



Camp Fire

Camp Kirby



Outdoor
Education
2023-2024



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Dear Teachers and Chaperones,

Thank you for considering Camp Kirby for your school's Outdoor Education Experience!

The goal of this guide is to provide you with the needed information to prepare for a visit to Camp Kirby. Please take time to review this document so that you have an introduction on our program, expectations, policies, and procedures before attending Camp. We appreciate your time and energy, and understand that planning this experience for your students is a lot of work!

We are so excited to provide your students with a wonderful experience. Our desire is for student to leave with increased connection with nature, a renewed sense of community, and lifelong memories.

Please let us know if you have any questions, or if there is anything that we can help you with along the way!

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Timeline for Planning Your Camp Kirby Trip

As you start your planning process, you'll need to think about the following things:

- Approximate number of students and adults attending
- The goals you hope to accomplish during the trip, and activity requests
- Ideas or requests for evening programs
- Any special requests or considerations that your group might have
- Transportation plan

Within 30 Days of Requesting Dates on Camp Kirby Calendar:

- Complete booking process with Camp Kirby
 - Return completed [OE Program Agreement](#)
 - Pay 25% Usage Deposit

At Least Three Months Before Camp Kirby Trip:

- Pay remaining balance of usage fees.
- Send in Certificate of Insurance.
- Arrange transportation to/from Camp Kirby.

Two Months Before Your Camp Kirby Trip:

- Discuss choices for [classes and evening programs](#) with your planning team.
- Discuss program choices with Camp Kirby Program Manager.
- Meet with participating teachers, chaperones, and students about the Camp Kirby program.

One Month Before Your Camp Kirby Trip:

- Give [packing list](#) to student families.
- Make arrangements for arrival day sack lunches.
- Discuss goals and expectations with students and [chaperones](#).
- Make sure all [necessary student information](#) is acquired, including any dietary needs, health considerations, emergency contacts, etc.
- Make arrangements for your adult in charge of [first aid](#).

Two Weeks Before Your Camp Kirby Trip:

- Finalize number of students, teachers, and chaperones attending.
- Send [Dietary Needs](#) to Camp Kirby.
- Organize students into [learning groups](#) and confirm numbers with Program Manager.
- Organize students into [cabin groups](#) and confirm cabins with Program Manager.
- Distribute schedules to students including Kitchen Patrol (KP) schedule.
- Finalize all transportation arrangements.

Before You Leave School on Camp Kirby Arrival Day:

- Count students, staff, and chaperones.
- Ensure that you have printed copies of all needed [student/teacher/chaperone information](#).

Program Goals and Outcomes



About Camp Kirby

Camp Kirby encompasses 47 acres of forest, grassland, and beach and presents an amazing opportunity for unique and meaningful outdoor experiences. Our camp features 1.5 miles of beachfront along Padilla Bay, a beautiful forest filled with cedar, hemlock, and Douglas fir trees, an extensive trail system, as well as maritime wetlands and grasslands. Camp Kirby gives students a chance to be unplugged while at our technology-free camp.

Camp Fire Samish Mission Statement:

We inspire and empower all youth to discover their spark, connect with others, develop leadership skills, build character, and thrive in the natural world.

Outdoor Education Program Goals

- Develop knowledge and understanding of the natural world
- Inspire a connection to nature and the outdoors
- Encourage environmental stewardship
- Develop connections with peers
- Participate in social-emotional learning
- Experience the outdoors
- Build science literacy
- Develop Leadership skills
- Encourage community involvement

Place-based learning

Camp Kirby is in a wonderfully unique location and we like to use this to our advantage. From the living things and communities that make up our beaches, forests, and grasslands, to more specific lessons about the unique features at Camp Kirby, students will get to be a part of it all. We want to give students a chance to see the concepts they are learning about in action and interact directly with nature.

Connection with nature

From beaches and forests to meadows and wetlands, Camp Kirby presents an excellent opportunity for students to get outside and experience nature. Our programs are designed to allow students to explore and connect with the natural world on a personal level.



Hands-on Experiences

At Camp Kirby students can get involved in the natural processes they will be learning about. Lessons are designed to let them use their senses and create a meaningful connection to the natural world. Allowing students to get their hands dirty allows for a more memorable experience!



Team Building

Our lessons are meant to be collaborative and encourage students to create positive connections with their peers. The communal living style at our program helps encourage community building. We also incorporate various challenges and activities specifically designed to encourage students to work together. Community is vitally important at Camp Kirby, and our program is meant to give students a chance to build a stronger sense of community with their teachers and classmates.

Challenge by Choice

One key element of our philosophy at Camp Kirby is the “challenge by choice”. We motivate students to step out of their comfort zone and into their “growth and learning” zone. We recognize that these zones might be a little different for each student and try to encourage them to test their boundaries at their own pace. This creates a more positive learning environment and gives students a better sense of controlling their learning while making them feel more safe and secure.

Experience Overview

Pricing for the 2023/24 school year

- \$135/student for the 2-night 3-day program
 - 1 adult included for every 8 students
 - \$90/adult for additional adults

Capacity

Camp Kirby has the ability to serve groups of up to 100 students at a time, but keep in mind that some activities are only available to groups with less than 75 students. We are sometimes able to split larger school groups into two different experiences, as needed. We also can have a higher capacity for single-day trips that do not involve an overnight stay, but it may require teachers or chaperones to lead some activities. Smaller school groups may also be booked simultaneously with other small school groups depending on scheduling.

Arrival and Orientation

After arrival, buses should be unloaded and the belongings of the group should be temporarily placed on the lodge porch. After the buses are unloaded we will convene on the basketball court or in the lodge, depending on the weather. The Camp Kirby staff will then lead an orientation with the students, where we will go over rules and expectations with them. While this is happening there will also be a separate chaperone meeting, where we will go over expectations for the chaperones attending camp with the group. We can also modify the orientation or chaperone meeting to happen while eating lunch.

Lodging

Camp Kirby is equipped with many cabins. For most school groups we use our standard three double cabins and four single cabins. These cabins all have lighting and electricity, but some only have outlets in the adult or "counselor" section of the cabin. All of our camper cabins have a separate smaller room attached designed for the chaperones to sleep in. Each student will get their own upper or lower bunk in these cabins. The most common activity that happens in these cabins is sleeping, but occasionally during free time, there might be times for students to do quiet individual activities like reading or journaling in the cabin.

Journaling

In our standard program, we utilize a field guide and journaling to enhance students' experience. We have some set time built into the schedule each day to allow for students to journal, and learning stations each have a supplemental handout, worksheet, or reflection activity. You can also include journaling as a pre-camp activity in the classroom as you prepare students for their visit to Camp Kirby.

Learning Stations

On a 2-night stay, there are 6 hours of learning stations and activities that students will be completing in their learning groups. These can be the same as cabin groups, or they can be more mixed, as long as there are no more than six total groups of students. For groups larger than 90 students, we will modify the schedule and up the number of learning groups as needed. Learning stations are each an hour long and take place on the first and second day of the stay. All six activities can be focused on learning about the science at camp, or they can be a mix of outdoor education lessons and more traditional camp activities (such as archery and climbing wall). The purpose of the lessons will be to teach the students about the natural phenomena we see at Camp Kirby, while also encouraging them to have fun and make personal connections with the natural world.

Meals

At Camp Kirby we serve our meals family style. We also have Kitchen Patrol, or KP, before and after each meal. During KP we will assign one cabin group or learning group per meal to help with setting the tables before the meal, and one to clean up after a meal. KP meets in the lodge with their hands washed and ready to go 15 minutes before the meal is scheduled to be served. We serve dinner on the first day, breakfast, lunch, and dinner on the second day, and breakfast and lunch on the last day. In our standard schedule/program, students arrive with a sack lunch on the first day. We can accommodate many specific dietary needs, as long as we're informed in advance.

Evening Programming

After dinner we like to have an evening of fun, and we have several options for how we can do that. Evening activities start at 7 or 7:30 depending on the activity and timing with dinner and go until 8 or 8:30.

Free-time

Chaperones are responsible for students during free time, but there are many options for activities. such as:

- Lodge games
- Lawn games
- Basketball court/outdoor sports
- Beach or woods exploration - must be adult accompanied
- Circle games or field games
- Individual quiet activities or time for students to rest

2-Night 3-day Sample Schedule

Day 1

11:30 Arrive, unload buses, bathroom break
11:45 Orientation & Chaperone Meeting
12:00 Lunch (own sack lunches)
12:30 Move into cabins
1:00 Field Journal and Get into Learning Groups
1:30 Learning Station 1
2:30 Bio Break
2:45 Learning Station 2
3:45 Snack and Journaling (Skit Explanation if doing them Night #2)
4:15 Free time until dinner
5:15 Dinner KP to Lodge
5:30 Dinner
6:30 Prep for Evening Program
7:00 Evening Program (Campfire with songs, stories, and s'mores)
8:00 Return to Cabins

Day 2

8:15 Breakfast KP to Lodge
8:30 Breakfast
9:30 Learning Station 3
10:30 Bio Break
10:45 Learning Station 4
11:45 Lunch KP to Lodge
12:00 Lunch
12:45 Cabin Rest/Free Time
1:30 Learning station 5
2:30 Bio Break
2:45 Learning Station 6
3:45 Snack and Journaling
4:15 Free Time until dinner
5:15 Dinner KP to Lodge
5:30 Dinner
6:30 Prep for Evening Program
7:00 Evening Program (Cabin Group Skits)
8:00 Return to Cabins

Day 3

8:15 Breakfast KP to Lodge
8:30 Breakfast
9:15 Pack, clean cabin, bring stuff to lodge porch
10:00 All camp Reflection activity in the woods
10:45 Gather/Eat sack lunch
11:15 Restroom, Load buses
11:30 Goodbye!

Activities and learning station options

The standard 2-night 3-day schedule contains six different activities (learning stations). This is where you can customize your Camp Kirby Outdoor School experience. We have options for lessons that focus on environmental science, ecology, biology, and earth science, as well as options to do more traditional camp activities like archery, climbing wall, outdoor living skills, and arts & crafts. You also have a variety of options for your evening activities as well.

Learning Station Options



Forest ecosystems

Use the forest as a classroom as we focus on topics like invasive species, plant identification, ecological community interactions, wildlife behavior, and evolutionary biology.

Beach Ecosystems

For these lessons we take to the beach. Topics we can explore include tidepools, plankton, intertidal zones and disturbances, and mollusk identification!

Grassland ecosystems

In the grasslands and wetlands between our beaches and forest we have lessons for wildflower identification, bird identification, and pollinators!

Human Impacts

Camp Kirby boasts plenty of opportunities to learn about human impacts on local ecosystems. We have lessons about the impacts of litter and plastic on ocean life, an oil spill activity, and a lesson about succession after human-caused disturbances.



Water

Camp Kirby is surrounded by water and we like to use that to our advantage! We can explore topics like water filtration, water tables, the water cycle, and evaporation and condensation.

Earth Sciences

Camp Kirby is a great place to observe earth science phenomena! Observe landforms, learn about water erosion, and more!

Chemistry and Physics

We have a few activities designed to teach students about energy and chemical reactions. Students can participate in active lessons to learn about energy, or get to explore chemical reactions by creating some of their own.



Custom

We are also willing to come up with a specific curriculum to connect directly to what students are doing in your classroom.

Traditional Camp Activity Options

Outdoor Living Skills

Learn classic survival skills like fire building, shelter crafting, and orienteering.

Arts and Crafts

We have the supplies in The Studio to do some classic arts and crafts projects, such as shell candles, bead lizards, rock painting, and so much more. Let students' creativity shine!

Art and nature

Let your creativity shine using materials from nature! Connect some of the lessons being learned about nature at Camp Kirby with an outdoor art project.



Archery

Let students test out their archery skills at the Camp Kirby archery range with a certified instructor. Archery is limited to students in 4th grade and up. Groups of more than 75 students will need to modify the schedule to accommodate this activity.



Climbing Wall

Give students a chance to climb our 40ft rock wall. The view from the top is worth it! The Climbing Wall is limited to campers in 5th grade and up. Groups of more than 75 students will need to modify the schedule to accommodate this activity.

Team Building or Active Games

Give students a chance to run and play. Instructors will lead a variety of active field games or team building and challenge games for students. These activities can also be designed to relate to what students were learning in other learning stations.

Evening activity Options

Camp Fire

The Camp Kirby staff leads sit-down activities around a fire. These will usually include teaching camp songs, telling stories, and doing activities. S'mores are also an option during this activity.



Skits

This activity would be introduced during snack on day one so that students have time to come up with their skits before this activity on night two. Camp Kirby staff would kick the night off with a skit, and then emcee the evening. Skits can be performed in either learning groups or cabin groups.

All camp games - active

We can facilitate running games in the field such as "Everyone's It", "Ship to Shore", "Kitty Got a Corner", and more. This is a great way to use any leftover energy at the end of the day and gives students a chance to get active.

Challenge stations

Camp staff will lead different stations for groups to visit. These can be mini-lessons, challenge games, active games, and various activities. Each group would have a few minutes to complete each activity.

Dance party

Depending on the weather, we hook up a speaker and in the lodge or on the basketball court let the kids jam out to their favorite tunes!

Night Hike

We can take campers on a night hike around Camp, where they will use their five senses to learn more about Kirby and the nocturnal nature it boasts.

On-Site Considerations

Truddy System

At Camp Kirby we use the truddy system. In this system, students are required to have at least two other people with them when they need to separate from the main group. For instance, if they need to use the restroom or retrieve something from the cabin. This can be a group of three students, or two students with an adult.

Chaperones, Adult/Child Supervision, and Ratios

For any youth-serving groups, the groups and their participants have primary responsibility for all supervision of youth participants. Chaperones/Counselors should be at least 18 years of age, and at least two years older than the minors for whom they are responsible. Additionally, we advise that you annually conduct a criminal background check as well as a check of the National Sex Offender Public Website for all adults who will be working with youth. We also highly recommend that staff and chaperones should be advised or have training to minimize the potential for one-on-one camper/chaperone interactions, especially in places that are out of sight of other participants. It is always best to have two adults with a group of children.

Recommended ratios:

- 1 adult to 5 youth for ages 5 and younger
- 1 adult to 6 youth for ages 6-8 years old
- 1 adult to 8 youth for ages 9-14 years old
- 1 adult to 10 youth for ages 15-18 years old

INFORMATION TO HAVE ON SITE

In accordance with American Camp Association standards, we advise all groups to gather the following information and have it on-site during your stay at Camp Kirby for all participants:

- Names and addresses
- Emergency contact names and numbers
- Basic health information including allergies and reactions, health conditions requiring care/treatment, restrictions to activities or accommodations needed while the person is at camp.
- Physician's name and phone number
- For minors without parents on site, birthdate and signed permission to seek emergency treatment or a signed religious waiver.

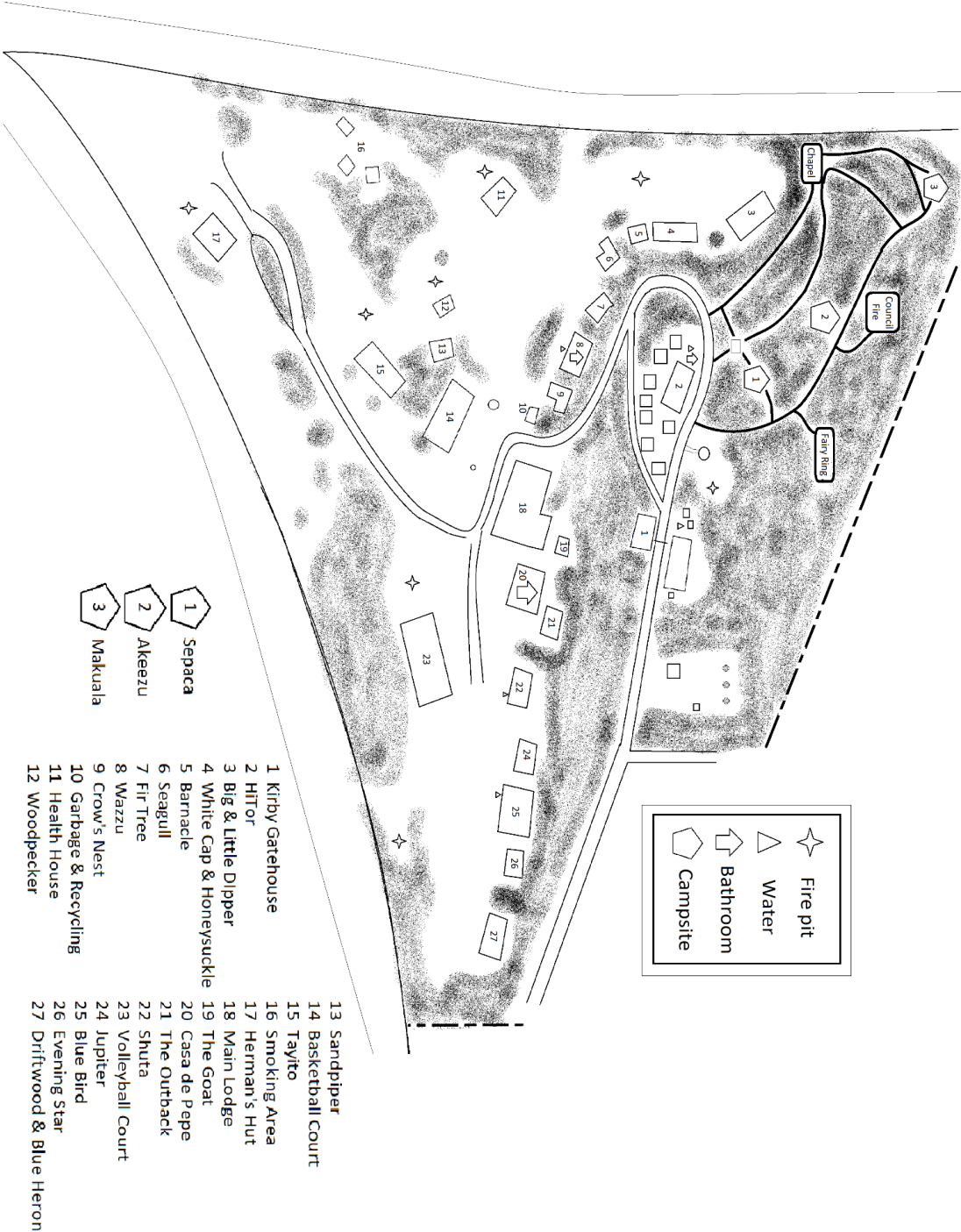
Health Care and First Aid

Groups are responsible for providing:

- A fully stocked first aid kit with appropriate supplies.
- At least one designated healthcare provider for your event. This should be a physician, nurse, or adult who holds current age-appropriate First Aid and CPR/AED certification.
- Transportation for non-life-threatening emergencies. EMS is available for emergency transportation on Samish Island.

Groups are advised to store and lock all medication (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them.

Map and building descriptions



CABINS FOR CAMP KIRBY STAFF

- #15 Halcyon: Two bedrooms (sleeps 6 each), two bathrooms, kitchen, living room, and electricity. **Heated**
- #17 Herman's Hut: Sleeps 8 (mattresses on the floor/cots), has electricity, bathroom, and kitchen. **Heated**
- #12 Woodpecker: Sleeps 2, has bathroom and electricity.

CABINS FOR TEACHERS

- #11 Health House: Sleeps 6, has two bedrooms (One sleeps 4 and one sleeps 2), bathroom, kitchen, and electricity.
- #13 Sandpiper: Sleeps 4, has bathroom and electricity.

CABINS FOR STUDENTS AND CHAPERONES

- #3 Big Dipper & Little Dipper: Connected cabins, sleeps 22; 8-10 students on each side and 2 chaperones in the center counselor quarter.
- #4 White Cap & Honeysuckle: Connected cabins, sleeps 27; Up to 12 on each side and 3 chaperones in the center counselor quarter.
- #6 Sea Gull: Sleeps 9, 8 students and 1 chaperone in the counselor quarter.
- #7 Fir Tree: Sleeps 9, 8 students and 1 chaperone in the counselor quarter.
- #24 Jupiter: Sleeps 10, 8 students and 2 chaperones in the counselor quarter.
- #26 Evening Star: Sleeps 10, 8 students and 2 chaperones in the counselor quarter.
- #27 Driftwood & Blue Heron: Connected cabins, sleeps 26; Up to 12 on each side and 2 chaperones in the center counselor quarter.

Meals At Camp Kirby

Our standard 2-night stay includes six meals and two afternoon snacks. For lunch on the first day, students should be bringing a sack lunch to eat when they arrive. Meals are served in the lodge and served at the tables family style. We have the students help with KP (kitchen patrol) before and after meals, led by Kirby staff.

Meals

Food service will be provided for dinner on the first day, all three meals on the second day, and breakfast and lunch on the third day. Lunch on day three will be served as a sack lunch that can either be eaten at Camp or taken with you.

Seating and Family style meals

Our tables at Camp Kirby seat 10 people, and ideally you seat at least two adults at each table. Seating can be assigned by cabin, or another method if you would like. Our meals are served family style, where bowls and trays of the food for the meals are brought to the table. Cold food is pre-placed by KP, and the hot food is gathered by the adults once the meal begins. We almost always have seconds available for everything in the kitchen, and an adult can bring your serving bowl/tray up for more!

KP

Before and after each meal a cabin group or learning group should be assigned to complete KP for the meal. The group doing KP should be in the lodge 15 minutes before the meal they are assigned to with their hands washed and ready to set some tables. A member of the Camp Kirby program staff will lead the group through KP.

Before the meal

- Wipe down tables and benches
- Set the tables with 10 place settings
- Place all the cold prep food on the tables
- Ensure a scrape bucket is at each table

After the meal

- Take scraped, dirty dishes to the dishpit window
- Dump dirty silverware into the silverware bucket
- Empty scrape buckets into the trash
- Empty liquid pitchers into the liquid bucket
- Take leftovers from the tables to the kitchen window
- Wipe down tables and benches
- Sweep under tables

Special Dietary Considerations

Camp Kirby will do our best to ensure we meet the dietary needs of every student. Every meal we serve will have alternate options for any dietary needs that we know of in your group (vegan, vegetarian, gluten free, specific food allergies, etc). Please make sure to fill out a special dietary needs sheet for all the group members that have special considerations (don't forget about teachers and chaperones). We also provide a few alternate options for individuals who don't want to eat the main dish (at breakfast we offer a yogurt/cereal bar, and at lunch and dinner we have a salad bar available).

Beginning and End of meals

We start the meal with kitchen announcements to inform everyone of what is being served, as well as any announcements about dietary accommodations. We end the meal with announcements about what is happening after the meal and scraping dishes, so it is a good idea to keep students at the table until after scraping dishes.

Scraping Dishes

At the foot of each table, there should be a scrape bucket with a rubber spatula. After end of meal announcements we will scrape dishes by passing all used plates, cups, bowls, silverware etc. to the foot of the table where any leftover food will be scraped into the scrape bucket, any leftover liquid should be poured into the water pitcher, silverware should be separated and scraped plates, empty cups and other dishes should be stacked at the foot of the table. Any leftovers from the meal should be passed to the head of the table so it can be taken back to the kitchen.

Lunch On the Final Day

After our final reflection activity we will have a sack lunch available for students to grab. Groups may stay on site to eat, or they can take it with them, it is up to the discretion of the group. KP does not happen for this meal. If sack lunches are eaten at the tables in the lodge, then we do ask that you clean up any messes before you depart.

CAMP KIRBY OUTDOOR SCHOOL SAMPLE MENU

Sample Menu – Meals at Camp Kirby are served Family Style, which means that a serving bowl of each component is brought to each table. We also serve everything separately (example, on spaghetti night the noodles, meatballs, and red sauce are all in separate containers). Menus are subject to change based on ingredient availability.

We also make sure to have options for any specialty dietary needs listed on your *Special Dietary Needs Sheet* (vegetarian, vegan, gluten free, etc).

Alternative options are available for those who may not like the main dish (yogurt and cereal at breakfast, salad bar at lunch and dinner).

DAY 1

	Lunch	Dinner	Snack
	Bring own sack lunches	-Tacos (tortillas, taco beef, cheese, salsa, sour cream, olives, onion, tomatoes, etc) -Tortilla chips -Beans -Fruit -Cooked vegetable (ex: corn) -Condiments -Milk and water -dessert (ex: ice cream bar) Salad bar available	Apple slices and goldfish (we usually have a few options out for snack)

DAY 2

Breakfast	Lunch	Dinner	Snack
-French Toast -Sausage links -Scrambled eggs -Fruit -Butter, syrup, ketchup -Cereal/Yogurt Bar -Juice, milk, and water	-Chicken burgers (chicken patty, cheese, bun, veggies and condiments) -Chips -Macaroni or potato salad -Fruit -Cold vegetable sticks -Condiments -Milk, lemonade, and water Salad bar available	-Baked Potato (with various toppings) -Chili -Cooked vegetable (ex: broccoli) -Fruit -Condiments -Milk and water -dessert (ex: ice cream bar) Salad bar available	String cheese and pretzels

DAY 3

Breakfast	Lunch		
-Breakfast burritos (tortillas, scrambled eggs, cheese, ground sausage, other toppings/condiments) -Breakfast potatoes -Fruit -Cereal/Yogurt Bar -Juice, milk, and water	-Sandwich Bar (bread, lunch meat, cheese, lettuce, tomato, onion) -Soup (Chicken noodle and Tomato) -Chips -Cold vegetable sticks -Fruit -Lemonade and water Could also be done as a sack lunch to go		

CAMP KIRBY OUTDOOR SCHOOL PACKING LIST

All Students will need the following items

- Sleeping bag and pillow
- Water Bottle
- Toiletries (Toothbrush, Toothpaste, etc)
- Sunscreen and Chapstick
- Insect Repellent
- Flashlight with batteries
- 3 outfits (Socks, Underwear, shirts, pants). Note - Long pants are required for some activities.
- Sweatshirt (even during a warm week, nights can get chilly)
- Warm jacket
- Warm sleepwear
- Two pairs of sturdy shoes for playing, running, and hiking
 - At least one pair must be closed-toe
 - Sandals MUST have a heel strap (no flipflops)

Optional or Suggested Items

- Sunglasses and/or hat
- Extra blanket
- Rain gear (jacket, boots, etc)
- Bedtime books and/or stuffed animals for sleeping
- Journal and pen/pencil

DO NOT BRING TO CAMP

The following items are not allowed at camp. These items, if found, will be taken and held until students leave Camp. Some items, such as weapons or drugs, will result in the camper being sent home immediately.

ALL electronics including: Cell phones, music players, video games, tablets, laptops, smart watches, video cameras, and e-readers.

Firearms, Fireworks, or Weapons (including pocket knives)

Alcohol, Drugs, or Tobacco

Pets/animals

Please do not bring or send any snack food, gum, or candy to camp. Camp provides plenty of snacks, and food is not allowed in our sleeping cabins.

Camp Kirby Orientation, Welcome, and Rules

Attention Getter: "1 2 3 Eyes on Me" "1 2 Eyes on You"

Explain that at Camp Kirby all campers will be expected to:

- Be safe
- Follow the rules
- Be respectful

Camp Kirby's Rules for Staying Safe:

- At Camp we use the buddy system at all times.
- Camp is on a septic system, and toilets must be treated with care.
- All food needs to stay in the lodge, and not in the cabins.
- When on the beach or in the woods, campers must be accompanied by an adult
- There are certain areas at Camp that we do not walk in or climb on (septic areas, etc.). We'll point these out on our tour.
- For safety, we only run when on grass. Inside buildings and on gravel (like the hill) we walk.
- Respect yourself, others, and Camp Kirby (discuss examples of each)
 - Respect yourself - Ex: Challenge by Choice (discuss this during welcome)
 - Respect others - Ex: listening when others are speaking
 - Respect Camp Kirby - Ex: No graffiti in the cabin

Anytime you hear the bell, it's time to start a new activity!

Chaperone/Teacher Information

School Responsibilities:

- Ensure that all teachers and chaperones are aware of their responsibilities outlined and the Standards and Rules Governing the Use of Camp Kirby.
- Make sure no alcohol, non-prescription drugs, controlled substances, tobacco or weapons are allowed on camp property.
- Ensuring there are adult chaperones that are responsible for supervising the groups' behavior during lessons, mealtimes, and bedtimes at a 1:8 ratio (one adult to every 8 students). Chaperones are especially important during down time. At least one chaperone is required to accompany each group during rotations.
- Student Behavior: We expect all participants to respect camp buildings and grounds, staff and other participants. Students and chaperones should know and understand the rules and their responsibilities while at camp.
- Schools are fully responsible for their student's actions. Camp Staff reserves the right to ask any student to leave a class, scheduled activity, or camp property. Chaperones will need to take charge of any student dismissed from any activity.
- First aid staff, equipment, and emergency transportation.
- Distribution of any medications needed by students.
- Transportation to and from camp for all participants and equipment.
- Camp must be sufficiently cleaned after your stay. Staff will assist the group with the delegation of duties and the distribution of the appropriate supplies.

Chaperone Responsibilities:

- Supervising the groups' behavior during lessons, freetime, mealtimes, bedtimes, and overnight. Chaperones are especially important during down time. At least one chaperone is required to accompany each group during rotations.
- Student Behavior Management: We expect all participants to respect camp buildings and grounds, staff and other participants. Students and chaperones should know and understand the rules and their responsibilities while at camp.
- Other duties as assigned by the school.

Camp Kirby Responsibilities:

- Outdoor education teaching staff
- Evening program staff
- Full food service
- Lodging
- Final deep cleaning of all common spaces and cabins.

Adult Chaperone Responsibilities:

General Information

To ensure safety, students must be supervised at all times. Students are to be supervised as they travel to and from buildings, during all activities, during meal times and free times, and any time they are in the cabins. One of the most important times of supervision is during quiet hours (9:00pm – 7:00am.). Chaperones need to supervise each student to and from the use of the restrooms. Students may use the buddy system to retrieve items or use the bathroom, but may not use the buddy system to “hang out” without a chaperone.

Expectations During Activities

Before each activity begins, please introduce yourself to the instructor leading the activity. They will let you know what expectations they will have of you as chaperones during that activity time. Please make our instructors aware of any special needs students in your group before the activity begins. Assistance and involvement with behavior management, discipline, and supervision during activities is appreciated. Behavior challenges are the responsibility of chaperones, and we ask that you take the initiative to deal with these matters promptly and respectfully. Activities are taught in all types of weather. Please have yourself and students prepared. As a chaperone, please be aware of how the students in your group are dressed before each class. A good portion of each activity will be spent outside, so layers and appropriate outerwear are vital.

Number of Chaperones Required Per Activity

Please contact your group’s lead coordinator to determine which activities you will be assigned to as a chaperone. Though we only require one chaperone for most activities, more are welcome.

Role Modeling

We also ask that each chaperone model their school’s expectations as well as the Camp Kirby rules and expectations.

Examples include:

- Being positive and encouraging student participation. We expect all participants to respect camp buildings and grounds, staff, and other participants. Students and chaperones should know and understand the rules at camp.
- Limiting cell phone use
- Common areas, camp grounds, and cabins must be cleaned before you leave. There are cleaning lists in each cabin.

If you have any questions in regards to any of our policies you are encouraged to approach your school’s coordinator or Camp Kirby’s Program Manager.

Parking And Directions to Camp

CAMP TRAFFIC CONTROL

All vehicles must use the designated route to Camp via Marshall Road, following the road signs to Camp Kirby. Upon arrival, all vehicles entering camp property must reduce speed to 5 mph and stop at the gate. Unless you have a designated person from your group directing traffic, the gate must be closed behind each car. This is for your protection, and to keep unregistered guests off of camp property. At the first sign the driver must stop and honk their horn to signal people and other cars before descending. Drivers must stop and honk at the bottom of the hill before ascending. It is recommended that drivers lower their car windows so that they can hear others' honks. Cars coming down the hill have the right of way. **There is not room for 2-way traffic on the hill road.** The speed limit of 5 mph must be maintained throughout camp property. If you will be arriving via bus, we will ask that the bus driver exits the vehicle and does a visual inspection of the road before descending. Large charter buses will need to unload participants at the top of the hill. Site managers will assist in luggage transport down the hill.

PARKING

We have plenty of room for parking at Camp Kirby, but it can be a tight squeeze! Encouraging participants to carpool as much as possible is greatly appreciated. While there is no designated parking place at Camp, there are a few areas that must remain free of cars. Any trails in camp shall remain free of vehicles. Additionally, the grassy secondary road on the hill near the Cascadia treehouse unit must remain clear in case of emergency.

Directions to Camp Kirby:

COMING FROM THE NORTH:

- I-5 South to Bow Hill Road, Exit 236. Turn right on Bow Hill.
- Follow this road several miles through the towns of Bow and Edison.
- The road turns south and becomes Farm to Market Road.
- Just south of Edison, on the right, is a power substation and state liquor store. Turn right at next road (Bayview-Edison Road)
- Continue for several miles, crossing the Samish River and going through a long "ess" curve. As you come out of the curve there is a road heading south toward Bayview. Don't turn, but proceed to the west (the road will now be called Samish Island Road)
- Follow this road onto Samish Island - proceed to *** below

COMING FROM THE SOUTH:

- I-5 North to Cook Road, Exit 232. Turn left on Cook Road.
- Right on SR-11 (Chuckanut Drive)
- Left on Allen West Road
- Right on Farm to Market Road
- Left on D'Arcy Road
- Right on Bayview-Edison Road
- Left on Samish Island Road
- Follow this road onto Samish Island. Proceed to *** below

***** ONCE ON SAMISH ISLAND:**

- You will see the Samish Island Garden Club sign and bulletin board.
- Continue on Samish Island Road until you reach a stop sign at the junction with Halloran Road (to the right).
- Turn left at the stop sign - you will still be on Samish Island Road
- Turn right at the next stop sign (Wharf Street)
- Go one block and turn left on Marshall Road
- Follow Marshall until it dead ends at Samish Point Road.
- Turn left on Samish Point Road, go about 2 blocks. The road turns left; the Camp Kirby gate is on your right.

Emergency Procedures

Camp Kirby's address is 4734 Samish Point Rd. Bow, WA 98232.

Accident or Illness

1. The injured or ill participant should be cared for by your designated First Aider.
2. Depending on the severity of the injury, 911 should be called. Response time for the volunteer fire department and EMS on the island is about 5 minutes.
3. If emergency services are called, please notify the Camp Director/Site Manager at (360) 255-7765 so that they can make arrangements to meet the first responders and provide assistance.
4. Inform the Camp Director/Site Manager of all accidents or illnesses prior to your departure from camp. An Incident Report form (located in this packet) may need to be completed for more serious accidents or injuries.

Fire

1. **Call 911 and notify them of the fire emergency. Also notify the Camp Director/Site Manager at (360) 255-7765 so that they can make arrangements to meet the first responders and provide assistance.**
2. Sound the **Airhorn**, which is located in the main lodge.
3. Gather all of your participants quickly.
4. If you are up the hill, meet in **the field between the climbing tower and the archery range.**
5. If you are down the hill, meet on the basketball court. If the **basketball court** is not deemed a safe place to meet, the **west beach** will be the secondary meeting place.
6. If you are unable to physically get to one of these assigned places, travel off the property and contact someone at camp to let them know where to find you.
7. Assign someone at each spot to check-in participants. **Everyone MUST be accounted for.**
8. Small fires can be extinguished with fire extinguishers located in each building, garden hoses, or buckets of water located near fire pits.
9. All fires, outside of firepits, whether extinguished or not, must be reported to the Camp Director/Site Manager.

Severe Weather and Other Natural Disasters

1. The Camp Director/Site Manager will issue a watch for lightning, tornadoes, tsunamis, etc. a. If an earthquake occurs, follow fire procedures after evacuating all buildings. b. If lightning strikes, make sure everyone in the woods or the water returns to main camp and get everyone inside and dry.

Missing Person

1. Once you notice a participant is missing, have other participants search the nearby area.
2. Once five minutes has passed, the Person in Charge of your groups should be alerted to conduct a full-camp search. The airhorn can be blown to gather all camp participants.
3. Follow fire procedures steps 2-7.
4. If the camper has still not been found, notify the Camp Director/Site Managers to assist in the search
5. When the Person in Charge deems it appropriate (30 minutes max), the police should be called in to help with the search until the camper is found.

Intruder

1. Try to identify if the intruder is violent or posing a threat. If they are, remove all participants from the immediate area. Then call 911 to report the situation and then report to the Camp Director/Site Manager.
2. If you feel safe doing so, politely ask that person to explain their presence. You can direct them to check-in at the Gate House if they are not affiliated with your group. It is not uncommon for curious beach walkers to make their way onto Camp Kirby's property. Most are very understanding when asked to leave.

Active Threat

Most of our emergency procedures involve bringing everyone in Camp into one place to count heads. In the unlikely event of an armed intruder in Camp, bringing everyone into one place would actually make things worse. In this instance, we will initiate the Scatter Procedure. The Scatter Procedure is about damage reduction. In an active threat situation, people will likely be injured, and unfortunately die. The Scatter Procedure is designed to reduce those injuries and deaths.

The Scatter Procedure involves three options: Run, Hide, or Fight – in that order of priority.

- Run – This is the first choice. Gather as many campers as you can, and run away from the threat. In this situation it is ok to break standard rules, and to leave camp's property. If you're on the water in a boat, point that boat away from Camp. Staying as safe as possible, get off the Camp property and to a neighbor's residence. Call 911 and report your location, along with the number of campers you have with you, any other information the authorities ask for, and follow the authorities' instructions.

- Hide – If running is not an option, gather as many campers as you can and try to hide. Where you hide will depend on the number of campers you have with you and your location in Camp. In this situation it is ok to hide in areas that campers are not typically allowed (under Bluebird lodge, buildings within the Bermuda Triangle, etc). Barricade doors and windows with anything that you can. For example, if you're in the main lodge, you can block windows and doors with tables. Stay quiet.
- Fight – If the threatening person is right in front of you, and running or hiding is not an option, your only option is to fight. This is your last option, and your instincts would likely take over in this scenario. Look for items around you that could be used as a weapon. Throw things, kick, tackle, etc.

As law enforcement arrives - Understand that law enforcement's first priority will be to neutralize the active threat. This means that they will not stop to tend to injured people, or assist any of us, until the attacker is stopped. Stay hidden until you are directed by law enforcement to do otherwise. Move slowly, keep your hands visible, and follow directions. Remain calm and quiet so that everyone can hear instructions.

Incident Report Form

Camp Fire Samish - Incident Report Form

This form must be delivered to Camp Fire Samish or Camp Kirby Management or mailed to 1321 King Street #3 Bellingham, WA 98229 on the 1st business day after the incident

Where did the incident occur: _____ Date of Incident: _____ Time: _____

Address (if not Camp Kirby): _____ City: _____ State: _____ Zip: _____

Phone (_____) _____ - _____ Email: _____

Type of incident (circle) : accident | injury | illness | death | behavioral | other (please specify) _____

Will CPS be called? (circle) Yes | No If CPS must be contacted, see the CPS Reporting Form.

What information will need to be provided on a call to CPS?

1. The name, address and age of the child and parents, stepparents, guardians, or other parents caring for the child.
2. Is the mother or father of American Indian/Alaskan Native Ancestry?
3. The nature and extent of the alleged child abuse, neglect, or sexual abuse, including the nature and extent of any alleged injury or injuries and previous injuries.
4. Any other information that may be helpful in establishing the cause of the child's death, injury or injuries and the identity of the alleged perpetrator or perpetrators.

Affected Person's Name: _____ Age: _____ Phone: (_____) _____ - _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian Name(s) (if affected person is child): _____

Address (if different from child's) : _____ City: _____ State: _____ Zip: _____

Phone (_____) _____ - _____ Alternate Phone (_____) _____ - _____

Witnesses / Others Affected: (please attach a separate sheet of names, addresses, phone #'s, email if necessary)

Name: _____ Phone: (_____) _____ - _____ Email: _____

Name: _____ Phone: (_____) _____ - _____ Email: _____

Description of Incident: (describe location, activity, and step by step sequence of events. Include a separate sheet with diagram if needed)

Did the incident result in an injury or illness requiring first aid medical attention? (circle) YES | NO

(if YES, please complete medical attention detail section on back)

If NO, what action was taken: _____

Did the incident result in any property damage: (circle) YES | NO

(if YES, please complete property damage detail section on back)

Was any equipment involved in the incident? (circle) YES | NO If YES, what? _____

What (if any) unsafe conditions/behavior contributed to the incident: _____

Which Emergency Procedures followed in responding to this incident?

Apply First Aid/Call Emergency Medical Services/Both (please circle one)

Report to office: YES | NO Who reported: _____ To whom: _____ When: _____

Contact parent/guardian: YES | NO Who contacted: _____ When: _____ How: _____

If deemed necessary, secured scene for safety and further investigation

Other: _____

Cabin Assignments

Big & Little Dipper

Counselor section

- 1.
- 2.

Big Dipper

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Little Dipper

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Whitecap/Honeysuckle

Counselor section

- 1.
- 2.

Whitecap

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Honeysuckle

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Fir tree

Counselor section

- 1.

Main Cabin

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Seagull

Counselor section

- 1.

Main Cabin

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Jupiter

Counselor Section

- 1.
- 2.

Main Cabin.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Evening Star

Counselor Section

- 1.
- 2.

Main Cabin

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Driftwood/Blue

Heron

Counselor Section

- 1.
- 2.

Driftwood

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

10.

11.

12.

Blue Heron

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Learning Group Assignments

This is how the students will be organized when they are doing the learning stations. There can be up to 6 groups, with the maximum number of students per group being about 16, but the recommended number being 8 to 12 students. They can stay in their cabin groups for these learning groups, or you can mix them up

Learning group 1

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.

Learning group 3

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.

Learning group 5

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.

Learning group 2

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.

Learning group 4

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.

Learning group 6

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.