your date for the following year.

ALMOST DONE!

- ⇒ **Collect medications one week prior to your trip date.** Make sure that all medication, including over-the-counter medication, has been turned in to designated trained school personnel. Medications must be packaged and labeled according to the instructions outlined later in this Handbook. You may bring student medication already turned into your school site with a doctor's signature.
- ⇒ **Collect all parent letters** (if applicable). Verify that all students have at least one letter. Some teachers have found it useful to create a "template letter" that they can copy in case parents forget!

TYPICAL MENU

The CODS menu is designed to be kid-friendly, allergen-sensitive, and earth-conscious. *Menu items are organic and locally sourced whenever possible.* Food items are served individually, so participants will have choices according to their liking.

If you or your student needs food different from our menu (food allergies, vegan, etc.), please inform our Program Facilitator. CODS is able to offer gluten-free and nut-free alternatives which must be ordered through the Program Facilitator at least **3** weeks prior to your arrival. If ordered after that date, alternative items may not be available during your stay. Alternatively, for those with special dietary restrictions, families may supply students with food from home. Once on-site, you or a parent chaperone you assign specifically to this task will make sure each child receives this supplemental food. You have access to a refrigerator, freezer, and a microwave.

As we continue to improve our menu, we send a complete ingredient list to you for your convenience. Please share this document with your parent community prior to your trip.

Our detailed list of ingredients can also be found on our website www.CODS.org

Coffee and tea are available at all times for adults only.

SNACK

- ✍ Day 1: apple or mandarin and string cheese
- ✍ Day 2 & 3: carrots, apple, and pretzels

BREAKFAST

✍ **Biscuit Breakfast:** (Tuesday & Thursday)

Scrambled eggs, homestyle biscuits, turkey sausage patties, country-style potatoes, Corn Chex, Cheerios (both cereals- gluten free), instant oatmeal, seasonal fresh fruit (organic when available)

Condiments: house-made organic strawberry jam, butter pats, organic honey, house-made chunky salsa, Tapatio sauce, organic ketchup, brown sugar, organic raisins, cinnamon

Beverages: Organic 2% Milk (or soy), orange juice, hot cocoa

✍ **Pancake Breakfast:** (Wednesday & Friday)

Buttermilk Pancakes, natural turkey sausage links, scrambled eggs, Corn Chex, Cheerios (both cereals- gluten free), instant oatmeal, seasonal fresh fruit (organic when available)

Condiments: house-made organic vanilla maple syrup, butter pats, House-made chunky salsa, Tapatio sauce, organic ketchup, brown sugar, organic raisins, cinnamon

Beverages: Organic 2% Milk (or soy), orange juice, hot cocoa

✍ **Waffle Breakfast:** (4 day program only)

Waffles, turkey sausage, scrambled eggs, cold cereal (Corn Chex, Cheerios), instant oatmeal, seasonal fruit

Condiments: house-made organic vanilla maple syrup, butter pats, House-made chunky salsa, Tapatio sauce, organic ketchup, brown sugar, organic raisins, cinnamon

Beverages: Organic 2% Milk (or soy), orange juice, hot cocoa

LUNCH

✦ **Hike Lunch:** (2 & 4 day program only)

Honey-wheat bagel, sunflower butter, whipped cream cheese, Salami (pork & beef), organic mini peeled carrots, sliced oranges, celery sticks, string cheese, pretzels, alphabet cookies, apple (organic when available)

✦ **Argonaut Pizza Lunch:** (3 & 4 day programs with science)

Organic cheese or pepperoni pizza, garden salad with organic mixed greens, cherry tomatoes, organic cucumbers, sunflower sprouts, and sunflower seeds, and a sugar cookie or Lucy's sugar cookie served with Ice water with lemon. Condiments: red pepper flakes, oregano basil and sage shaker, house made yogurt ranch dressing

✦ **Burger Lunch:** (3 day ropes only program)

1/3 pound beef hamburger, or vegan garden burger on a sesame seed burger bun, Monterey jack cheese slice, artisan baby romaine lettuce, organic sliced tomatoes, red onion, kosher dill pickle, sea salt kettle chips, whole fresh fruit (organic when available), sea salt kettle potato chips

Condiments: organic ketchup, organic mustard, vegenaïse,

Beverages: Lemonade with orange slices, water with lemon

✦ **Deli Lunch:** (Departure lunch for 3 & 4 day program only)

Sourdough, wheat, or gluten free bread, natural turkey breast, whole fresh fruit (organic when available), sea salt kettle potato chips

Condiments: monterey jack cheese slices, kosher dill pickles, red onions, artisan baby romaine lettuce, organic tomatoes, organic ketchup, organic mustard, vegenaïse, sunflower butter & house-made organic strawberry jam

Beverages: Lemonade with orange slices, water with lemon

DINNER

✦ **Taco Dinner:** (Monday & Wednesday)

Ground chicken meat with our own seasoning, freshly made smashed pinto beans, organic brown rice with cilantro & lime, whole kernel corn, flour tortillas, corn tortillas, organic tortilla chips

Condiments: Diced tomatoes (organic when available), artisan baby romaine shredded lettuce, house-made chunky salsa, shredded cheddar & jack cheese, sour cream, Tapatio sauce, black olives, diced yellow onion

Beverages: Organic 2% Milk (or soy), water with lemon

Dessert: Freshly baked Gluten Free chocolate chip cookie or Enjoy Life chocolate chip cookie (allergen friendly)

✦ **Spaghetti Dinner:** (Tuesday & Thursday)

Spaghetti noodles, house-made meat sauce with chicken (mostly organic ingredients), house-made vegetarian marinara sauce (mostly organic ingredients), sourdough baguette with House-made garlic butter spread, organic baby spring mix, romaine and tomato green salad, seasonal salad bar vegetables, sunflower seeds, steamed organic broccoli florets, GF alternative available upon request: Amy's lasagna

Condiments: Italian or buttermilk ranch dressing, olive oil, romano cheese

Beverages: Organic 2% Milk (or soy), water

Dessert: Fudge Brownie or Enjoy Life double chocolate chip cookie (allergen friendly)

✦ **Chicken Tender Dinner:** (4 day program only)

Chicken Tenders, seasoned potato wedges, mac and cheese, baby green beans

Salad Bar: organic baby spring mix, romaine and tomatoes, seasonal salad bar vegetables, sunflower seeds, croutons. Choice of ranch or balsamic dressing

Beverages: Milk (or soy), water

Dessert: Sugar cookies (Allergen cookies upon request)

PACK LIST

Do not bring anything that you worry about getting dirty and make sure you pack “weather appropriate” attire. Please limit luggage to one backpack, for daytime use, and one suitcase/duffel bag, sleeping bag and pillow.

Label everything with your name. CODS is not responsible for lost or stolen items.

Don't forget these essential items:

- 2 pairs **closed-toe** walking shoes required
- Flash light
- Shower shoes
- Hair band to put long hair back (when serving food)
- Warm sweater/ jacket
- Washcloth, towel & soap
- Day use back pack
- Water bottle (32oz recommended)
- Sleeping bag
- Pillow
- Weather appropriate clothes for each day of your program
- Long pants for hike day required

Winter items:

- Warm coat
- Warm hat
- Gloves or mittens
- Waterproof outer layer and boots
- Extra socks

Highly recommended items:

- Cell phone or travel alarm
- Name tag if you are a returning teacher
- Sharpie (great for labeling items)
- Re-useable coffee mug
- Wristband, pump spray or lotion insect repellent (spring)

Do Not Bring:

- Alcoholic beverages or recreational drugs
- Candy or gum
- Weapons
- Open-toe shoes
- Things of great value that could get lost or stolen

2 DAY TYPICAL SCHEDULE

DAY 1	
10:30am/11:30am	Arrive at CODS, Use the restroom, Unload luggage
arrival- 12:30pm	Adults to orientation, bring lunch
arrival- 3:50pm	Activity session 1
3:50pm	All present for the first Team Meeting
4:30pm	Move into Bunkhouses/Cabins and get prepared for evening program
5:00pm	Fire drill, then straight to...
5:30pm	Dinner, free time to follow
6:20pm	Teacher Time (Chaperones on a recess)
6:50pm	Meet in the Kitchen
7:00- 8:15pm	Evening Activities (example: Construction Challenge)
8:15- 8:45pm	Campfire, We love campfires!
8:45- 9:30pm	Hygiene and get ready for bed
9:30pm	Lights Out
9:45pm	Quiet time, Good Night
DAY 2	
6:45am	Rise and Shine! Hygiene, move out and clean up
7:45am	Inspection for the Clean Cabin Award
7:55am	Meet for breakfast in kitchen
9:00am	Meet your Naturalist in kitchen
9:00am-12:45pm	Activity session 2 with a hike lunch
12:45pm	Load cars/ Bus and say goodbye
1:00pm	Departure

We may amend parts of this schedule due to fluctuating departure/arrival times of individual schools, weather restrictions, or other unforeseen circumstances.

3 DAY TYPICAL SCHEDULE

DAY 1	
10:30am/11:30am	Arrive at CODS, Use the restroom, Unload luggage
arrival- 12:30pm	Adults to orientation, bring lunch
arrival- 3:50pm	Activity session 1
3:50pm	All present for the first Team Meeting
4:30pm	Move into Bunkhouses/Cabins and get prepared for evening program
5:00pm	Fire drill, then straight to...
5:30pm	Dinner, free time to follow
6:20pm	Teacher Time (Chaperones on a recess)
6:50pm	Meet in the Kitchen
7:00- 8:15pm	Evening Activity 1 (Example: Construction Challenge)
8:15- 8:45pm	Campfire, We love campfires!
8:45- 9:30pm	Hygiene and get ready for bed
9:30pm	Lights Out
9:45pm	Quiet time, Good Night
DAY 2	
7:00am	Rise and Shine! Hygiene, Be ready for breakfast with backpack
7:55am	Meet for breakfast in kitchen
9:00am	Meet your Naturalist in kitchen
9:00am- 4:00pm	Activity Session 2 & 3 with a Pizza Lunch or Burger Lunch depending on Program Type
4:15- 5:15pm	Feet on bunk time
5:15pm	Meet for evening dinner announcements
5:30pm	Dinner, free time to follow
6:20pm	Teacher Time (Chaperones on a recess)
6:50pm	Meet in the Kitchen
7:00pm	Evening Activity 2 (Example: Geology Presentation)
8:15- 9:30pm	Optional Shower Time, hygiene and get ready for bed
9:30pm	Lights Out
9:45pm	Quiet time, Good Night
DAY 3	
6:45am	Rise and Shine! Hygiene, cleanup & move out
7:50am	Head to kitchen for breakfast
7:55am	Meet for breakfast in kitchen
9:00am	Students begin Team Activities with their Naturalist Teachers and Chaperones remain for departure meeting followed by a Deli Lunch Clean Cabin Announced at Lunch
12:00 (Fri 1pm)	Load Cars/ Buses & Say Goodbye

We may amend parts of this schedule due to fluctuating departure/arrival times of individual schools, weather restrictions, or other unforeseen circumstances.

4 DAY TYPICAL SCHEDULE

DAY 1	
10:30am	Arrive at CODS, Use the restroom, Unload luggage
11:00am– 12:30pm	Adults to orientation, bring lunch
11:00am– 3:50pm	Activity Session 1
3:50pm	All present for the first Team Meeting
4:30pm	Move into Bunkhouses/Cabins and get prepared for evening program
5:00pm	Fire drill, then straight to...
5:30pm	Dinner, free time to follow
6:20pm	Teacher Time (Chaperones on a recess)
6:50pm	Meet in the Kitchen
7:00– 8:15pm	Evening Activity 1 (Example: Night Time Activities)
8:15– 8:45pm	Campfire, We love campfires!
8:45– 9:30pm	Hygiene and get ready for bed
9:30pm	Lights Out
9:45pm	Quiet time, Good Night
DAY 2 & 3	
7:00am	Rise and Shine! Hygiene, Be ready for breakfast with backpack
7:55am	Meet for breakfast in kitchen
9:00am	Meet your Naturalist in kitchen
9:00am– 4:00pm	Day 2: Activity Session 2 & 3 with Pizza Lunch or Burger Lunch (Depends on Program) Day 3: Activity Session 4 & 5 with a Hike Lunch
4:15– 5:15pm	Feet on bunk time
5:15pm	Meet for evening dinner announcements
5:30pm	Dinner, free time to follow
6:20pm	Teacher Time (Chaperones on a recess)
6:50pm	Meet in the Kitchen
7:00pm	Evening Activity 2 (Example: Construction Challenge) Evening Activity 3 (Example: Geology Presenter)
8:15– 9:30pm	Optional Shower Time, hygiene and get ready for bed
9:30pm	Lights Out
9:45pm	Quiet time, Good Night
DAY 4	
6:45am	Rise and Shine! Hygiene, cleanup & move out
7:50am	Head to kitchen for breakfast
7:55am	Meet for breakfast in kitchen
9:00am	Students begin closing activities with their naturalist Teachers and chaperones remain for departure meeting
11:00am	Lunch, Clean Cabin Award Announced
11:45am	Load Bus and Say Goodbye
12:00pm	Departure

We may amend parts of this schedule due to fluctuating departure/arrival times of individual schools, weather restrictions, or other unforeseen circumstances.

YOU MADE IT! YOUR ROLE AT CODS...

The success of the Science Exploration and Ropes Challenge program is dependent upon the assistance of visiting teachers and parent chaperones. *It is imperative that visiting teachers and parent chaperones be on-site for the duration of the CODS program—programs require a 24-hour/day commitment.*

Departure for Outdoor School

Please facilitate the transportation of students to CODS. We will have someone assigned to greet you at 10:30am on Mon/Tues and 11:00am on Wed/Thurs. At this time, we will direct students and give instructions for luggage and parking. **Please note: If you arrive earlier than planned, see the map for directions to Lotus Henningsen Park--a great place to gather, get the "wiggles" out and use the restroom.**

General Help

The Naturalists and parent chaperones greatly appreciate the presence of the classroom teacher throughout the duration of the program, particularly during free time and at times of transition (i.e. bunkhouse/cabin move-in, fire drill, morning wake up, bunkhouse/cabin move-out, etc). Your assistance helps us to stay on schedule—thank you!

During the Day

While at the Outdoor School, please "float" between learning groups and join your students in the activities taking place. You are the vital link between the classroom and their Coloma experience!

During Meals

You will be in charge of assisting students with special-needs diets. parents who have a child with special dietary needs are asked to provide ready-to-eat supplemental food, labeled and packaged for each meal. Also plan to assist with general supervision in the kitchen and on the playground.

Teacher Time

"Teacher time" is the opportunity for classrooms to reunite at CODS. Following evening free time, students will meet with their classroom teachers from 6:20-6:50 PM, during which time the parent chaperones will be on "recess." Please plan a short (15-20 minutes), structured activity for your students, and give them an opportunity to fill up water bottles and use the restroom. Plan to keep your students together as it may be dark. Here are a few suggestions:



- ◆ Two-School or Pen-Pal Mixer: Recombine students into new groups or by pen-pals. Give each team a small piece of scratch paper and challenge them to come up with five things that they have in common and five ways in which they are different.
- ◆ Progressive Story Writing: Instead of "write a story about..." have each student begin a nature story by writing a starting sentence. Pass these papers to the right. The next person writes the next sentence of the story and folds over the first sentence. Pass to the right and continue folding. After several rounds, unfold and share the tales!
- ◆ Paper Bag Skits: A two night activity. Divide your students into small groups. Each group receives a "bag" with props or lines that they must incorporate into a skit. This activity is very fun!
- ◆ Other ideas: Debriefing the day, reading stories, singing songs, playing organized games, sharing letters from home, etc.

Evening Program

An Evening Naturalist will be the main CODS facilitator after 4:00pm each day. This person will be in charge of dinner and the evening program. What can you do to help? Please participate, supervise and watch for respectful behavior. *We prefer that everyone stays together; students should not return to their bunkhouse or cabin during this time.* We recommend that chaperones and teachers sit among student audiences, and *that everyone stays together. Students should not return to their bunkhouse or cabin during this*

Student Health

Careful plans need to be made in preparation for medication administration at CODS. Our Med Hut facility can assist per the guidelines established for medication administration during school-sponsored activities as written by the California Department of Education (CDE). While CODS staff is CPR/First Aid certified, the liability and responsibility for medication administration at CODS rests upon your school, your school has the option to administer medication according to your school and/or district's policy.

Please inform the Program Director if your school wishes to conduct procedures differently than what is suggested in the box below by the CDE.

CDE's Guidelines for Medication Administration for School-Related Activities:

As written in the Program Advisory on Medication Administration, "Only designated trained school personnel be allowed access to student medication and medication responsibilities for students needing medication at school-sponsored activities." If your school district does not have a nurse who can attend outdoor school, your administrator will need to designate the appropriate number of staff members to assume responsibility. CODS staff does not qualify as trained school personnel (TSP). The following should be considered when selecting TSP:

- Estimate 1 TSP per two (2) small learning groups requiring mid-day medication. Students that require mid-day medication should be placed in the same small learning group(s).
- TSP must be willing and physically competent to escort groups of students during off-campus hikes.

All medications, including over-the-counter (OTC) medications, may only be administered by TSP, and must have a written statement on the Medical Information and Release Form (provided by CODS) from the authorized health care provider AND the parent or guardian. An exception to the above applies if a parent/guardian in attendance agrees to administer medications to his/her child--this agreement must be documented on the medication log provided by TSP. TSP are responsible for logging medications at the time and place of administration. Logs are to be returned to and reviewed by the school nurse or other duly qualified supervisor of health.

Students may self-administer emergency medication, such as asthma inhalers and epi-pens, providing that the authorized health care provider states that the student is trained and competent. TSP are responsible for ensuring that such medication is available to the student at all times. Medication given on an "as needed basis" (P.R.N.) must be kept under lock and key.

☆ **Please note:** insulin can only be administered by the student, a registered nurse, or the student's parent (who may attend CODS as a special-needs aide). CODS does not have a registered nurse on-site.

All medications must be turned into TSP prior to the trip, and packaged individually in pharmacy-prepared containers (with only the amount to be administered). Container labels must include:

- Student's name
- Authorized health care provider's name
- Name of medication
- Dose of medication
- Method of administration
- Time of administration

For detailed information on the California Department of Education's health guidelines, visit: <http://www.cde.ca.gov/Ls/he/hn/documents/medadvisory.pdf>

Upon arrival at CODS, all adults will participate in a tour of the facilities including the location of the emergency phone, emergency phone numbers, hospital driving directions, first aid supplies, and participant health forms. First Aid supplies such as bandages, gauze, and medical tape are also carried by Naturalists. **CODS does not provide OTC medications for children in the Med Hut. The medicines absent from our Med Hut include but are not limited to:** antiseptic and/or topical ointments, poison oak remedies, insect bite remedies, vitamins, allergy remedies (Benadryl, etc.), cold remedies, and non-aspirin substitutes. *Trained school personnel (TSP) may provide OTC medications if your school has an approved procedure for the administration of selected OTC medications.*

During the on-site orientation, parent Chaperones will be given envelopes by Visiting Teachers which contain participant health information for the same-gender students in their small learning group. They will carry these forms on their person at all times for emergency purposes. For the best interest of the students, relevant information will be communicated to parent Chaperones and CODS staff on a need to know basis, ensuring strict confidentiality of any sensitive information.

Visiting teachers have primary responsibility for administering basic, on-campus first aid, and assisting/supervising students who become injured/ill. If a student exhibits repeated vomiting, fever, flu-like symptoms, or other serious, non-life threatening illness/injury, Visiting Teachers are to immediately notify the student's parent/guardian to arrange pick-up. If the student's parent/guardian is unable to provide transportation home within six (6) hours of the requested leave time, the visiting school is responsible to provide transportation home for the student. *Therefore, it is imperative that your school have a private vehicle on-site to transport an ill or injured individual.*

Teachers are to also notify parent/guardians if a student: has an allergic reaction of any kind, for sprains/strains/breaks, receives a puncture wound, is stung by a bee/wasp, bit by a tick, has an injury in a sensitive area (i.e., head, eyes, face), or for any other questionable situation.

If a student will be departing early for illness/injury, discipline, or other necessary reasons, please check his/her medical form for authorization to release him/her to the adult present at time of pick-up. Have the adult sign and date the "early release" log provided in the Med Hut.

At Night

We are delighted to be able to provide you and your fellow teachers separate sleeping accommodations. However, please remember you are an important resource to your parent Chaperones. Even though each bunkhouse/cabin is supervised by two or more parent Chaperones, sometimes there are up to 22 students! Please make yourself available to assist with general problem solving and enforcing quiet time.

You have primary responsibility for handling ill students and emergency situations that may occur after normal operating hours, between 10:00pm-7:30am. CODS personnel are not onsite during this time. Our campus is located three minutes from the Coloma-Lotus Fire Station and just across the river from the State Park Ranger Headquarters. The instructions listed below are also posted in the Med Hut.

IN CASE OF A LIFE-THREATENING EMERGENCY:

1. A life-threatening emergency is defined as an emergency in which an individual has one or more of the following conditions: no pulse, no breathing, severe bleeding, or unconsciousness.
2. Use the emergency phone in the Med Hut to **DIAL 911**. Be sure to indicate your location & address:
Coloma Resort
530-621-2298 Ext. 318
6921 Mount Murphy Road, Coloma, 95613
3. Once on-site, give emergency personnel the individual's medical form. A second set of all medical information forms is located in the Med Hut.
4. Visiting teachers should phone one of the CODS staff members on the emergency contact list and notify an emergency contact person listed on the individual's medical form.

IN CASE OF A NON LIFE-THREATENING EMERGENCY:

1. Alert the classroom teacher.
2. If a participant has been harmed or injured, consult the individual's medical information form. If the individual is a student, have the classroom teacher call a parent/guardian for advice or phone the Marshall Hospital emergency line.
3. For students: if the teacher in charge elects to personally transport a student for non-emergency medical care as requested by the parent at home, please assign another adult to accompany the student and make sure s/he has the student's medical information form—this allows permission to treat the child and provides related medical history.
4. Directions to Marshall Hospital are located in the red folder in the Med Hut.

Marshall Hospital, (530) 622-1441
Marshall Hospital ER, (530) 622-2678
1100 Marshall Way, Placerville, CA 95667

IN CASE OF FIRE:

1. Use the emergency phone in the Med Hut to **DIAL 911**. Be sure to indicate your location & address:
Coloma Resort
530-621-2267 Ext. 308
6921 Mount Murphy Road, Coloma, 95613
2. Chaperones should evacuate bunkhouse participants to the safe spot. Once assembled, one chaperone should leave to alert the teachers or other individuals staying in the cabin rentals. Teachers or other individuals should be directed to the safe spot.
3. Once in the safe spot, teachers should conduct a student and chaperone head-count.
4. All individuals should remain in the safe spot until directed otherwise by emergency personnel.
5. Visiting teachers should phone one of the CODS staff members on the emergency contact list.

For non-health related emergencies involving the facilities (plumbing, power, etc.), **call Scott at: 203-733-3272.**

Whew! All good things must come to an end. Moving out takes place **BEFORE** breakfast on

YOUR DEPARTURE DAY

Moving Out

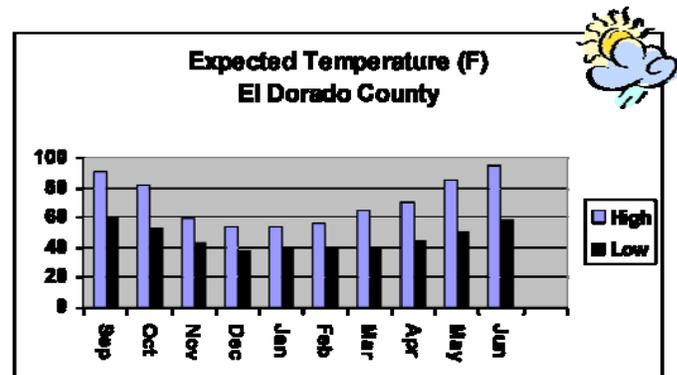
1. Remove all of your personal belongings from your accommodation *before* breakfast. Please be sure to tidy up the area and wash any dishes you may have used.
2. Once you have moved out your own belongings, please help students pack up their luggage and carry to the designated luggage spot for your school. Students will need to keep their water bottle, backpack and gold pouch on their person for final day activities.
3. Each student is 100% responsible for his/her belongings. Remind them to check the lost and found.
4. Have students help tidy up the bunkhouse (see cleaning duties posted in bunkhouse) and pick up any trash in the bunk/Town Square area.
5. Each bunkhouse will be eligible for the “clean cabin” award, announced at either breakfast or lunch.

WEATHER AT CODS

The weather in the Sierra foothills is variable! During any month, it's possible to have chilly weather during the day or at night. Be prepared for anything in early spring... but by May we are usually dipping our bandannas in cold water! We suggest “layering” clothing to accommodate cool mornings and warmer afternoons.

What happens in case of extreme weather conditions? We are an OUTDOOR school and try to conduct almost every part of our program, regardless of the weather. However, in the case

of extreme heat (95 degrees) or torrential rain, we will abridge the hike on day two. Please come prepared to be outside in the rain when traveling to Coloma. If you are traveling to CODS during the months of May or September, expect it to be quite hot. ***Please check the weather forecast, when possible, while packing.***



MORE INFORMATION ABOUT CODS

Science Program- Did you know that our naturalists love to lead fourth, fifth and sixth graders through active investigations involving the American River watershed, water/life cycles, and the ecosystems that sustain life on Earth? Students will explore our Eco Campus, honey-bee hives, live chickens, and pond area!

Coloma Resort- Coloma Resort, home of CODS, is a full-service campground that offers site reservations when our school is not in session. Return with your family during the summer and enjoy activities such as: tubing, fishing, rafting, and of course...gold panning! Visit www.colomaresort.com for more information.

Coloma Resort General Store- Forget something? The store offers convenience items, souvenirs, and non-alcoholic beverages. The best time to visit the store is just after your hike or on your final day. *parents only, please! Shopping is NOT part of our fun-filled academic program.*

Our Naturalists- People often inquire about our wonderful staff. Our Naturalist team is carefully selected from applicants who have a minimum of a BA or BS and 6 or more months teaching experience. Naturalists participate in a comprehensive training, yet, the strength of our program comes from the unique talent and energy that each contributes.

Opportunity Reaching Everyone (O.R.E.)- Unfortunately, financial burden keeps students from attending CODS each year. Although CODS does offer a limited number of scholarships for students in need of financial assistance, we are unable to accommodate every request. The objective of the ORE fund is to provide a “lucky strike” for teachers who have exhausted all other resources. If you, your workplace, or someone you know, might be interested in sponsoring a student, classroom, or school, please contact us!

Find us on Facebook  **and Follow us on Twitter**  - Keep up to date by joining us on Social Media! Please share your ideas relating to pre or post program tips, examples of student eco-actions, or your favorite tidbits from your experience!

ADULT EXPECTATIONS

Expectations of teachers and parent chaperones are outlined below and include: assisting at meal time; participating in activities; supervising and providing general help to students both during the day and at night.

- ⇒ Tobacco, recreational drugs and alcohol are NOT permitted on the CODS campus.
- ⇒ Role-model student guidelines: Please do not have/use gum, candy, or electronic devices. Open-toe shoes are not allowed, except when used for showering.
- ⇒ Travel in groups of three. A group of three consists of two (2) students and one (1) adult or two (2) adults and one (1) student.
- ⇒ Use positive and appropriate language.
- ⇒ Avoid conversations related to personal or controversial topics.
- ⇒ Respect student modesty and privacy.
- ⇒ Limit physical contact with the students (aside from general assistance and supervised activities).
- ⇒ Ensure that assigned students are supervised at all times.
- ⇒ While cell phone reception is NOT guaranteed, please limit your cell phone use to your break time when you are NOT supervising children.
- ⇒ parents should not request to leave at any time during the program duration.

In order to ensure a safe and positive learning environment for all participants, any parent in violation of the expectations outlined above, or who exhibits abnormal behavior, may be asked to leave the program. Teachers, as representatives of their school site, are not only expected to follow all of the above expectations but also need to abide by all school and district policies.

STUDENT EXPECTATIONS

The Naturalists at CODS model respect and reinforce positive behavior. However, even with the best intentions, people make mistakes! The behavior in question will be made aware to the student so that he/she can make an improvement. If the condition persists and the quality of education for others in the group is being compromised, a discussion will take place between the student, classroom teacher and CODS Program Director. As a last resort, parents will be contacted and required to come and pick up their student. Each student will have the following guidelines included in his/her student handbook. Please assist us in promoting the *Full Value Contract* at our school:



Encouragement:

Because the Ropes Challenge program stretches individuals beyond their physical and emotional comfort zones, being supportive to others is essential. Each individual is responsible for using positive language and gestures.



Personal Responsibility:

Individual choices and actions can make or break a team. Always come for activities on time, prepared (water bottles full and bladders empty) and dressed appropriately. Drink plenty of water, eat, and sleep to replenish your body during the active days at CODS.



Conflict Resolution:

Working as a team can be challenging! Feelings of frustration are sometimes created by Team Challenge activities. Facilitators will teach you ways to think about, express, and overcome your feelings in a respectful manner.



Commitment:

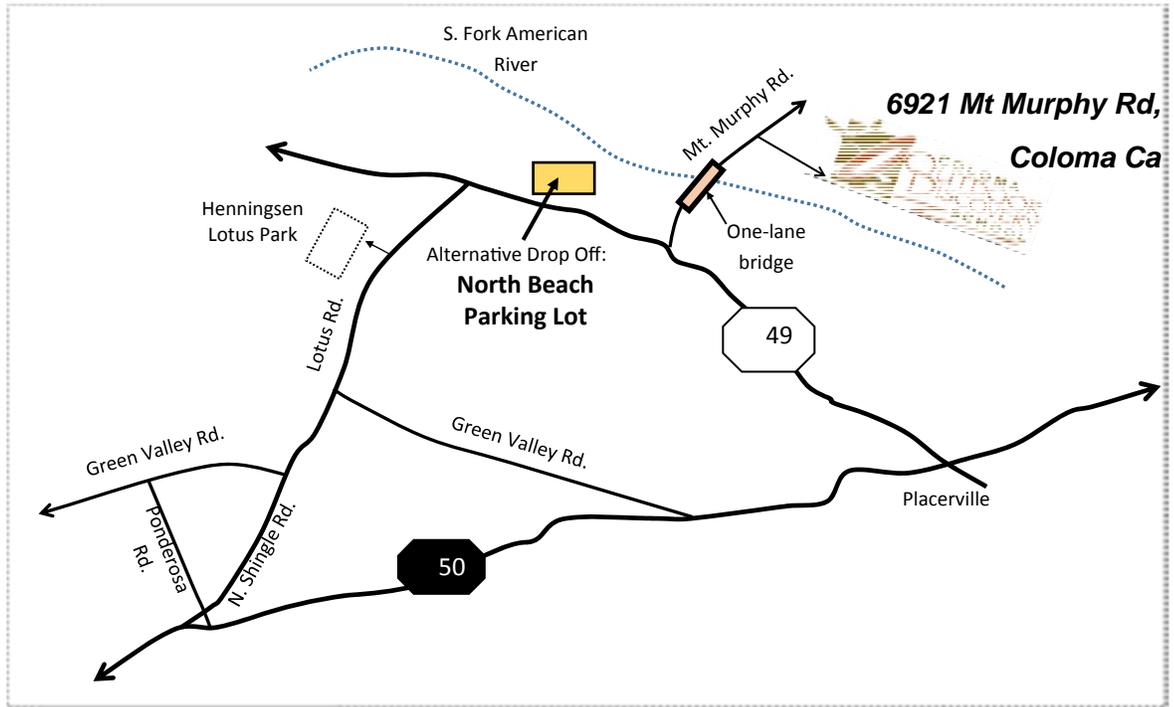
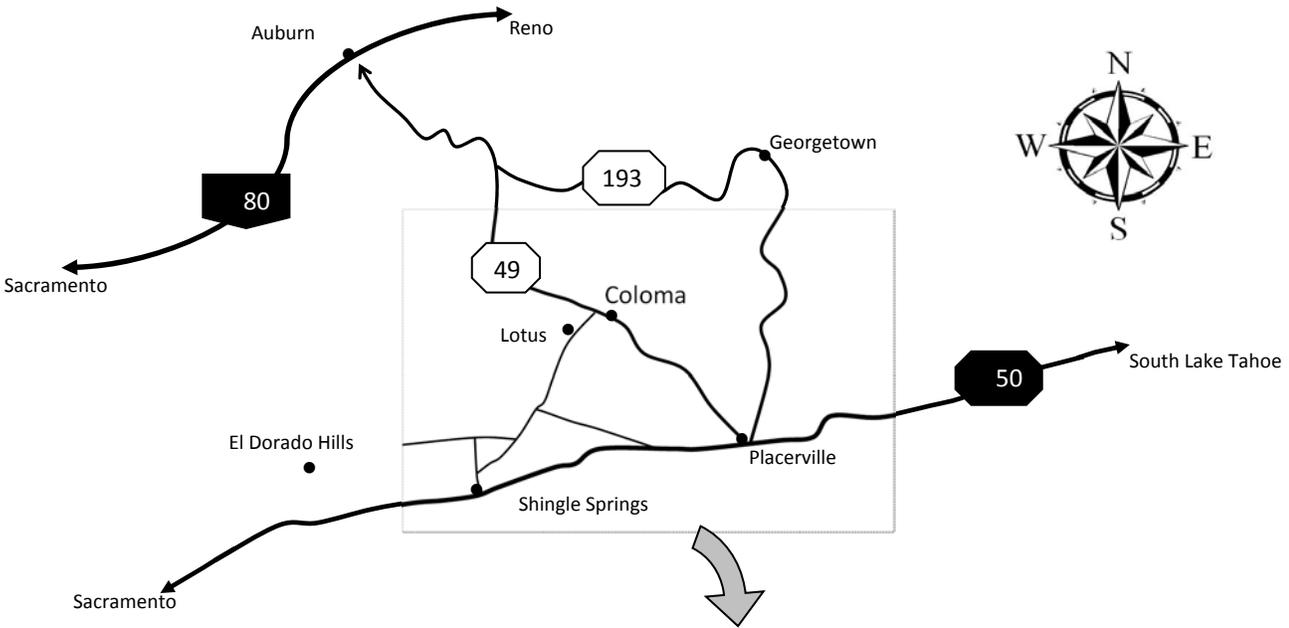
Be prepared to give 100%! You have unique qualities and skills to contribute to the group. Set an example for your peers by being involved and following directions.



Self-Empowerment:

You can go beyond your perceived limits! While at CODS, facilitators will encourage you to challenge yourself. For some people, this might be completing a trust walk, for others, performing the "Leap of Faith"! Whatever the task, it is important to not underestimate the abilities of yourself or others.

COLOMA/ CODS AREA MAP



If your bus does not meet the weight allowance of the historic one lane bridge, please contact the Program Facilitator as soon as possible to arrange drop off /pick up in the Alternative Drop Off location of North Beach Parking Lot

DRIVING DIRECTIONS

From Hwy 50:

Take Hwy 50 east toward S. Lake Tahoe. Exit at Ponderosa/North Shingle Rd (about 30 miles east of Sacramento). Turn left over Hwy 50 and make an immediate right on North Shingle Rd. North Shingle will become Lotus Rd. Follow Lotus Rd. to Highway 49. Turn right on Highway 49 and drive ¾ mile to Mt. Murphy Rd (just after Sutter's Mill) and turn left. Cross over the one-lane bridge and make an immediate right into Coloma Resort. Please check in at the office to the left of the wooden gate.

From I-80: (only recommended for groups traveling from the Roseville & Auburn areas)

From Auburn take Hwy 49 toward Coloma. Drive about 18 miles until you reach the Marshall Gold Discovery State Historic Park. Turn left on Mt. Murphy Rd (just after Sutter's Mill). Cross over the one-lane bridge and make an immediate right into Coloma Resort. Please check in at the office to the left of the wooden gate.

ALTERNATE Drop Off/ Pick up site:

(PLEASE use these directions if the loaded bus weight is greater than:

14 tons (if 2 axels) -or- 21 tons (if 3 axels)

From Hwy 50:

Take Hwy 50 east toward S. Lake Tahoe. Exit at Ponderosa/North Shingle Rd (about 30 miles east of Sacramento). Turn left over Hwy 50 and make an immediate right on North Shingle Rd. North Shingle will become Lotus Rd. Follow Lotus Rd. to Highway 49. Turn right on Highway 49 and drive .3 mile to the North Beach Parking Lot on the left side of the road. It is the first left upon entrance to the State Park.

Frequently Asked Questions



Can you accommodate special needs children?

☆ Most likely. For everyone's best interest, please let us know ahead of time. In some cases an additional parent Chaperone or aide may be necessary.

Why are parents not in the same learning group as their children?

☆ Outdoor School is an opportunity to *grow* for many children. We've found that students perform better when independent from mom and dad. Remind parents that they will have times to reconnect: at meals, free time, during the evening program, and in the bunkhouses (if specifically requested).

How can we celebrate a student birthday?

☆ Coloma style! We don't do cakes and candles, but we will acknowledge the lucky person during a town meeting or campfire. Be sure to let us know.

May I have a cocktail/beer/glass of wine after a long day at camp?

☆ No. As a school campus, we adhere to the California Education Code. As such, there is no alcohol allowed on campus during the program. Please assist us to ensure that parent chaperones and **all** on-site teachers refrain from consuming any alcohol while at CODS.



Adult Release and Medical Information Form



PLEASE PRINT IN INK

School Name:	Date of Attendance:	Group #:
Name:	Date of Birth:	
Physician (if applicable):	Physician's Contact Number:	
Insurance Company (if applicable):	Policy #:	
<i>Attaching a copy of your insurance card is recommended but not required.</i>		

In case of emergency, please contact:

1) Name:	Relation:
Home Phone:	Work Phone:
2) Name:	Relation:
Home Phone:	Work Phone:

Do you take any prescription medications that we should be aware of?

Medication:	Dosage:	Frequency:

Do you have a condition or illness such as diabetes, asthma, allergies (food, bee stings, etc.) or other, which we should be aware of? If so, please explain (use the back of this form if necessary):

If necessary, should First Aid be given? Yes _____ No _____

What is the approximate date of your last Tetanus Shot? ___/___/___ (Not required)

I hereby authorize Coloma Outdoor Discovery School to provide medical, nursing or surgical care, including care rendered through the nearest physician or hospital for any emergency which may arise while I am in attendance at the Coloma Outdoor Discovery School. I will assume full financial responsibility for all medical, nursing, or surgical care, including transportation.

Signature _____ Date: _____

If you have not authorized medical treatment by your signature on the above line, please state your reasons and sign below:

Signature _____ Date: _____

VIDEO/PHOTO RELEASE: I (Name of adult) _____
 give permission for Coloma Outdoor Discovery School to include video footage or photos of me in their informational and promotional materials.

Signature: _____ Date: _____

If participating in the Ropes Challenge Course, please read and sign below:

INFORMED CONSENT

RISKS	PREVENTION
Getting hit by a falling object.	Be alert. Look up before walking near or under course. Wear your helmet at all times!
Hair, clothing or jewelry getting caught in pulleys or other parts of the Challenge Course.	Tie long hair back. Remove rings, dangling earrings, watches, etc. and wear proper clothing.
Injuries or discomfort caused by improper use of harness.	Have harnesses checked by two different staff members.
Scrapes, cuts, and/or splinters.	Climb within abilities. Wear proper clothing.
Serious injury and/or death.	Wear proper safety gear. Make sure belayer is ready before you climb.
Bee Sting	Remain calm, listen and follow CODS' staff directions when near honey bee hives or any type of stinging insect.

I, _____, have read the above and fully understand the rigorous nature of the Challenge Course experience and the risks associated with it. I also realize that additional risks and/or dangers not outlined above may exist.

Signature: _____ Date: _____