



HEARTLAND OUTDOOR ENVIRONMENTAL SCHOOL

CABIN LEADER GUIDELINES

We are excited to have you here as a part of our team and hope it is a memorable experience for you. We are here to help you have the best experience possible. While there is a great deal of work and sacrifice on your part, hopefully, you will touch the lives of the students in your cabin. Be the best leader ever and best wishes for a great week. We're glad you're here!

Heartland O.E.S. Staff

STUDENT BEHAVIOR

“The secret of education lies in respecting the pupil.”

...Emerson

DISCIPLINE – BE POSITIVE – BUILD UP

Be Impartial – Be Fair

*Give praise to each other. *Spread responsibility

Be Pro Active, Not Reactive - Focus on the child's strong points.

*Frequently the “difficult” child in your cabin is a child seeking attention. Try to find his/her strong points and focus on these. Talk with him/her. Help him/her to achieve. Talk to his/her teacher.

Reprimand in Private, if possible

*You don't appreciate being “called down” in front of your peers; neither do your students.

Be Consistent

*If behavior is considered unacceptable one day – this same behavior must be unacceptable every day.

Don't Delay

*If a teacher or staff conference seems advisable, arrange one as soon as possible. Don't let discipline problems drag out.

LISTEN!

*Be sure to listen to their side of any troublesome situation. Don't threaten anything you can't carry out. Better yet, don't threaten, ACT!

Have a Routine

*Have a routine in all group behavior, students respond better to a routine

Don't Ridicule

*Ridicule means to tear down the real worth of the individual in both his own eyes and in the eyes of the world. Recall how you felt when anyone ridiculed you or shamed you.

Don't Punish the Group

*Never punish in the heat of anger. Don't punish the group for the misbehavior of one, but do use social peer pressure to encourage good behavior.

Show a Sense of Humor

*Let children know you are good-natured, cheerful, and happy individual, capable of laughing with the children and at yourself.

Be Firm but Fair

*Don't be afraid to stand your ground if behavior is not acceptable. Children will respect you for this.

Be Human.

*Recognize that we all have good days and bad days.

NEVER MAKE YOUR GROUP DO PUSH UPS OR JUMPING JACKS OR ANY PHYSICAL LABOR AS A FORM OF PUNISHMENT. THIS IS A VIOLATION OF OHIO STATE LAW.

Be a Role Model

*Put your best foot forward and your personal life on hold. With all of the new experiences that the children are having you should have plenty to talk about without talking about boyfriends/girlfriends, sex, or your lifestyle.

*At no times should there be any pranks, hazing, pillow fights or ghost stories. These actions could result in dismissal from camp.

Good Observation Skills

*Don't be so involved in what you are doing or an activity that you can't focus on your campers.

This is when most injuries happen.

*Keep campers in eye sight or ear shot at all times.

*Always have double coverage – Your interactions with campers should always be visible to other adults or campers.

Redirect

*Redirect energy into appropriate activities. Keeping students busy with appropriate activities is a good way to keep the out of trouble. When kids get board, is when they get into trouble.

Sarcasm

*Kids don't understand sarcasm and it could be offensive to them. They may also copy your sarcasm and use it in an inappropriate way. Don't use sarcasm with students.

Touch

*Be careful about touching children. Touch should be used in moderation. The three safe places to touch a child are: the shoulder, middle of the upper back, upper arm. Side hugs are ok.

A TYPICAL DAY

6:45 AM Wake Up

7:45 AM Flag Pole / Hoppers / Weather

8:00 AM Breakfast

9:15 AM Class

10: 15AM Travel Time

10:30 AM Class

11:45 AM Hoppers / Line Up for Lunch

12:00 PM Lunch

1:15 PM Class

2:15 PM Travel Time

2:30 PM Class

3:30 PM Travel Time

3:45 PM Afternoon Activity Time in the GYM

Cabin Leader and Teacher Meeting – LOBBY

4:45 PM Return to Cabins

5:00 PM Flag Pole / Hoppers

5:15 PM Dinner

6:15 PM Feet Off Floor

7:00 PM Evening Program

9:00 PM Return to cabins and get ready for bed

10:00 PM Lights Out!

When students arrive at camp:

1. Welcome the students.
2. Help staff unload buses quickly. Luggage is put in parallel lines 10ft. from the bus.
3. Move students into the cabin after roll call.
4. Make sure students are properly dressed.
5. Take the group to the forum for orientation. Make sure students bring all medications and any candy or munchies. Sit in the middle of your group and start to learn your students' names.

Clothing expectations:

Make sure everyone is dressed properly and help the students get things ready. Students don't have a concept of appropriate clothes to wear for the weather. It is your responsibility as a cabin leader to ensure that all students are appropriately dressed for all activities and weather conditions, i.e. rain, snow, or cool weather. If a student comes to camp not prepared, please see our staff or health officer and we will provide some additional items for that student.

When students throw up:

Keep the situation low key. See the Health Officer or an OES staff for clean up.

When students are at meals:

Cabin leaders will go into the dining hall first and we would like **ONE ADULT PER TABLE**, with the adult sitting in a seat that faces the stage.

Four boys and four girls (including adult) sit at a table. Help control the students, encourage manners, talk only to people at your table. Keep people seated unless the bathrooms are open or it is necessary they get up. Only one person up from the table at a time for seconds and one person up to use the bathroom. Set the example. Assign jobs and supervise during clean up.

When students are in class:

Check with the staff member where you can assist or lead. Make sure all students are present, on time to class and dressed appropriately. Let students answer questions. Be supportive. The students will enjoy seeing you involved with the class.

When students have time between classes:

Make sure everyone goes to the restroom and gets a drink if needed. Be sure students have necessary clothing for next class. If the next class location is close, plan an activity to keep them out of mischief and together. As you are traveling keep your cabin together and **please use the paths whenever possible.**

When students sing:

Participate and set the example for the students. They may be weird songs, but students will follow your example and they enjoy your participation.

When students are at afternoon activities:

Attend a meeting with cabin leaders and teachers and OES Administrator to discuss any problems, good points that have been happening and to find out what is happening with evening program and other topics. Be attentive at this meeting, it is not a time to goof off and talk badly about your students. Use the time to talk to teachers about any problem students. It is a time to get help to make this the best possible week for all of your students.

When students are getting ready for bed:

Keep the students inside the cabin. Begin to slow down, focus students on important tasks: getting ready for a shower, getting pj's on, brushing their teeth, getting into bed. Remind them they can win the quiet award if they are quiet at 10 PM. No pounding on walls or yelling out doors and windows. **Ohio state law requires you to stay in the cabin any time students are in the cabin.**

When students are asleep:

Children must have adult supervision, especially at night. Do not leave the cabin. Keep the children quiet and calm so everyone gets a good night sleep. Wake students at the proper time and motivate them. **Ohio state law requires you to remain in the cabin, even if there are two cabin leaders.**

When students have behavior problems:

Give compliments. Separate problems. Talk to the teachers and staff. Ask for help.

When students are ill:

If a student is ill during class, talk to the staff member teaching the class for help. If not in class, bring the student to the Health Officer in the dining room during med. call. Do not allow the student to go back to his/her cabin without the Health Officer's approval. **Never allow any student to remain in the cabin alone.**

When students are injured:

If serious, do not try to move the student. Stay with him/her and send another cabin leader or two students to get a staff member or teacher. If minor, take the student to the Health Office and call the Health Officer. Injuries require an incident report to be filled out, Health Officer will facilitate this.

When students are homesick:

Talk to them, try to get them involved. Get their friends to try to cheer them up. Keep them busy. Don't let it go too long. Ask the Health Officer for help. Talk with their teachers; they know the students the best. **Never promise a call home or tell them that they can go home.**

When students wet the bed:

Keep the situation low key. The entire cabin will not become aware unless it is announced.

Quietly talk to the student and get him/her to collect soiled clothing/bedding and put it on their bunk. Have them fold their entire sleeping bag/sheets in half. So when the Health Officer comes to pick it up to wash it, they know which bunk it is. Let the Health Officer know the next morning at breakfast what cabin you are in and that it is ready to be picked up. Talk with the student and ask him/her if they need to be awakened during the night to go to the bathroom.

When students clean the cabins, bathrooms and other responsibilities:

Help the students and delegate responsibilities. Don't do all the tasks for the students, but make them fun and exciting for the students. Make the Administrator aware if your cabins cleaning supplies are low.

When students pack to leave:

Cabins will be inspected Friday morning; help the students, making sure all items in the cabin are cleaned. Flip mattresses to make sure nothing is caught underneath. Check the bathrooms thoroughly. Supervise the sweeping and bathroom cleaning jobs. Help remove the luggage. Cabin leaders are responsible for cabins being clean on Friday morning. Your cabin will be inspected before you depart.

General Cabin Leader Guidelines:

Only use your cell phones on your break time and away from campers. Don't let your cell phone be a distraction. Since the campers are not allowed to drink soda, please be considerate and don't drink it in front of them.

If you have maintenance needs, see the OES Administrator or staff as soon as possible.

ADDITIONAL INFORMATION ABOUT FIFTH AND SIXTH GRADERS

Sizes of things are different – everything looks big
Growth span is varied – girls are usually ahead
Unsure of how to deal with the opposite sex (might hit or pull hair)
Very curious and ask very personal questions
Can't keep secrets
Boys tend to fight – girls may be mean
They will test you

Personal hygiene:

Need guidance
Need their privacy
Time concept is different (doesn't understand a 5 minute shower)
Encourage daily showers / all should shower every other day
Heartland can provide towels and toothbrushes, if needed

Role Model:

Pay attention to all the kids – shy and outgoing
They idolize and identify with you
Ask for help, give compliments, be pro-active, see problems and separate them
Keep your cool in all situations (they follow your lead)
Watch profanity and off color jokes (including "Oh my God" or "Jesus Christ")
Start out strict and get easier (not the other way around)
Follow all camper rules yourself

NO pranks, ghost stories or pillow fights!

No candy/gum or pop around students
Clothing: be conservative – sagging jeans, anything that could be gang related or promotes an unhealthy lifestyle
Girls will be attracted to male cabin leaders and boys will be attracted to female cabin leaders DO NOT encourage this!
Don't give out phone numbers to students

You are vital to the program – we need you – you are part of the team!

Helpful Hints for Heartland Cabin Leaders

During the beginning of the week:

- 1.) Have your campers come up with your own *cabin cheer* or song early in the week...
- 2.) Learn your campers' names as soon as possible. Do some name games early on to learn names and begin bonding with them!
- 3.) Grab a piece of paper and have campers brainstorm to come up with their own "shower list" for a.m. and p.m. showers to help bedtime and getting ready in the morning flow smoothly.
- 4.) Make sure you give specific "bathroom breaks" and water breaks during the day. These should happen between class times and at meal times so that they will be prepared for class.
- 5.) Set the example! The kids will look to you for direction and guidance. Know the camp guidelines and follow them and the kids will follow your example.
- 6.) Sing songs and be silly!! The kids may think they are too cool to sing...but if you are participating like crazy, they will join in, too!!
- 7.) If you have questions, don't be afraid to ask teachers or Heartland staff members.

Games or Activities:

Have some down time and kids are getting restless?? Play one of these games:

- Duck duck goose
- The question game
- Electric Shock
- Simon Says
- Telephone
- HA

*Directions for Electric Shock and Question game on next page

Night time suggestions:

- 1.) Remember to begin getting the campers quiet 10-15 minutes before "lights out".
- 2.) Avoid playing ping pong and foosball in the dorms any later than 9:45 pm.
- 3.) Try reading/telling a story to them before lights out. This should not be a scary/alarming story in any way.
- 4.) Or have a reflection time where campers can think back over the day and talk about their experiences. Anything to get them **sitting/laying down, quiet and calm**, so that going to bed isn't such a crazy ordeal!

Other Suggestions:

- 1.) If kids are always asking what activity or class you will do next, you can encourage them to stay focused on the current activity with the saying, "Come on guys, don't anticipate, *participate*."
- 2.) Take advantage of the breaks you have during the day. Grab a quick nap or just relax in a quiet spot. Whatever you need to get rejuvenated!

Name Games

- Ask each camper to share of a positive adjective that describes themselves and starts with the same letter as their name, such as Positive Paul.
- Have campers come up with a gesture to go with their name and share it with group members, who then repeat the gesture. Gestures should be in good taste.

The Question Game

Form a circle of campers and mention that you are going to play the question game. This is a game of all questions and no answers. You will start the game off by looking to the person on your right and asking them a question (any question!). They must not laugh or answer the question and immediately turn to the person on *their* right and ask a totally new question. This keeps going around the circle until A.) someone laughs B.) someone answers or C.) too much time passes before a new question is asked. If a person is found guilty of one of these mis-happenings, they are “outta there!” and the circle gets smaller.

Electric Shock

The campers will stand or sit in a circle and one player is “it”. He/she stands inside the circle trying to discover where the electric shock is. All of the players hold hands and one player is designated to start the shock. He/she squeezes the hand of either the player to left or right. That player passes it on. The shock may move either direction, and at any time a player may send it back the other way. “It” watches closely the faces and hands of the layers trying to detect the position of the shock. When he guesses correctly the player responsible takes his place.

HA

Have all the campers sit in a circle. One camper starts the game by looking in the eyes of the person next to him/her and saying "Ha". Then that camper turns to the next camper and says "Ha Ha". It continues on like this, adding a "Ha" every time. The trick is...you have to do it without laughing or smiling! And, you have to make eye contact. If a camper smiles or laughs while giving or receiving the "Ha's", they are out. The game is over when one camper remains.

Emergency Alerts

In the event of a Fire or Severe Weather Emergency

You will be alerted by portable air horns as follows:

FIRE - Beep, Beep, Beep, Beep (4 quick beeps)

This sequence and pattern will alert everyone on campus to a fire on the grounds. All occupants of buildings should evacuate the building and be at least 100 feet from the building.

SEVERE THUNDERSTORM WARNING - Beep- Beep- Beep (3 long beeps)

This sequence and pattern will indicate a severe thunderstorm warning. At this signal, all occupants should move indoors and remain there until the warning expires.

TORNADO WARNING - Continuous Beep

This indicates a tornado has been sighted in the area and that occupants of the camp should immediately go to the restrooms or hallways of the nearest building, sit down, and remain quiet until the warning expires.

If you are outdoors and you hear or see a TORNADO, find a low spot on the ground, lie down flat and cover your face. In most cases, there will be ample warning; however, you must respond quickly.

In the event of any other emergency situation, the Group's Leader will be notified by Heartland Staff