

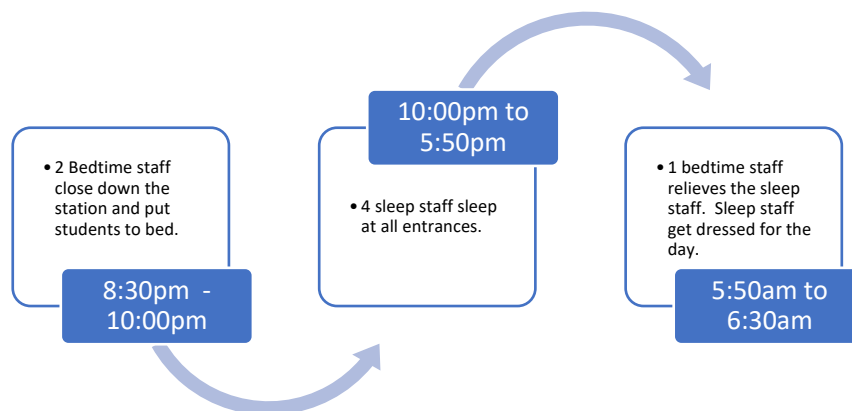
## PROGRAM PROTOCOLS: BEDTIME

Quiet hours start at 9:00. Students are in bed by 9:00 (or adjusted based on timing), having had 20 minutes to prepare for bed by setting out their cot, sleeping bag, and pillow; brushing teeth; showering; and changing into pajamas.

### Roles

Student safety during sleeping hours requires the most critical care and attention. Supervision will be provided during the nighttime hours with the following staff roles:

- Bedtime Staff
  - Consists of a Lead Staff (AIPM) and a Support Staff (Team Leads)
  - Responsible for closing the field station and getting the students to bed.
  
- Sleep Staff
  - 4 are required every night and remain on campus from bedtime to wake up. Sleep staff are at the entry and exit points of the field station to provide security of students during the nighttime hours. See *“Field Station Map for Sleep Staff.”* The numbered circles indicate where the sleep staff cots are stationed.



## **Bedtime Lead (AIPM)**

### *Prep*

- Assess conditions. If there is a threat of west winds, use the “West Winds Protocol”. Communicate with students and staff that they should place their cot under a roof. Students can use the patio, garage, office.
  
- By 8:25pm
  - Lead Staff is in place with headlamp.
  - Ensures the Supporting staff is also present and ready.
  - Lead Staff will:
    - Cue start of Bedtime using “Bedtime” playlist on iPod.
    - Ensure safety polices are followed.
    - Have the “Late/ Tardy Clipboard” and will record anyone who is late getting into their cots on the tardy clipboard.
    - Ensure all cots and sleeping bags are out.
    - Monitor shower use is under 5 minutes per student. See the shower procedure posted inside the shower.
    - Monitor toothbrush station is being kept clean and limited water is used.

### *Activity*

- At 8:40pm
  - Check in on progress of the Supporting Staff.
- At 8:57pm, or 3 minutes until lights out play Play the last song “Lullaby – Jack Johnson.”
  - Walk around and encourage students to get in their cots.
- At 9pm
  - QUIET HOURS BEGIN.
  - STUDENTS ARE IN BED.
  - Make sure that students are in their cot at the end of the last song. Record anyone who is late getting into their cots on the tardy clipboard.
  - Reading and writing with a dim light is acceptable until lights out
  - Continue to conduct student checks until confident students are settled into their cots.
- AT 9:15PM
  - LIGHTS ARE OUT.

### *End*

- At 10pm
  - Before leaving the field station, count all students. Communicate this to the lead staff of the Sleep Staff team.
  - Ensure Sleep Staff are properly placed in the 4 designated locations. (SEE MAP)
- 5:50am (the next day)
  - Get up before alarm just in case it doesn’t work.
  - Collect cones from the end of the street and place them to the side of the street.

## Bedtime Support (Team Leads)

### Prep

- By 8:25pm
  - Supporting Staff is in place with headlamp. Check in with Bedtime Lead.

### Activity

- By 8:30pm
  - Supporting Staff will ensure the field station is ready for the next day.
    - Put any remaining supplies away. This includes putting any personal items left out into the lost and found.
    - If the clothesline is overfilled and clothes are dry, notify students you will put items in lost and found by the end of the night.
    - Set out cones at the end of the road.
    - Turn off all lights, fans, and the power box (except papito)
    - Sweep of all items and put into the lost and found area.
    - Close all doors around the station.
    - Lights off in all rooms.
    - Turn off power boxes.
    - Fans off in all rooms (except for the fan for the modem and router in the computer room).
    - Close the doors.
    - Close the garage
      - Shut off light.
      - Make sure any cots that aren't used are properly stored.
  - Ensure that the team is ready for wake up the next morning.
    - Set up music and alarm.
    - Set up iPod for wake-up call on the "Wake Up" playlist. Be cognizant of time changes
- At 8:45pm
  - Check in with Lead Staff.
- At 8:50pm, or 10 minutes before Bedtime,
  - Close the field station.
- At 8:57pm, or 3 minutes until lights the last song "Lullaby – Jack Johnson" is played.
  - Close the dorms and shut off indoor and outdoor lights
  - Walk around and encourage students to get in their cots.
- At 9pm
  - QUIET HOURS BEGIN.
  - STUDENTS ARE IN BED.
- At 9:15PM
  - LIGHTS ARE OUT.
  - Continue to conduct student checks until confident students are settled into their cots.

*End*

- At 10pm
  - o Check out with the Lead Staff.