

## RESIDENT ADVISOR PROTOCOLS

### Roles, Tools, and Process

RA will oversee the program from sleep prep to bedtime.

#### Tools

#### Documents & Location

Document	Location

### Process

This role is only required during the Residential portion of the program and would begin at Bed Prep and end at the end of Breakfast.

### How to facilitate community building / announcements

See Program Curriculum

### How to implement Sleep Prep & Bedtime

#### Goal

Students get the sleep they need to rest and recuperate from each day.

Quiet hours start at 9:00pm. Students are in bed by 9:00 (or adjusted based on timing), with 30 minutes to prepare for bed, brushing teeth; showering; and changing into pajamas.

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:

- Resident Advisors are responsible for getting the students to bed, and are required every night and remain on campus from bedtime to wake up.

#### Growth Mindset & Bedtime/ Sleep Prep

This is led by the PM Leads on the first night of bedtime with students. The “Activity Lead” will give the introduction with support from the “Activity Support”.

- Growth Mindset Tools:
  - Tomorrow we will spend time talking about what it means to have a growth mindset and tools you can use to support a growth mindset.
  - One tool that can help us have a growth mindset is: Quality sleep.
- Science of Sleep
  - Why is sleep important:

- During teenage years your brain and body are undergoing significant development and much of that happens while you sleep.
    - While you sleep your immune system is hard at work and your body is repairing muscles and tissue.
    - When we have quality sleep we have better: attention spans, memory recall, ability to think critically, and we are more creative.
    - Good sleep can create better emotional well-being and better decision making. It can help prevent things like irritability, anxiety, and depression.
  - How much sleep:
    - Teens need 8-10 hours of sleep per night to maintain physical health, mental well-being, and academic performance.
- Sleep during the program
  - Giving your body time to rest and recuperate is important.
  - Quiet hours at the field station begin at 9:00PM.
  - Each morning, we wake up early, we need to be in bed by 9pm each night to get the recommended 9 hours of sleep.
  - Because we are a family, living in a community setting, each of us will need to adjust our regular routine to fit with the routine of the field station.
    - That can feel hard at first because we all have different sleep schedules but remember one of our community agreements is Be Respectful. We want to be sure we are being respectful of other people's ability to get good sleep.
    - If you find you have trouble falling asleep so early, try laying quietly in your cot, looking up at the stars, listening to the water lapping at the shore, and taking deep, slow breaths.
    - Try closing your eyes, lying comfortably, and relaxing one part of your body after another starting at your head all the way down to your feet.
    - Try counting down from 100.
- Review expectations of Sleep Prep
  - At 8:30pm we will start the Sleep Prep Playlist.
  - You will have 30 minutes to prepare for bed. During this time, you will need to:
    - Change into your sleep clothes.
    - Brush your teeth/wash your face/take a shower/any other nighttime routines you wish to observe.
    - Get your bed ready. Keep this to one person to a bed.
  - You must be in your bed by 9PM.
    - Lullaby by Jack Johnson will be the final song played; you need to be in your cot by the end of that song.
    - Anyone late to bed will be recorded on the tardy clipboard.
- Review expectations of Bedtime.
  - You may read or write quietly with a dim light until lights out at 9:15PM.
  - You need to remain in your room until you hear the wake-up music in the morning.

- If you have an emergency and need to talk to an adult there will be an adult sleeping on each floor.
- Stay in your own room.
- We need to trust you to meet these expectations.
- Show students:
  - Teeth brushing area.
  - Where designated sleeping areas for staff are.

### Process

#### Prep

Activity Lead:

#### Activity

By 8:25pm

- Activity Lead and Activity Support in place and ready.
- Activity Lead
  - Cue start of Bedtime using “Bedtime” playlist on iPod.
  - Have the “Late/ Tardy Clipboard” and will record anyone who is late getting into their cots on the tardy clipboard.
- Activity Support
  - Monitor shared bathrooms, they should be kept clean and tidy.
  - Turn off all lights.
  - Sweep of all items and put into the lost and found area.

At 8:50pm, or 10 minutes before Bedtime,

- Activity Lead
  - Encourage students to go to their room.
- Activity Support
  - Close the dorms and shut off indoor and outdoor lights.
  - Walk around and encourage students to get in their cots.

At 8:57pm, or 3 minutes until lights out, the last song will play “Lullaby – Jack Johnson.”

At 9pm, QUIET HOURS Begin and Students are in Bed!

- Activity Lead
  - Make sure that students are in their room at the end of the last song.
  - Record anyone who is late is noted 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 bed
- Activity Support
  - 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.
- Support with ensuring students are settled.

AT 9:15pm, LIGHTS ARE OUT.

- Activity Lead and Support
  - Continue to conduct student checks until confident students are settled into bed.

**End**

At 10pm

- Activity Lead
  - Before leaving the field station, count all students.
  - Ensure Sleep Staff are properly placed in the designated locations.

### **How to implement wake-up and breakfast**

Set alarms the night before

- 7am Ensure all students are awake. Play wake-up music when possible.
- 8am Ensure all students are ready to walk to breakfast
- 8:15am Facilitate breakfast at the cafeteria
- 8:45am Wrap up breakfast
- 9:00am Meet the team at the “Garden of the Sky.”