



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **POINT BONITA YMCA TEACHER MANUAL**

Welcome to the Outdoor Education Program at Point Bonita YMCA! Through living, learning, and enjoying the outdoors together in the Marin Headlands, your students discover and strengthen their connections to science, the natural world, and each other. The program inspires wonder and inquiry while aligning with the Next Generation Science Standards and is tailored to your school's specific needs. Students develop social-emotional skills through team-building initiatives, shared meals, and dorm life.

This Outdoor Education Teacher Manual contains all the information you need to ensure you and your students experience a quality and enjoyable program here at Point Bonita YMCA.

The information in this manual is designed to help you:

- Plan and organize your trip
- Explain responsibilities before and during your time at Point Bonita YMCA
- Understand key information for student success

Whether you are a first-time organizer or veteran planner, **it is very important that you read and understand the contents of this manual.** Please review this packet carefully, there have been some updates:

- Most forms are now located on our website with hyperlinks throughout this manual for easy access.
- The Pre-trip Questionnaire has been revised to help us better tailor the experience to your needs. Please review carefully and send one month prior to your visit.
- We will have an updated and revised journal. It will be available by September 3<sup>rd</sup>, 2019.
- Please review our updated behavior support system

Please follow the Planning Checklist as closely as possible to ensure that all paperwork and preparations are completed on time. If you have questions, please call us at (415) 331-9622. **If you are organizing but not attending the program, please share this Manual with the Lead Teacher(s) or chaperone that will be onsite.** All accompanying adults should be aware of the Outdoor Education Program guidelines and arrangements made between you and Point Bonita YMCA.

We look forward to seeing you at Point Bonita YMCA!

Sincerely,

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*Please consider only printing the pages you need and printing double-sided. Thank you!*

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## SECTION 1: SECURING YOUR TRIP TO POINT BONITA YMCA

**1.1 Planning Checklist:** Please follow the [Planning Checklist](#) as closely as possible to ensure that all paperwork and preparations are completed on time.

### 1.2 Securing Your Program

**USER AGREEMENT AND DEPOSIT:** Your school must return a signed Outdoor Education User Agreement and deposit to guarantee the dates of your trip. Failure to return signed paperwork and an initial deposit will result in cancellation of the trip.

- Make sure the person signing the User Agreement has the authority to enter into a contract with the YMCA. This could be the principal or an employee at the District level.
- Please thoroughly read the Outdoor Education User Agreement and pay special attention to all due dates.
- Confirm the expected numbers on your User Agreement (including guaranteed minimum numbers), as your school will be held financially accountable for these numbers.
- Keep a copy of the User Agreement for your records.

**FINANCIAL OBLIGATIONS:** The financial agreement is between your school/district and the Point Bonita YMCA, as detailed in the **Outdoor Education User Agreement**. The school is expected to make payments on time. Missing or late payments may result in cancellation of the trip. The school is also expected to pay for everyone who participates in the program, even a portion thereof. Point Bonita YMCA will not collect direct payments from or issue refunds to individual families. The YMCA will not issue refunds for students who are sent home for disciplinary or health reasons. The school may be billed for damage to the YMCA caused by its participants.

**FINANCIAL ASSISTANCE:** If your school is in need of financial assistance, please download and submit our [Financial Assistance Application](#)

## **CERTIFICATE OF INSURANCE:**

Your school **MUST** provide Point Bonita YMCA with a certificate of insurance covering the visit. This process may take some time and should be started as soon as possible. Exact details of the insurance requirements are described in the Outdoor Education User Agreement. Once completed, insurance certificates may be mailed, emailed, or faxed to the YMCA. The following instructions will walk you through this process:

### **Teacher/Principal Responsibilities:**

1. Depending on your school, you, your principal, or a member of your office staff will initiate this process. You will need to get the contact information of the person in your district who handles requests for insurance. (Private schools should contact their insurance agents directly.)
2. Contact the district representative and tell them that you are going to the Point Bonita YMCA and that we require a certificate of insurance. Give them: (1) a copy of the **Outdoor Education User Agreement** and (2) a copy of the **Certificate of Insurance Guidelines**.
3. Please follow up with your district contact to ensure that Point Bonita YMCA receives this certificate at least ONE MONTH before your scheduled arrival at our YMCA.

**If we do not have this certificate when the students arrive, they will NOT be allowed onto campus.  
NO EXCEPTIONS.**

## 1.3 TRANSPORTATION TO POINT BONITA YMCA

At least 2 months before arrival, decide if your students will be arriving by bus or parent drivers. **Regardless of student transportation method, at least one adult must drive their own vehicle to Point Bonita and be available during your stay (within one mile of campus) to drive participants in case of emergency or injury on trail.** Point Bonita YMCA staff may NOT transport participants in their own vehicles.

**BUS ARRIVALS:** Please schedule them as far in advance as you can and make sure you have figured out accurate travel times as you explain your arrival and departure times to the bus company.

**CAR ARRIVALS:** Please determine with your school and district what requirements they have for drivers on school-sponsored trips (insurance, fingerprinting, etc.). Start recruiting drivers early as they may have to go through a lengthy process to be approved by your district.

### ARRIVAL TIME: 11:00 AM

Please plan on arriving between 11 and 11:15am! If arriving *before* 11am; please note programming will be unavailable. Campus dorms and meeting spaces may also be unavailable due to cleaning/turnover from previous programs. We appreciate your understanding as we strive to enable as many visitors as possible to experience the beauty of the Marin Headlands. Groups that arrive more than 15 minutes before their scheduled arrival time will be under the sole supervision of the teachers.

### DEPARTURE TIME: 1:00 PM

Arrange departure vehicle(s) to arrive at Point Bonita YMCA at 12:45pm on the last day of the program. Students will be dismissed from lunch between 12:45-1:00 to load luggage.

## 1.4 SUPERVISION

**SUPERVISION REQUIREMENTS:** YMCA staff and representatives of the school share a supervisory responsibility over the students during the trail day and evening programs. The school is fully responsible for the students during recreation time and any dorm time, including after dinner and at night. **A school representative must always be present on-site throughout the entirety of the program.**

- **Schools must provide an adequate number of adult chaperones:**
  - We require that each school provide enough chaperones so there is at least 1 adult per 8 students (**no more than a 1:5 ratio**). Remember to ensure that you're also following school district policy regarding adult-to-student ratio.
  - Chaperones should include **at least two men and two women** to ensure proper supervision in the dormitories and in the restrooms.
  - At least one chaperone needs to be assigned to each group and stay with that group for the entire visit.
- **Parent chaperones must be placed in a different hiking group than their child**, unless it is necessary for the child's health. Chaperones of the same gender as their child may be assigned to the same dorm room.
- We strongly recommend only **two chaperones per trail group per day**, as more adults can distract students. Any additional chaperones can be utilized by rotating their time with trail groups and by supervising recreational activities, dinner, and evening programs.
- At least one teacher should not be assigned to a specific group so that they can be available for emergency and discipline issues that may arise, and that no group is left without a chaperone.

**CHAPERONES:** Each school is responsible for bringing their own chaperones. Fully prepared chaperones will help make the week smoother for all involved.

- Begin recruiting process for chaperones at least 2 months before arrival date (or as soon as possible).
  - Please review our suggested **Chaperone Recruitment Guidelines** on our website. If you are having trouble recruiting, please contact us for guidance and possible solutions.
  - Chaperones should plan on staying for the entire length of the program for consistency with the students. Please contact us if this will be a hardship for your school.
- Arrange a chaperone meeting, ideally a week or more before arrival, to set clear expectations.
  - Copy and distribute the **Chaperone Manual**. Please read through it as a group.
- Assign all chaperones to a Naturalist Trail Group (**different from their child's**) and a dorm room.
  - Provide Chaperones with a list of who is in their trail group, dorm room, and any relevant health concerns of students in each group.
- **HIGH SCHOOL CHAPERONES:** While the opportunity to chaperone an outdoor education program can be an incredible learning experience for high school students, our program was not designed with support systems in place to support this chaperone model. **We cannot include people younger than 18 in our chaperone counts, as part of our required supervision ratio.** Please maintain the 1:8 adult to student ratio if you plan on bringing high school students who are 17 or younger as chaperone helpers.

## 1.5 CURRICULUM DESIGN AND PRE-TRIP FORMS

The following is an explanation of the information that we need to tailor the program to meet your school's goals and expectations, as well as the forms that must be submitted to Point Bonita YMCA. Most documents can be found on our [website](#), the rest will be sent to you upon receipt of your Pre-Trip Questionnaire.

### **PRE-TRIP QUESTIONNAIRE – ONE MONTH BEFORE ARRIVAL**

The **Pre-Trip Questionnaire** provides vital information for PBY staff to meet your goals, curriculum priorities, special needs and requests. It must be completed at least **one month prior to arrival**. You will need to gather demographic information on your student population to complete the first section of the questionnaire, as we are required to collect this information for NPS and funders.

#### **Educational Goals:**

- Please review **PBY Outdoor Education Program Descriptions** with your teaching team to decide on which theme, subtopics and special park resources best meet your education goals and objectives.
- YMCA naturalists create a curriculum consistent with school and teacher expectations and the **YMCA's Mission & Outdoor Education Goals**. Each naturalist brings a unique teaching style to the field emphasizing individual talents, background, and interests - this may mean that not all hiking groups will visit the same places or do the same activities. Please discuss with your teaching team which activities you would like all hiking groups to experience.
- If we do not receive the pre- trip questionnaire a month in advance we cannot guarantee that you will have access to all park resources, e.g. MMC and Lighthouse.

#### **Naturalist trail group and room assignments:**

Both the number of Naturalists assigned to your school and your Dorm assignments are based on the student and adult numbers received via the pre-trip questionnaire.

- If we do not receive these numbers a month before your arrival, we cannot guarantee that you will have the appropriate number of naturalists for your school.
- There will be a delay in receiving your dorm room assignments if we do not receive the numbers from all schools attending the week of your visit.

#### **Food Service & Special needs:**

- Please confirm all dietary restrictions and food allergies with all students and adults attending and add to the questionnaire.
- If we do not receive dietary information at least two weeks in advance, we cannot guarantee that we will be able to meet all your group's needs - in such cases, you must contact us to confirm if your school is responsible for bringing food for specific dietary restrictions.
- With advance notice, we can borrow a NPS beach wheelchair.
- If you have any questions regarding campus accessibility, please contact us.

### **HEALTH HISTORY & RELEASE OF LIABILITY FORMS – ONE MONTH BEFORE ARRIVAL**

- Completed **Release and Waiver of Liability and Indemnity Agreements** and **Health History Forms** are required for each participant, including **ALL adults**.
- **Both forms must be signed, and the Release of Liability Agreement must be completed without alterations.**
- Check for signatures on both forms and add pertinent dietary and health history information to **Naturalist Trail Group Lists** and **Pre-Trip Questionnaire**. The information provided prepares our

Food Service team to accommodate special dietary concerns and allows naturalists to be fully prepared to meet each participant's needs.

- Send the originals of both the forms to Point Bonita at least one month before your visit so that we have adequate time to review them; they will be kept in the Outdoor Education Office.

## **NATURALIST TRAIL GROUP LIST – TWO WEEKS BEFORE ARRIVAL**

The Naturalist Trail Group list serves multiple functions:

- Helps teachers mix students up into the best learning groups: Please consider group dynamics carefully as you arrange groups. We recommend a blend of students with various skill and energy levels, and from different classes.
- Provides naturalists with information to best meet the needs and concerns of their students
- Aids in efficient emergency response.

Your assigned number of trail groups is based your reported pre-trip numbers. On average, we assign one naturalist per 16 students. A Google Folder containing your school's group list and dorm assignments will be shared with you **after we receive the completed Pre-Trip Questionnaire**.

The lists should include:

- First and Last Names of all participants (students and adults)
- Current applicable Medical and Dietary Information for all participants (students and adults)
- **Emergency Contact information** for all participants

Assign at least **one** and no more than **three** adults to each group. Teachers can float between groups.

- **Do not assign parents to be in the same group as their student** (unless medically necessary).
- Ensure that at least one adult remains consistent in each learning group for the duration of the program.

**(DORM) ROOM ASSIGNMENT SHEET:** After we receive your Pre-Trip Questionnaire, a Google Folder with your room assignments and naturalist groups will be shared with you. There may be a delay for room assignments, as we need Pre-Trip information from all groups on site before finalizing the dorms.

- Assigned genders for dorms will be listed on the dorm assignment sheet
- Please refer to campus map when assigning dorm groups. Dormitories have 4-12 beds per room.

## **OPTIONAL FORMS – FOR YOUR SCHOOL'S ORGANIZATIONAL PURPOSES:**

**RECREATION TIME ASSIGNMENT SHEET:** Refer to [recreation time](#) information in Section 2. Assign chaperones to areas of campus from 4:15pm-5:45pm.

**MEDICATION LOG:** To help manage regular medications, we recommend that you use the [Medication Log](#) provided, listing only students with regular medications. You can list as-needed medications if and when you administer them on your trip. Useful tip: Highlight the boxes of when you need to administer the regular medications or categorize them by time of day. **If your school has provided a medication log, use it in lieu of this one.**

**MERCHANDISE ORDER:** If students or families are interested in purchasing PBY t-shirts, sweatshirts, bandanas or water bottles submit a single [Merchandise Order Form](#) to the Point Bonita YMCA.

- Compile families' requests onto **one** Merchandise Order Form, and [email](#) it to Sara Sedgwick, Outdoor Education Coordinator, at least **three weeks** before your trip.
- Please collect money ahead of time, or have parents write checks directly to the Point Bonita YMCA for the exact amount.



## 1.6 PREPARING YOUR STUDENTS

**ACADEMICALLY:** Students should be aware that their Point Bonita Outdoor Education trip will be full of fun hands-on, experiential learning and recreational activities.

- Explain to the students that they will still be in school, with classes that take place outdoors.
- Plan pre- and post-trip lessons to support the learning objectives for your visit. We have put together some pre-trip activities for each of our themes on our [website](#) under “Curriculum Resources”.
- Journaling can help deepen students’ experiences through reflection and provide them with a memento of their trip. Using a journal is ideal for 3-5 day programs.
  - The [Point Bonita Sample Journal](#) is available on our website under “Pre-Trip Planning.”
  - If you plan on using our journal, please print one journal for each student.
  - Feel free to adapt the Student Journal. If you make significant changes, please send us a copy of your revised journal.

**SOCIAL-EMOTIONALLY:** This may be their first time away from home for some students. Devote some class time to go over information that can help the students feel better prepared for their visit.

- Review a typical [daily schedule](#).
- Discuss trail and dorm group arrangements.
- Review Point Bonita YMCA rules and expectations and discipline expectations.

**PHYSICALLY:** Preparing for a trip makes a big difference, including having the proper clothing for all weather conditions and being in good enough shape to walk 3-4 miles without undue exertion.

- Review the [Packing List](#) with the students. Remind them not to bring things that shouldn’t get dirty. If students cannot afford or forget certain items, we have a limited supply of sleeping bags, pillows, towels, and jackets that students can borrow while attending.
- Exercise: Help the students plan to get in shape for the hiking portion of their visit.

**STUDENTS WITH SPECIAL NEEDS:** We are happy to accommodate students with special needs (such as wheelchairs, learning differences, food allergies, etc.). Please indicate special needs on the **Pre-Trip Questionnaire** and contact the Director of Outdoor Education so we can make proper arrangements.

**PAPERWORK:** Distribute the [Student & Family Handbook](#) to students.

- **Student & Family Handbook:** All the forms you need are located on our website. All the following forms should be given to all students attending Point Bonita YMCA program:
  - **Welcome Letter/ Program Information**
  - **Behavior Agreement:** Both the students and their parents/guardians need to sign it
  - **Packing List**
  - **Health History Form:** Parent/guardian needs to sign it and return one month prior to visit
  - **Release of Liability:** Parent/guardian needs to sign it and return one month prior to visit
- **SCHOOL VISIT:** We may be able to send a YMCA Representative to visit your school, to help prepare for your visit and alleviate student or parent concerns. Travel expenses of \$.75/mile will be added your final invoice. Unfortunately, we cannot visit schools more than 100 miles away (one way) from the Point Bonita YMCA. Due to scheduling constraints, a school visit may not always be possible.

## SECTION 2: AT POINT BONITA

### 2.1 Life at Point Bonita YMCA

**GENERAL OVERVIEW:** A teacher's general responsibilities during the program include assisting Point Bonita Y staff with any behavior management, student health concerns, and parent/guardian communication. Further involvement is up to the discretion of each teacher or school.

Please familiarize yourself with the [Sample Weekly Schedule](#) available on our website. With advance arrangements, we can often accommodate some schedule adjustment requests such as earlier bedtimes or daily teacher time (teacher-led activities such as class check-ins, journaling, writing postcards, etc.).

#### **ARRIVAL DAY:**

- Collect all student medications (in original containers) clearly labeled with student name and confirm that they correspond to those listed and authorized on the Health History Forms.
- Inform chaperones of any relevant student health concerns regarding the students in their trail groups and dormitory rooms.
- Call the Point Bonita YMCA OE office upon departure from school: (415)-331-9622 x 5952.
- Attend Arrival Day Teacher Orientation: Fill out and return the final Count Sheet and receive the emergency information packet.

**MEALS:** Our kitchen prepares delicious, nutritious meals, with an emphasis on local and organic items. We can offer vegetarian and vegan options and design meals around food allergies and can make special accommodations for a variety of dietary needs **with advance notice**.

- You **must** indicate on the Pre-Trip Questionnaire if there are participants with **special dietary needs or food allergies** for us to be able to accommodate those needs.
- If parents have specific concerns regarding their child's diet, or would like to discuss the menu, they are welcome to contact Rochelle Tolbert, who will connect them to our Food Service team.
- Breakfasts and dinners are served in the dining hall. Lunch is usually eaten on the trail. Typically, the first meal provided by the YMCA is dinner. Students bring their own lunch on the first day, unless otherwise arranged.
- During meals, naturalist trail groups sit together at assigned tables with chaperones.
- We do not purchase, prepare, or serve any nuts in our facility. However, we cannot guarantee that all items we serve are processed in a facility that is completely nut free.

#### **Teacher Responsibilities at Meals:**

- Meals in the dining hall are supervised by teachers and chaperones. A Point Bonita YMCA naturalist or staff member will make announcements and organize clean-up.
- A teacher (or chaperone) must stay after meals to assist with cleanup and to escort students back to the dorms.

**RECREATION TIME:** Students have Recreation Time from 4:15 to 5:45pm each day. This period is essential for students to unwind. Idle time may be a problem for some students, so make plans according to your students' needs and energy levels.

**Teacher Responsibilities at Recreation Time:**

- Teachers and chaperones have primary supervisory responsibility for students during recreation time (4:15-5:45pm daily).
- We recommend that teachers have a few simple activities planned to provide basic structure to those that need it - such as class meetings, art activities, or organized games. We only provide basic sports equipment; all other materials must be brought with you. Many teachers bring boards games, cards, etc.
- Teachers need to assign chaperones to specific areas on our campus to ensure that all the students are supervised. You can use the [Recreation Time Assignment Sheet](#).

**For the final third of recreation time, between 5:15 and 5:45, schools have several options:**

- Teacher led journal or activity time in the meeting room (this option can allow your chaperones to have a brief time off).
- Rest/quiet time in the dorms
- Continue recreation time

**EVENING PROGRAMS:** Every visit includes a Night Walk/Sunset Stroll with our naturalists (barring extremely foul weather) and a campfire with camp songs, skits, and improv games or student-written skits and stories. Indicate your preferences on the **Pre-Trip Questionnaire**. Contact the Outdoor Education Coordinator if you have specific requests regarding night programs.

**Teacher Responsibilities at Evening Programs:**

- Enthusiasm and participation!
- Assist with behavior management.

**DEPARTURE DAY:**

- We will distribute teacher and student evaluations forms and collect them before departure.
- If requested, you will have the opportunity to meet with a YMCA director to discuss any feedback you have.
- Please return any forms not already submitted and any YMCA equipment issued (radios, raingear, etc.).

## 2.2 EXPECTATIONS FOR ALL PARTICIPANTS

**STUDENT BEHAVIOR SUPPORT SYSTEM:** We strive to prevent behavior problems by using proactive methods to engage students and redirect behaviors. When students do not adhere to the YMCA Community Agreements and Expectations, we attempt to utilize restorative justice practices which could include any or all of the following actions:

- **Verbal Warning:** Staff will check in with the student(s) to ensure they understand what they did wrong and the impact of their actions. Students will be given opportunities to repair relationships or rectify behavior; if they are unable to do that (or do anything that jeopardizes someone's safety), they will move to a conference and contract. Teacher will be informed.
- **Conference & Behavior Contract:** Student(s), teacher(s), and YMCA staff meets and agree on a behavior contract where student(s) take responsibility for their actions and come up with a plan that they can commit to that will ensure the safety and respect of everyone involved; if needed, student(s) call home in the presence of the teacher.
- As a last resort, **student is sent home** (circumstance-dependent and determined by the Director in consultation with teachers—no refunds will be awarded).

**The YMCA reserves the right to send a child home due to unsafe and/or inappropriate behavior. It is the family's responsibility to pick up the child; if that is not possible, it becomes the school's responsibility.**

### **Teacher Behavior Management Responsibilities:**

You know your students best and we encourage teachers to support behavior and group management.

- Teachers can give students warnings or enact your school's disciplinary system (within YMCA guidelines); if you do so, please notify the naturalist and/or the Outdoor Education Coordinator.
- We will send a student home if their actions endanger themselves or other students. Before a student is sent home, the Director and teachers will meet to deliberate.

**CHAPERONE EXPECTATIONS:** All chaperones should read the **Chaperone Manual** prior to arrival.

- Chaperones will have an Arrival Day meeting with a YMCA staff member to go over program orientation and schedule. (Ideally, chaperones have already had a pre-trip meeting with the teachers to set expectations and clarify chaperone responsibilities.)
- Chaperones should check in with their naturalist at the beginning of each hiking day to share any relevant information regarding the group or individual students.
- Chaperones have a primary supervision role during recreation and dorm time. They should be assigned to specific areas to ensure all students are supervised. One or two chaperones are needed to supervise snack time and ensure all students' belongings, food, trash, and compost are taken inside at the end of snack time.

**VISITORS:** To maintain the security of students, all visitors **MUST** get permission from teachers in advance. We discourage visitors to protect the safety of all participants and prevent homesickness.

The following procedures apply:

- **Teachers must notify the YMCA of any potential visitors.**
- All visitors must fill out a Registration and Release of Liability Form, preferably in advance.
- Visitors must check in with the teachers immediately upon arrival.
- Visitors may not meet up with the students during hikes, as it can disrupt the experience.
- Visitors may enjoy a meal, **if approved in advance by the YMCA.** The school will be billed for additional meals.

**FACILITIES:** Point Bonita YMCA is located within the Marin Headlands, part of the Golden Gate National Recreation Area (GGNRA). Our outdoor classroom includes beaches, a lagoon and pond, wind-swept hills, and numerous historic structures. Our **facility** was the original barracks for the Nike Missile Site, located down the hill from our campus.

- It is possible that your school will be sharing the facility with other school groups. This is an opportunity to meet and interact with people from other areas. Each visiting group will have its own room assignments and meeting rooms, but will share the dining hall, bathrooms, and outdoor areas.
- Please help facilitate safe, positive interactions by communicating your needs and concerns to YMCA staff and the leaders of other groups.

### **FACILITY GUIDELINES:**

- Cell phones have reception in some places around camp, but please only use them when not in view of students.
- Point Bonita YMCA is a drug, alcohol, and smoke-free facility (this includes e-cigarettes).
- If you are leaving anytime during the day or night, please inform YMCA staff.
- Dormitories are only accessible with a code that changes regularly. You will receive the code upon arrival.
- Coffee and tea are available to adults in our dining hall from 6:30am to 10pm.

**EARLY DEPARTURES:** If a student must leave early (due to illness, disciplinary concerns, etc.), the child's parent or guardian should pick them up. If the student's parent or guardian is unable or unwilling to pick up the student, the school must assume responsibility for removing the student from the premises. In any case, no student should ever leave the program without the prior knowledge of both the teacher(s) and the YMCA.

## 2.3 HEALTH AND SAFETY POLICIES AND PROCEDURES

The health and safety of your children is our number one priority. As such, we adhere to the following policies:

- YMCA personnel are trained to handle emergency situations that may arise during the day. Naturalists are certified in First Aid, CPR, and use of Automatic External Defibrillators. For situations during the night, a designated staff person in the park is available by phone.
- For non-emergency transportation to a hospital (e.g. twisted ankle), **the school should always have at least one vehicle available on-site, and a designated adult with permission to drive students** (who stays within one mile of campus) to drive that vehicle each day.
- In emergency situations, call 911 and notify YMCA staff.
- If a child has shown flu-like symptoms in the past 48 hours, do not send them to our facility. An illness outbreak could shut down our entire program for as much as a week, impacting your school and the groups who follow.
- To ensure the wellbeing of the community, the YMCA reserves the right to request that sick participants be examined by appropriate personnel, be quarantined, or sent home.
- Schools should ask families to do lice checks in the morning, before departing for their trip.
- First Aid supplies are available on-site in each restroom and in the YMCA's first aid room.
- Students attending our program should come prepared with hay fever, asthma, and other allergy medications approved by their physicians.

**\*Any participants sent home for health or discipline reasons will not be issued a refund.**

**HEALTH SUPERVISION:** The YMCA suggests that each school also designate one adult **Health Supervisor** during their visit. Ideally, this person will:

- Have current CPR and First Aid certifications
- Be responsible for storing and administering any required medications to students. For medications that must be kept cool, a refrigerator is available in your school's meeting room. (We have provided an optional **Medication Log** for the school's use to help teachers ensure appropriate and timely medication management for their students.)
- Provide first aid to students when not in programming with YMCA staff.
- Maintain all forms needed to contact student's families.

**YMCA personnel cannot provide and/or distribute medication;** this includes sunscreen and over-the-counter or prescription medications. **Our campus first aid kits are very basic; schools may want to bring their own first aid kits with all the supplies that they may prefer/require.**

**Neither the staff at Point Bonita YMCA nor teachers are medical professionals qualified to make decisions about injuries or illnesses. We rely on the medically trained experts who can arrive within a short amount of time. The Health Supervisor and YMCA Directors will decide when and if to call for emergency services or to seek more medical care.**

**CHILD-SAFE PRACTICES:** The safety of youth is the priority of the YMCA. YMCA staff are trained to ensure a child safe environment, and naturalists receive specialized training in Youth Development Principles and Child Abuse Prevention. Point Bonita YMCA abides by the following:

- **All** YMCA staff are screened through detailed applications, reference checks, and fingerprints
- Staff cannot accept gifts or gratuities from participants or their families, and are prohibited from working one-on-one with youth they've met through the YMCA
- Staff cannot be in a one-on-one situation with youth where actions cannot be observed
- Teachers, parents, and students can address any and all concerns regarding the behavior of staff to senior YMCA personnel. **YMCA Human Resources Hotline # 415-281-6790**

**CHILD ABUSE PREVENTION:** As childcare providers and educators, we are **mandated reporters to Child Protective Services**. If you suspect a child is being abused, **you must immediately report it to a YMCA Director and your principal**. This includes if you see any bruises or marks, or hear statements that concern you.

**To protect both adults and students, adults must follow these guidelines:**

- **Never spend one-on-one time with a student.** When bringing students to the bathroom, use the rule of "Three plus me"—three students with one adult, to prevent one-on-one situations.
- No students should be in your car, except when arriving and leaving Point Bonita YMCA or if being transported back to campus for an injury, illness, or discipline issue.
- Do not shower when students are in the restrooms: Shower before the students are awake or after they are in bed (Generally 10 PM-7AM).
- Do not tell inappropriate jokes or use flirtatious behavior with students.
- **Corporal punishment is never acceptable.** This includes threatening students, screaming angrily at students, touching or shaking, and anything that makes a child feel physically or emotionally uncomfortable. Examples include: push-ups, cleaning toilets as a punishment, and name calling.

**Point Bonita YMCA retains the right to excuse an adult from the program if we feel they jeopardize the safety and well-being of the students.**

**BULLYING AND HARASSMENT POLICY:** The Point Bonita YMCA has a firm policy against all types of bullying and harassment. Our staff take incidents of bullying seriously, taking the necessary steps to stop the harassment and protect the victim(s).

## 2.4 COMMUNICATION

### **GENERAL COMMUNICATIONS:**

- Teachers should remain the point person for all communication with the school or to parents.
- Should schools need to contact the Point Bonita YMCA during the visit, please contact **Kyyio Cecil-Raditz**, Director of Outdoor Education, at **(415) 331-9480** between the hours of 9:00am and 5:00pm. Outside of these hours, messages may be left at our Outdoor Education Office voicemail; **(415) 331-9622 ext. 5952**.
- We recommend that parents/guardians not call their child during their visit. Calls tend to increase homesickness.
- If families want to mail letters to students to arrive during their stay, those letters should be mailed at least one week before the scheduled visit. Letters should be addressed as follows:

Point Bonita YMCA  
**Student's Name & School**  
981 Fort Barry, GGNRA  
Sausalito, CA 94965

### **CELL PHONES & OTHER SCREENS: Point Bonita YMCA has a “no student cell phone” policy.**

- Cell phone multi-use functions like camera, texting, and web browsing, etc., can put campers at risk of emotional injury and distract from their experience when misused or unsupervised.
  - If your school deems phones to be necessary for students, cell phones must be set in **airplane mode** and used only for taking photos, video, or for specific school projects. **Student participants may not use cell phones in YMCA dorms, dining halls, or bathrooms.**
- We highly recommend that students use disposable cameras.
- The YMCA is not responsible for any lost or stolen electronic devices.

### **Teacher Responsibilities at Regarding Cell Phones:**

- Know which students have phones, and have a system for collecting phones when returning from the field
- Keep an eye on students using phones to ensure they are following the above policy
- Encourage students to unplug and set a positive example

### **EMERGENCY COMMUNICATION:**

- In the event of an emergency: call 9-1-1 and **contact the YMCA Director on Duty** found in the hosting packet that you receive on arrival.
- Emergency contact numbers are listed in the chaperone handbooks and teacher binder and in an emergency information booklet located next to the fire extinguisher in each room.
- **Radios:** One teacher from each school will receive a radio during the day. All YMCA staff members have a radio so that we can be in contact with one another if an emergency arises.
- **Pay Phone:** There is a pay phone in the First Aid Room on campus that is 911 enhanced.



## **POINT BONITA YMCA EMERGENCY CONTACT SHEET**

The following numbers are for use by the school:

**Point Bonita YMCA main number: (415) 331-9622**

**Kyyio Cecil-Raditz**, Director of Outdoor Education, x4480

**Sara Sedgwick**, Outdoor Education Coordinator, x9326

**Outdoor Education Office**, x5952

**Rochelle Tolbert**, Reservations Coordinator, x4484

Fax Number: (415) 331-2567

National Park Service Emergency Services: (415) 561-5656

YMCA Human Resources Hotline: (415) 281-6790

*At the discretion of the school, the following numbers may be given to parents:*

Teacher Cell Phone(s): \_\_\_\_\_  
\_\_\_\_\_

Point Bonita YMCA main number: (415) 331-9622

After hours OE Program messages, x5952