



# FALL 2025 OUTDOOR SCHOOL



## TEACHER-LEADER RESPONSIBILITIES

Outdoor School is hosted at YMCA Camp DeBoer which is owned and operated by the Ashland Family YMCA.

# Directions to YMCA Camp DeBoer

Physical Address: 13430 Dead Indian Memorial Road, Klamath Falls, OR 97601

EMERGENCY Contact: YMCA Camp DeBoer Cell 541-951-0662

## From Ashland:

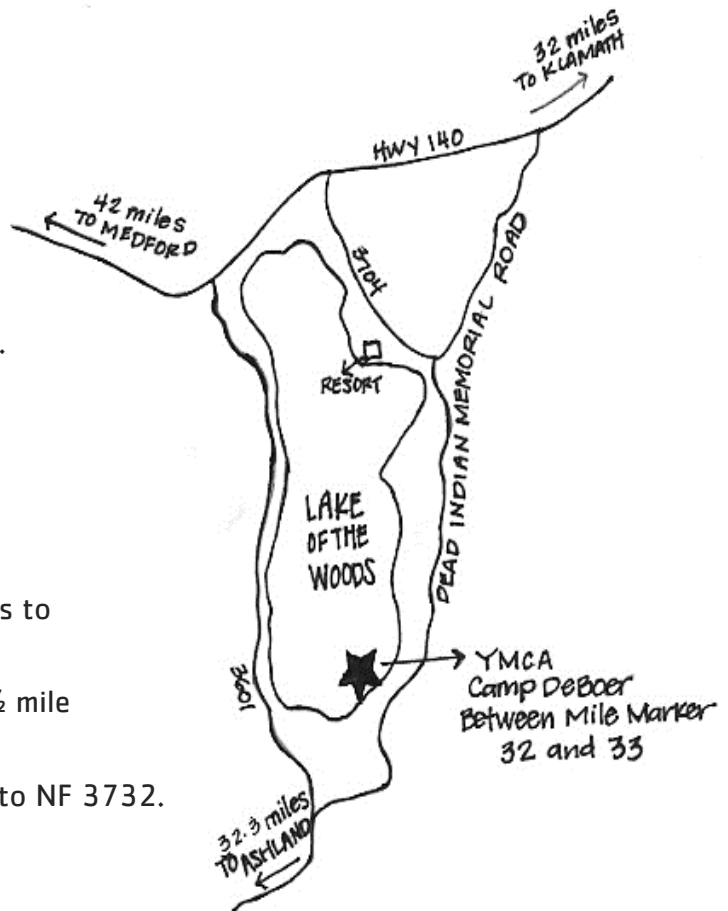
<https://goo.gl/maps/nkM5HxJJwaxugwL77>

- From I-5, heading south, take Exit 14.
- Turn LEFT onto OR 66 E/Ashland Street, .7 miles to Dead Indian Memorial Rd.
- Turn LEFT onto Dead Indian Memorial Road approx. 32.4 miles.
- YMCA Camp DeBoer will be on LEFT side of the road, with signage to mark your arrival. Please park in designated parking.

## From Medford:

<https://goo.gl/maps/9X5kn5aWkipn4KkD8>

- Take Rogue Valley Expressway approx. 4 miles to Crater Lake Hwy 62.
- Turn LEFT onto Crater Lake Hwy 62 approx. ½ mile to OR-140 E.
- Turn RIGHT onto OR-140 E approx. 36 miles to NF 3732.
- Turn RIGHT onto NF 3732, 1.5 miles to Dead Indian Memorial Road.
- Turn RIGHT onto Dead Indian Memorial Rd, approx. 2 miles.
- YMCA Camp DeBoer will be on RIGHT side of the road, with signage to mark your arrival. Please park in designated parking.



## From Klamath Falls:

<https://goo.gl/maps/WThdqw8rstEn6hFw6>

- Take Hwy US-97 approx. 2 miles to OR-140 W.
- Take OR-140 W approx. 31 miles to Dead Indian Memorial Road.
- Turn LEFT onto Dead Indian Memorial Road approx. 4 miles. YMCA Camp DeBoer will be on RIGHT side of the road, with signage to mark your arrival. Please park in designated parking.

# Teachers/Leaders ODS Responsibilities

Thank you, teachers and leaders! By participating in Outdoor School you are providing your students with a memorable experience and a chance to expand and apply their education. We really appreciate you partnering with us to deliver a quality program. Please don't hesitate to communicate any concerns or needs prior to or at camp.

We have several helpful booklets designed to prepare everyone for this experience. These are all available online. You can print them, email a PDF, or direct people to these online at our Ashland Family YMCA website: <https://ashlandymca.org/ymca-camp-deboer/#outdoor-school>

- **YMCA Outdoor School Information Booklet** (Full color cover) for Teachers, Leaders, Chaperones, and Parents/Families to get familiar with all the various elements of this program.
- **YMCA Outdoor School Teacher/Leader Responsibility Booklet** (Purple cover) which you are reading now.
- **YMCA Outdoor School Parent/Family Responsibilities Booklet** (Green cover) to prepare parents/families for their child's experience. This booklet houses the important **Release Form** which needs to be returned to the school and brought with you to camp. This booklet is also available in Spanish.
- **YMCA Outdoor School Chaperone Responsibilities Booklet** (Blue cover) to prepare Chaperones for the program. This booklet houses the important **Chaperone Agreement** which needs to be signed prior to arrival and brought with you to camp.

## Preparation Prior to Arrival:

- ☐ Teachers, Leaders, Parents/Families, and Chaperones can all review the **YMCA Outdoor School Information Booklet** (Full color cover).
- ☐ Review this **YMCA Outdoor School Teacher/Leader Responsibility Booklet** and the School Preparation Checklist and complete items in a timely fashion.
- ☐ You will be assigning students to cabins and field study groups using separate forms, which we will send by email. We recommend that you sort students into field study groups based on your knowledge of the students and their hiking interest/ability.
- ☐ You'll also fill out a separate form to let us know about ALL dietary restrictions/allergies within your group, students and adults alike, which we will also send by email.
- ☐ Work with the Outdoor School Director to set up 1) a classroom visit, 2) a parent/family information night, and 3) a teacher/chaperone ZOOM.
- ☐ Do your students need to borrow clothing/equipment from us? If any student is without footwear, rain jacket, sleeping bag, pillow or blanket, you can let us know ahead of time. Once at camp, chaperones will have the opportunity to request these as well as some toiletry items. Rubber boots will only need to be used during the wetlands field study but will be loaned to a student who is without proper footwear for the entire program.
- ☐ Let Karin "Bandit" know of any scheduled parent/family arrivals onto campus to drop off an item or to pick up their child for medical/dental appointments or family vacations, etc.

- ❑ Send home and oversee the return of school-generated Permission/Health Forms (including food allergies and dietary needs) and the **YMCA Outdoor School Parent/Family Responsibilities Booklet** in the appropriate language for the student's home which contains our **Release Form**.
- ❑ Recruit the proper number of chaperones. Supply them with the **YMCA Outdoor School Chaperone Responsibilities Booklet**. Ensure they review the booklet, sign the agreement and that they can attend the Teacher/Chaperone ZOOM. Follow these steps if you are a chaperone.
- ❑ Please plan to bring two activities that will last about 20 minutes with your students for classroom meetings. Suggestions: feelings wheel (we have these), journaling, rose/bud/thorn, a game, celebrations/challenges or think/pair/share conversations. We have found this to be a valuable and familiar touchstone time for the students which helps them stay regulated.

#### Once at camp:

- ❑ Please read over the arrival instructions and plan to have a system in place for letting students and adults know their cabin and field study groups ideally before they depart the bus.
- ❑ **NO BREAKFAST AT CAMP ON ARRIVAL DAY:** Please make sure your students have eaten breakfast before getting on the bus. You may want to pack a "bus bag" and/or encourage students to pack a backpack for possible motion sickness with clean-up and sanitizing materials, some extra clothing, and water/snacks. We will provide a morning snack.
- ❑ We will supply you and the chaperones with a lanyard housing a daily schedule. Please ensure that the students are where they need to be at the appropriate times on the schedule! Refresh your lanyard schedules daily in the Teacher/Chaperone lounge.
- ❑ We will supply journals, pencils and wood cookie name badges to all students and adults. NOTE: Second-to-last breakfast is Pajama Breakfast. Departure day is fun sock day.
- ❑ **Crowd control/helping to keep students on task:** Chaperones and teachers are in charge of students during all activities, but especially overnights, cabin times, and meals. Teachers will help manage students during recess. Teachers may also be asked to help with the s'mores station or other rotation station during the evening. Chaperones have recess and recreation off as well as the last 15 minutes of field studies so that they can have a short break and then return to the cabin prior to the students returning. Camp DeBoer staff are employed for instruction, gentle redirection and activity leadership.
- ❑ **Managing meals:** upon entering the lodge using walking feet, everyone will use hand sanitizer at the entry, retrieve a chair from the stacks, and then sit down to listen to your instructions. Appoint one adult to announce to the students when it is time for their table or cabin to go through the buffet line (or use a white board) and communicate with the kitchen as to when to call for seconds. **Walking feet** are used in the lodge. Eating takes place while sitting at the tables and not while walking. After meals, oversee that all dishes are taken to the dish window, tables are wiped, chairs are stacked, and that a cabin is called to sweep the floor.
- ❑ **ODS staff should be called by their Outdoor School nicknames.** This is a fun tradition for the students. Teachers/leaders/chaperones are welcome to have ODS nicknames as well.
- ❑ Communicate ANY concerns or questions or needs to **Karin "Bandit" Onkka**. Also let me know if any parent/family members are arriving on campus for any reason. **541-864-0269 cell – call or text**. Or email: [outdoored@ashlandymca.org](mailto:outdoored@ashlandymca.org)



# School Preparation Checklist

The following table is included in your contract – please consult that document for your deadlines. Please identify a point person for each task and ensure that deadlines are met. Thank you.

|                          |                                                                                                                                                                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Contract Sent from Ashland YMCA</b>                                                                                                                                                                                                                       |
| <input type="checkbox"/> | <b>Secure Transportation, Chaperones and Health Care Coordinator</b>                                                                                                                                                                                         |
| <input type="checkbox"/> | <b>Signed Copy of Agreement to Contractor Due</b>                                                                                                                                                                                                            |
| <input type="checkbox"/> | <b>30% Non-refundable Retainer Due:</b> (send by mail Attn: Will Robinson)                                                                                                                                                                                   |
| <input type="checkbox"/> | <b>Insurance Certificate Due:</b> (send to Kim at <a href="mailto:bookkeeper@ashlandymca.org">bookkeeper@ashlandymca.org</a> )                                                                                                                               |
| <input type="checkbox"/> | <b>Receive Teacher Packets, Chaperone Survival Guide, Info/Packing List, Liability/Photo Releases, Meet The Staff:</b> (from Karin at <a href="mailto:outdoored@ashlandymca.org">outdoored@ashlandymca.org</a> )                                             |
| <input type="checkbox"/> | <b>Classroom Visit:</b> Schedule with Karin at <a href="mailto:outdoored@ashlandymca.org">outdoored@ashlandymca.org</a>                                                                                                                                      |
| <input type="checkbox"/> | <b>Parent Night:</b> Schedule with Karin at <a href="mailto:outdoored@ashlandymca.org">outdoored@ashlandymca.org</a>                                                                                                                                         |
| <input type="checkbox"/> | <b>Final Cancellation Option Via Written Notification Due:</b> (send to Kim <a href="mailto:bookkeeper@ashlandymca.org">bookkeeper@ashlandymca.org</a> )                                                                                                     |
| <input type="checkbox"/> | <b>Send Home Permission/Health Forms, Info/Packing List, Liability/Photo Release:</b>                                                                                                                                                                        |
| <input type="checkbox"/> | <b>Permission/Health Forms and Liability/Photo Release from Parents/Guardians Due To School:</b>                                                                                                                                                             |
| <input type="checkbox"/> | <b>Dietary Restrictions Due:</b> (send to Karin at <a href="mailto:outdoored@ashlandymca.org">outdoored@ashlandymca.org</a> )                                                                                                                                |
| <input type="checkbox"/> | <b>Headcount Due:</b> Changes allowed for up to 7 days. (send to Karin at <a href="mailto:outdoored@ashlandymca.org">outdoored@ashlandymca.org</a> )                                                                                                         |
| <input type="checkbox"/> | <b>Teacher/Chaperone ZOOM:</b> Schedule with Karin at <a href="mailto:outdoored@ashlandymca.org">outdoored@ashlandymca.org</a>                                                                                                                               |
| <input type="checkbox"/> | <b>Cabin Lists and Field Study Group Lists With Chaperones Designated and Final Headcount Due:</b><br>Use preferred first, last names and pronouns of students. (Send to Karin at <a href="mailto:outdoored@ashlandymca.org">outdoored@ashlandymca.org</a> ) |
| <input type="checkbox"/> | <b>Invoice For Remaining Balance To Be Sent</b>                                                                                                                                                                                                              |
| <input type="checkbox"/> | <b>Plan two rounds of activities that will last about 20 minutes with your students for Classroom Meetings while at camp.</b>                                                                                                                                |
| <input type="checkbox"/> | <b>Arrival - Bring Chaperone Agreements, Permission/Health Forms, Liability/Photo Releases, 1st aid kits, Classroom Meeting materials and prep</b>                                                                                                           |
| <input type="checkbox"/> | <b>Remaining Balance Due:</b> (send by mail Attn: Will Robinson)                                                                                                                                                                                             |
| <input type="checkbox"/> | <b>OSU Reporting Due:</b> Oregon Outdoor School Program <a href="mailto:outdoorschool@oregonstate.edu">outdoorschool@oregonstate.edu</a> / 541-737-4391                                                                                                      |

# Health Officer Information

Families release their students to your school during the ODS field trip. Because of this, the school group as a whole is responsible for responding to all medical concerns. All ODS staff have CPR certification. One teacher or adult from the school group must be designated as the health officer.



## The health officer is responsible for:

- Bringing first aid kits which can be passed out to chaperones. A larger kit can be kept in the infirmary.
- Collecting and reviewing participants' Health and Medical Forms, and clarifying any medical issues and concerns.
- Making a list of medical issues and concerns, and discussing them with the Outdoor School Coordinator.
- Dispensing medications during the program.
- Making decisions regarding emergency medical services
- Transporting participants to medical facilities, if necessary.
- Contacting guardians for permission to give medical care, and regularly updating the guardians of sick or injured students. If a student's parent or guardian is on site (e.g. as a chaperone), they will assume primary responsibility for the health and safety of that student in lieu of the health officer.

**Dispensing Medications** The health officer makes a list of which students take which medications at which times. They keep all medications in the infirmary at all times. They assume responsibility for dispensing medications to students when needed. If the health officer is away from any student who needs medications, they are responsible for designating a chaperone to dispense the medication at the correct time. If an over-the-counter (OTC) medication is necessary (e.g. a student has a headache, upset stomach, or diarrhea), the health officer is responsible for obtaining permission from the parents prior to dispensing the medication. Plan to bring these supplies with you. At the discretion of the health officer, students who require an emergency inhaler or an epinephrine auto-injector (e.g. an EpiPen) may be permitted to carry those devices themselves, provided the health officer has access to them at all times. We recommend the medical officer or a designated chaperone oversee such students to ensure reliable access to medications at all times.

**Diabetes and Other Serious Conditions:** Families of children with serious conditions requiring special care (e.g. diabetes) must provide a physician's treatment orders or other medical management plan for ODS. It must include regular daily orders and an emergency plan for situations in remote areas. A copy must be kept in the infirmary where it is accessible to ODS staff if the health officer is not available.

**YMCA Camp DeBoer offers programming to all students:** regardless of ability, and provided there are reasonable accommodations that address their needs, they will be under the care of the health officer, who is responsible for:

- Arranging care, including a dedicated caregiver to accompany students who require care.
- Regularly confirming that treatment orders are being followed.
- Ensuring that the student remains safe.
- Ensuring that epinephrine autoinjectors are brought for any student with severe allergies.

Dedicated caregivers must remain with the student during all activities. While it is our goal to make our programming accessible for all students, if a student is unable to participate in an activity, the caregiver is responsible for supervising the student. ODS staff can suggest alternate activities.

**Minor Injury or Illness:** If a minor injury or illness occurs on site, the health officer is responsible for treating and monitoring the situation. If a student cannot participate in programming, the health officer will arrange for their care and monitoring. If a minor injury or illness occurs in the field and the health officer is not available by walkie or phone, ODS staff will preliminarily treat and stabilize the situation. Upon returning to the infirmary, the health officer will be responsible for further treatment and monitoring.

**Medical Emergencies:** If a medical emergency occurs on site, the health officer is responsible for making decisions regarding medical services (e.g. ambulance, air transportation, etc.). If no members of the school group are adequately trained to stabilize the patient, ODS staff will stabilize the patient while the health officer determines the emergency plan. If an emergency occurs in the field and the health officer is not available by walkie or phone, ODS staff will preliminarily treat and stabilize the situation. The staff involved will relay all pertinent information to the health officer, and the health officer will determine the emergency plan.

**Emergency Transportation:** If a participant needs to be transported to a medical facility and emergency medical services are not used, the health officer is responsible for arranging transport. For this reason, we strongly suggest that each school keep a vehicle on site for the duration of the program. During the dry season, the risk of wildfire is elevated across Oregon. Schools attending ODS during those months must make accommodations for transporting all participants off site in the event of an evacuation. If you are unable to provide accommodation, please consult the Outdoor Education Director. A bus or other transport will be arranged as soon as possible.



**COVID, Lice, or Nits:** Participants with COVID, lice, or nits should not attend ODS. If a participant is found to have COVID, lice or nits, they will not be permitted to remain.

## Separate Appendices arriving by email:

- ☐ Cabin assignment forms
- ☐ Field Study group assignment forms
- ☐ Dietary Restrictions form
- ☐ Meet the staff