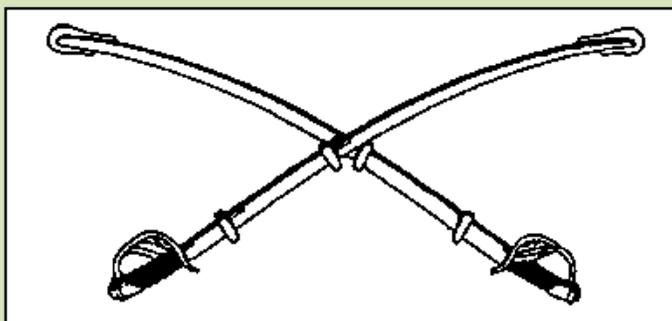




# FORT TEJON

## STATE HISTORIC PARK



# The Day Program

## *Teacher and Parent Handbook*

CALIFORNIA STATE PARKS

Latest Revision: 2017

# Chapter 1

## Introduction

### Purpose

The Day Program Teacher and Parent Handbook is designed to aide teachers, parent's chaperones, and organizers of educational institutions in planning, preparing, executing, and concluding a Day Program at Fort Tejon State Historic Park.

### The Day Program

Welcome to the Fort Tejon Day Program. The Day Program, as the name implies, is developed for schools that cannot accomplish an overnight experience for children. It also allows the participants to experience the park in the course of their normal school day without impacting people's personal lives during after school hours. The Day Program is an Environmental Studies Program, the little sister to the National Park Service's Environmental Living Program or ELP.

During this program, students learn about the history of Fort Tejon, are issued wool army jackets, march, raise the Garrison flag, participate in 3-4 stations, eat lunch, and observe the cannon firing demonstration. Depending on allowable time at the Fort, teachers and Park Staff will choose 3-4 stations out of the 6 station options.

Because we have adult chaperones helping at each station, we are able to provide a cost effective program rich with hands on activities. This book is a valuable training resource for you and the parent chaperones. Planning a field trip like this may seem a bit daunting, but take heart, read on and have fun with it all. It will work out fine, and the students will love it and want to come back for an overnight program, which is called The Student Living History Program (SLHP).

The Day Program Teacher and Parent Handbook is roughly divided into two sections. The first section provides the teacher with contact, application and planning preparation information in Chapters 1-4. The second section, outlined in Chapters 5-9, contains information on running the program while here at Fort Tejon. Please read the whole Day Program Teacher and Parent Handbook and become very familiar with its contents. Feel free to call us here at the Fort with any questions.

**Note:** This Day Program Handbook is new. All previous literature is reflected in our overnight "**Student Living History Program Teacher and Parent Handbook**", which is available at our web page at [www.parks.ca.gov/FortTejonSHP](http://www.parks.ca.gov/FortTejonSHP) . Fort Tejon historical information, additional optional student activities, and reference materials are also available for your use in a separate book called the "**Teacher Resource Book**".

During the Day Program, school children go back in time to 1856 as a Dragoon Soldier and participate in activities of the past in order to "live history." By acting like a soldier from the past and doing the things these characters would have done, children become more acutely aware of the historic environment as well as their own. School children are introduced to Fort Tejon as "New Recruits" in the U.S. Army. The emphasis of the program is on self-learning, working together as a team, and active participation. Students learn that the characters in history books are people just like them, and they can gain a personal relationship to history. The Day Program is an experience that the students will remember throughout their lives.

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## Chapter 2 Contact Information

### General

Fort Tejon State Historic Park is one of 280 California State Park units. It is a State of California government agency administered by the Resources Agency, Department of Parks and Recreation. Fort Tejon State Historic Park is one of five California State Parks in Kern County. Fort Tejon State Historic Park is not associated with The Tejon Ranch Corporation.

#### Mailing Address:

Fort Tejon State Historic Park  
Post Office Box 895  
Lebec, California 93243-0895  
661-248-6692, Fax 661-248-8373

#### Physical Address:

Fort Tejon State Historic Park  
4201 Fort Tejon Road  
Lebec, California 93243  
661-248-6692, Fax 661-248-8373

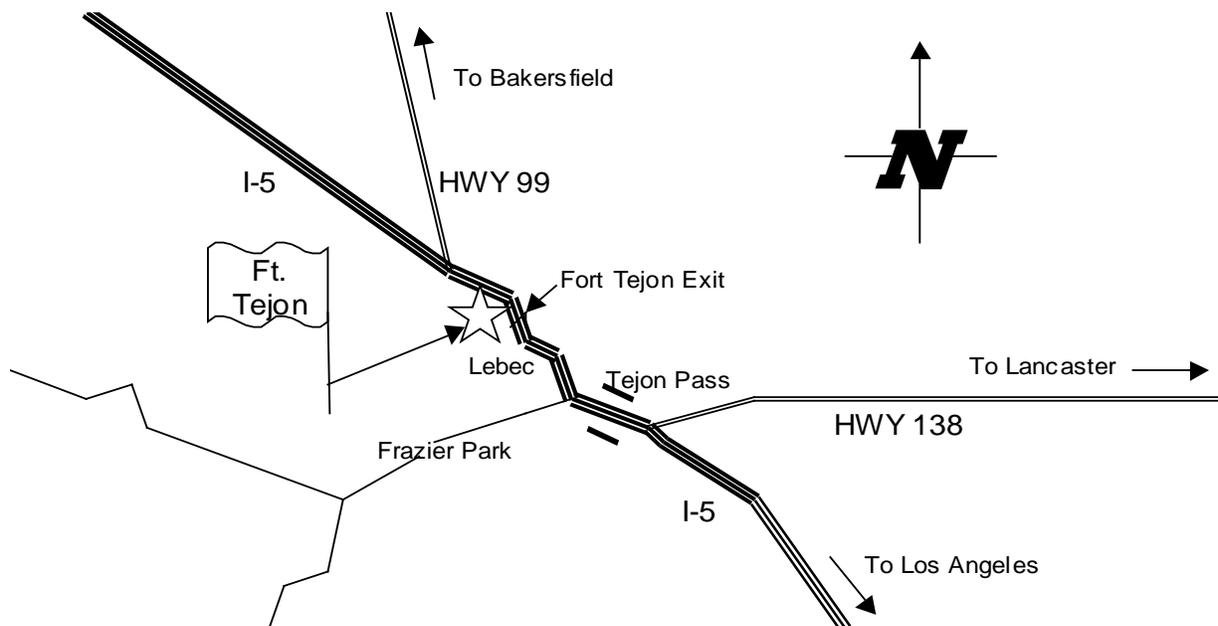
Web Page: [www.parks.ca.gov/FortTejonSHP](http://www.parks.ca.gov/FortTejonSHP) for additional contact information.

Day Programs at Fort Tejon State Historic Park is led by the State Park Interpreter I who is stationed at the park unit.

Fort Tejon State Historic Park's State Park Interpreter I for 2016-2017 school year:  
John Clagett, Voice: 661-248-7001, Fax: 661-248-8373, Email: [john.clagett@parks.gov.ca](mailto:john.clagett@parks.gov.ca)

### Physical Location

Fort Tejon State Historic Park is located on Interstate 5; at the Fort Tejon Exit. The Park is located on the west side of the Freeway. The closest cross street is Digier Road. Fort Tejon State Historic Park is 4 miles Northwest of Lebec and 5 miles Southeast of the Grapevine. The park is approximately 75 miles Northwest of downtown Los Angeles and approximately 40 miles Southeast of Bakersfield.



## Emergency Information

For any Fire, Medical or Law Enforcement Emergency, Dial 911.

### Responding Emergency Agencies:

If there is a medical or fire emergency during the day while staff is present, contact the Fort staff first and also call 911. If there is a medical or fire emergency when there is no staff present, dial 911.

For non-emergency medical assistance, the closest medical facility is at Mercy Southwest Hospital. The hospital is located 36 miles north of Fort Tejon State Historic Park in Bakersfield, about a 45-minute drive.

Mercy Southwest Hospital 661-663-6000 (24 hours)  
2215 Truxtun Ave  
Bakersfield, CA 93301

If there is a law enforcement emergency when there is no staff present, dial 911. The Kern County Sheriff's Department and/or the California Highway Patrol will respond. Ensure that when calling for help during an emergency, you let the operator know what the emergency is and where you are, state the following location:

*Fort Tejon State Historic Park on Tejon Rd. and Interstate 5, in Lebec, Kern Co.*

### Fire Emergency

Make sure all children are safely away from the Fort buildings and under the supervision of adults. All persons should rally or meet and remain at the Park Office. Once you have assembled students and adults at the Park Office, make sure that you conduct a "roll call" and account for everyone or note those that are missing. Let Park Staff and/or responding emergency agencies know who is not accounted for.

Fire extinguishers are located in all rooms of the Fort buildings.

### Emergency Contact

If an emergency occurs at home and a student, parent or teacher must be contacted at Fort Tejon, first call Fort Tejon at 661-248-6692. If there is no answer, callers should contact the California State Parks Dispatch Center at 951-443-2969 and explain the nature of their emergency. California States Parks may dispatch an off-duty Park Ranger or other park employee to the Fort to contact the individual.

## Chapter 3

### Application Process

#### Dates

Day Programs can be scheduled anytime and for any audience depending on staff availability. Please provide two weeks' notice to plan your group tour. If spring is when you visit, then we will usually schedule the trip on Monday, Tuesday, Thursday, or Friday from March until early June. Generally, the curriculum is geared toward 4<sup>th</sup>, 5<sup>th</sup>, and 8<sup>th</sup> grade United States and California History. Home school groups are welcome as well as other grade students. This year we are accepting Adult and Family trips.

Reservation Forms for the Fort Tejon Day Programs on our web page are mailed out in fall; however, we continue to send out Reservation Forms upon request as space in the program allows. Provide us with your contact information so we may add you to our mailing list. All applicants are accepted on a first come, first served basis, according to space available. The earlier your application is returned to us, the more choices you will have on desired dates you would like to come. You will receive notification of your acceptance into the program when we receive your deposit check and Reservation Form. A \$50 deposit is required. By January our calendar is usually full. Please feel free to call anytime and ask about your application's status or dates available.

#### Reservations

The following guidelines have been established for the fort's reservation system. It is our intention to make the programs available to as many school children as possible.

To take part, teachers must fill out the following program Reservation Form. Teachers should ask to be placed on the email list. Reservations for Fort Tejon's Programs are handled here in our office. Mail program reservation forms to:

*STUDENT LIVING HISTORY PROGRAM*

Fort Tejon State Historic Park

Post Office Box 895

Lebec, California 93343-0895

Phone: 661-248-7001 or Fax 661-248-8373 E-mail: [john.clagett@parks.ca.gov](mailto:john.clagett@parks.ca.gov)

#### Payment

Each class must include a \$50.00 deposit to reserve a date. Checks should be made payable to California State Parks. In the event that the State Parks cancels your reservation, a full refund will be made to your organization. Your deposit will **not** be held over to the next year.



# FORT TEJON STATE HISTORIC PARK DAY PROGRAM Program Reservation Form

Name of School or Group: \_\_\_\_\_

Proposed Date of Visit: \_\_\_\_\_

Address: \_\_\_\_\_

1<sup>st</sup> Alternate Date: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Estimated Time of Arrival: \_\_\_\_\_

Teacher Attending Trip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Age/Grade of Children: \_\_\_\_\_

Home Phone: \_\_\_\_\_

No. of Children: \_\_\_\_\_ Adults: \_\_\_\_\_

Arriving by Auto:  Bus:

The following are fees for Fort Tejon's Student Living History Day Program:

Children:	\$ 20.00 / person
Parents & Adult Assistants:	\$ 10.00/ person
Teachers:	Free

Please submit this reservation form to Fort Tejon State Historic Park. The form must be signed by the principal or person in charge of your school or organization where students attend. California State Parks reserve the right to cancel the SLHP when necessary. If California State Parks must cancel your program, your deposit will be refunded. Your reservation in the program is confirmed when we receive your deposit. Please enclose your \$50.00 non-refundable deposit payable to **California State Parks**. Deposits will be credited to your school's balance.

*Minimum attendance is 20 students and maximum attendance is 40 students for the Student Living History Program (DAY).*

*A minimum of 6 adults and 1 teacher per program must be present during the entire program.*

### CERTIFICATION

The above-described visit is an official school outing or field trip and will be under the direction of school personnel.

Signed: \_\_\_\_\_

Principal or Director of school

Send to:

### STUDENT LIVING HISTORY PROGRAM

Fort Tejon State Historic Park  
Post Office Box 895/ 4201 Fort Tejon Rd.  
Lebec, California 93243-0895  
[john.clagett@parks.ca.gov](mailto:john.clagett@parks.ca.gov)  
661-248-7001

### FOR PARK USE ONLY

[ ] We are pleased to confirm your participation for Date: \_\_\_\_\_ Time: \_\_\_\_\_

[ ] We regret that the time you requested for a group visit is not available (Alternate date available): \_\_\_\_\_

Comments:

### Capacity and Class Size

Reservations will be granted for one program with a minimum of 20 (twenty) and not more than 40 (forty) students. Smaller groups are accepted if fees for 20 are paid. Teachers who team-teach or have multiple classes may have to split their class into groups of 20-40 students. Schools may have multiple trips, but include an application for each trip. Parent Chaperons are limited to a maximum of 12.

### Teacher Leadership

On the Reservation Form, please include the name and contact information for the teacher attending the trip and the trip coordinator if a different person. There must be a teacher on site for the program.

### Teacher & Parent Workshop (Optional)

Teachers and Parents may take advantage of the onsite training for our overnight program. That training covers five living history stations, logistics, and duties. State Park Staff and Volunteers provide parent volunteers training in how to set-up, run and clean up each station. This training is very helpful, but not required.

Pre-Program Training Workshops on the first Saturday of March, April or May each year are available to Day Program Parents and Teachers. For the overnight Student Living History Program, the training is mandatory.

### Cancellations

If you decide to cancel your participation, please let us know as soon as possible. If for any reason you cancel your Fort Tejon SLHP, you will forfeit your \$50.00 program deposit. In the event that we cancel your program, and arrangements for rescheduling cannot be made, we will refund your deposit in full.

Please let us know if you have any questions and concerns, or circumstances which we should know about; i.e., you team teach, you live in snow country, etc. We welcome communication and look forward to working with you.

## Chapter 4 Teacher Planning

### General

We hope that you use the following sections to help you develop your programs. Below are two options developed to fit the school's schedule to allow students to return to school before the end of the day. Start times and end times can be adjusted.

### Station Options

#### 3 Station Option (45 minutes)

9:15 -9:30 Arrive, Use Latrines (restrooms)  
9:30-10:30 Group Intro. Talk, March, Raise Flag, and Army Jackets Issued  
10:30-11:15 Rotation  
11:15 -12:00 Rotation  
12:00 -12:45 Lunch  
12:45-1:30 Rotation  
1:30-2:00 Cannon Drill  
2:00-2:30 Group Pictures, Return Army Jackets, and Depart

#### 4 Station Option (30 minutes)

9:30-9:45 Arrive, Use Latrines  
9:45-10:30 Group Intro. Talk, March, and Army Jackets Issued (45 min.)  
10:30-11:00 Rotation  
11:00 -11:30 Rotation  
11:30 12:15 Lunch (45 min.)  
12:15-12:45 Rotation  
12:45-1:30 Rotation  
1:30-2:45 Cannon Drill and Group Pictures (45 min.)  
2:45-3:00 Depart

### Student and Parent Assignments

Please assign your students to their Squads prior to arrival at Fort Tejon State Historic Park. They should make up 3-4 squads depending on the program selected, group size, and time. Since the groups should be roughly equal in size, please spread them out evenly. Some words of caution: don't let all of your most difficult kids go into one squad together.

### Roll of Parent Chaperones

The on-site responsibilities include supervising students, assisting at the stations, lunch duty, and cannon demonstration. Park Staff will lead groups of students through the 45 minute stations, 3-4 times total. Parents rotate with the squads and assist at the different stations as they rotate through. Read this handbook and the selected station handouts. These are available online. Attending training is recommended.

- Assist at the stations.
- Supervise children.
- Help with lunch duty or haul buckets of water for making lemonade & washing dishes.
- Adults are needed to help fire the cannon.
- Other duties as needed.

Make sure that the parents who sign-up know what they are getting into and that they will have an important job. Parents cannot expect to "do their own thing" while they are here on-site. They will be with the students constantly and are responsible for the supervision and health & welfare of the students in their charge.

If you can't find enough parents to help out, you may need to consider selecting an easier station or activity like the Scavenger Hunt. Trying to handle all of the kids, projects and activities without enough help can be a very difficult.

You will need parent volunteers at Fort Tejon to help with the living history demonstration stations. Choices are: Adobe Brick Pit, Officer's Quarters Kitchen, Laundry/Candle Making, Carpenter's Shop, Blacksmith's Shop, and Scavenger Hunt.

#### Living History Demonstration Stations – Required Adult Staffing

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Station	Parent Staffing	
	Minimum	Suggested
1. Adobe Brick Pit	1	2
2. Officer's Quarter Kitchen	1	2
3. Laundry/Candle Making	1	2
4. Carpenter's Shop	1	2
5. Blacksmith's Shop	1	1
6. Scavenger Hunt	1	1
Total	6	10

One word of caution: there can be too many parents on-site with the kids. We have found that if the ratio of kids to parents is 2 to 1 or even 1 to 1, the students focus more on the adults than on their own independent learning experience. If you are lucky enough to have a whole classroom of parents that want to get involved, it can be difficult to turn parents down. Try to keep only 1 to 4 parents with each station depending on group size and activities. This year we have a limit of 12 adult chaperons. You can always blame it on us!

## Chapter 5 On-Site Planning

### Arrival On-Site/Unloading-Loading

Cars or busses are to unload and load students and lunches from the front parking lot along interstate 5. It is a short walk to get to the lunch area where you may store lunches. Busses can park in front lot or in our group camp ground. To get to the Campground, access the Paved Park Service Road. (See Map on Page 11)

When you and your class arrive, Park Staff will greet the students and give instructions. We will welcome the new Army Recruits to 1856 and stop at the Latrine (restroom) on the way into the park.

## Vehicle Parking

Teachers, parents and other volunteers may park in only two areas at Fort Tejon. They are the front Visitor Parking Lot or the dirt Campground Parking Area. Please do not park your vehicle anywhere else.

NEVER BLOCK ACCESS ROADS, GATES OR TRAILS  
WITH PEOPLE OR VEHICLES!

Do not park or unload your vehicle on roads at any time. The only authorized places to park your vehicle are in the Visitor Parking Lot at the front of the park or in the Campground Parking Lot.

## Storage

There is limited storage space for your class and personal items. Extra items you bring for the living history stations may be unloaded and kept at the station you are working at or carried with you.

Ensure that any modern gear and supplies that you are using in and around the living history stations are hidden or covered up. This may be as simple as throwing a towel or blanket over the offending article.

## Rotation of Squads

The Demonstration Stations are set up on a rotational schedule. Each squad will rotate from station to station during their program. Squads will rotate in a "Round Robin" fashion. Time at each station will depend on the number of students in each squad and the time allowed for your program.

Remember that the Laundry and Candle Making Stations are combined as one stop on each squad's rotation. The squad will split up, half to Candle Making and half to Laundry. It is the responsibility of the adults at the Laundry and Candle Making Station to switch the two groups so that the entire squad is able to work at the Laundry and Candle Making Stations.

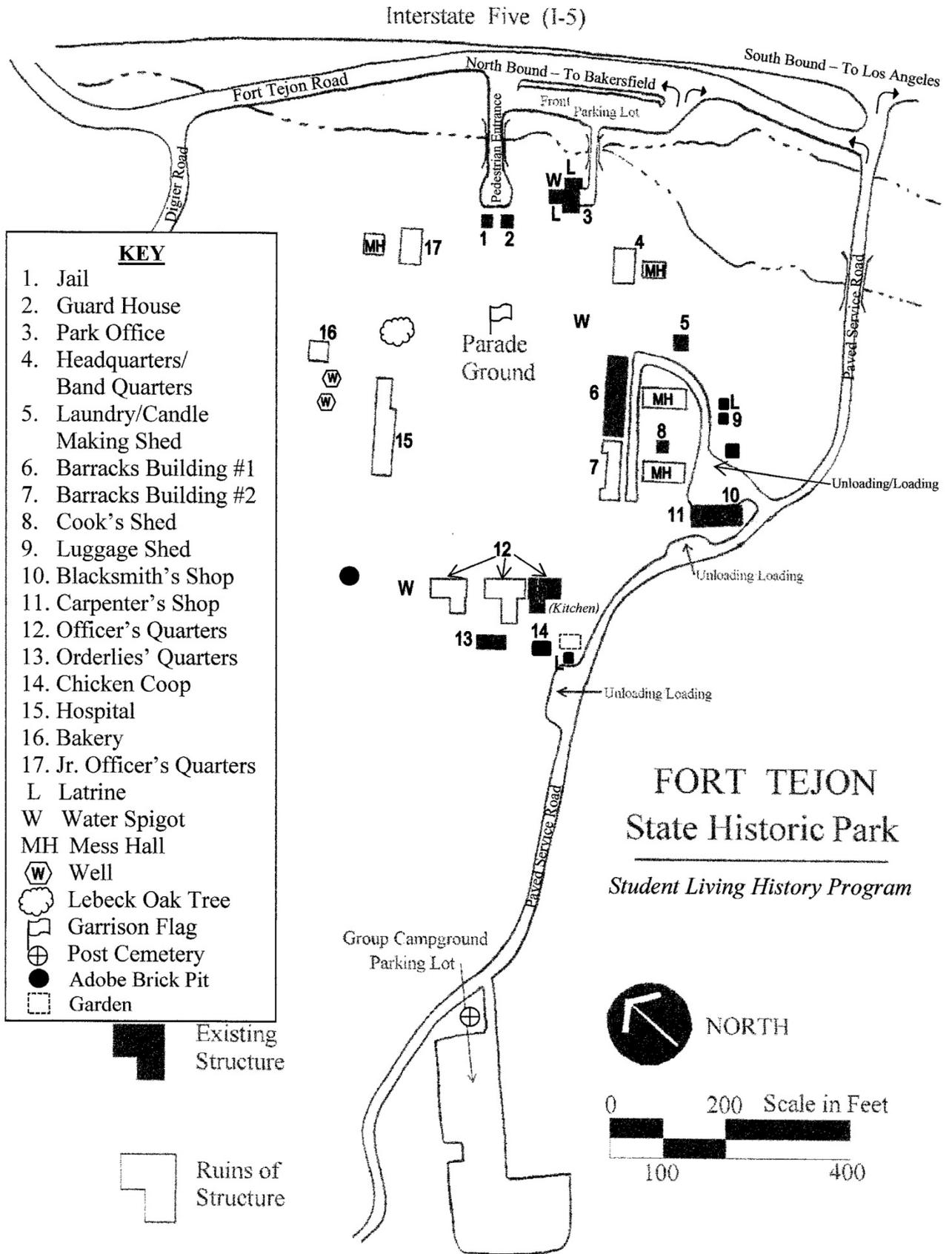
Park Staff will provide the squads and adults with a signal so that they know when to rotate to the next station by firing one round of blank ammunition from the musketoon rifle, creating a loud boom that can be readily heard throughout the park as the signal for squads to rotate.

Teachers should not schedule themselves to be with a particular squad or station all day long. You will need to be able to float from squad to squad, station to station, helping where needed.

## Food

a. Lunch: You are responsible for bringing sack lunches for your class.

b. Butter & Bread: (Only if participating at the Officer's Quarters Kitchen station.) The program provides you with Heavy Whipping Cream, butter churn, and loaves of "Shepherd's Bread". Butter is a fun and traditional activity and churned at the Officer's Quarters Kitchen. Each squad/student will have a chance to churn and taste the butter they have made.



## Chapter 6

### Clean-Up & Safety

#### General

This is one place where the help of the parents is very important. The kids are supposed to do as much of the work as is possible, but the parents are vital for quality control and keeping the kids on-task. Please impress on students and parents alike just how important this is.

Clean-up tasks are shared by all. Each squad should be responsible for cleaning and putting away the tools or materials used at a station, where applicable.

#### Damaged Items

Things wear out and break. We understand that with fair wear and use the items here at Fort Tejon will wear out and break. However, your class is responsible for any broken items or tools due to neglect or misuse. Please let Park Staff know if anything has been broken, so it can be replaced before the next group arrives.

#### Safety

a. Fires: Use only the outdoor fire pits at the fort to make outdoor fires. The fire should be no larger than is necessary for cooking and heating. Children are naturally attracted to fires; do not let them play around the fires. We do not let students near any fire unsupervised. They can fetch wood, but only the adults may put the wood on the fire. Do not let the children play with the candles and lanterns. When working around an open hearth, especially in the Officer's Quarters Kitchen, ensure that skirts do not brush across hot coals or flames, this is true for both outdoor fire pits.

b. Hatchet: A hatchet is made for chopping or splitting kindling wood and should be used for that purpose only, do not use it as a hammer. Before using such a tool, it should be checked carefully to be sure that the head of the tool is securely fastened to the handle and that the handle is firm and sound with no cracks or splits. Hatchets are provided at the Cook's Shed, Laundry/Candle Making Shed, and Officer's Quarters Kitchen. Only adults will use a hatchet.

c. Knives: Many sharp knives are provided at the Cook's Shed and Officer's Quarters Kitchen for food preparation. Supervision is required when students are using these knives. Knives will be sharpened by adults only.

d. Carpentry Tools: There are many sharp tools and pounding tools provided at the Carpenter's Shop for use at that station, such as planers, saws, hammers, etc.. Adult supervision is MANDATORY when students are using or are around these tools.

e. Hot Metal: Heavy gloves are provided at all stations where there is fire that requires lifting/moving hot metal equipment, including the Blacksmith's Shop. The Blacksmith will supervise students when working around hot metal and restrict access to the forge area. Only adults will lift/move hot equipment.

f. Environmental: Many wild animals live in and around the park. Keep in mind; all animals, and historic and natural features in the park are protected. When temperatures are warm, rattlesnakes are moving about. If one is encountered, stay away from it and make sure an adult is advised. Advise others to stay away from that area until the snake moves away. Be aware of ants, lizards, deer, and other critters...do not let the students play with or chase them. Slow down and pay attention while walking on the grounds at Fort Tejon.

**Please remember, SAFETY is the number one priority at Fort Tejon.  
The only measure of success is that all students and adults  
end the day safely without injuries.**

## Chapter 7

### What to Bring to Fort Tejon

It is recommended to bring a minimum of personal gear—you don't need much.

#### Students

1. Closed toes shoes and long pants.
2. Sack Lunch
5. Pencil & Journal
6. Headgear: Broad brimmed felt or straw hats are highly recommended.
8. Warm jacket or sweater.

#### Teachers and Adults

1. Bring the same items as identified for the students above. In addition to the cold and possibly wet conditions here, it can get quite warm during the day with strong sunlight. It cannot be stressed enough to wear a brimmed hat or bonnet and apply sun screen to exposed skin for those working outdoors.
2. You must provide your own First Aid Kits for all participants in your class.
3. Journals: As an optional class project, have each student make a small blank journal so that they can write down their impressions and make sketches of the Fort during their visit. **NOTE:** We now offer a 15 page Fort Tejon kids Activity Book with a new and improved Scavenger Hunt. It contains a crossword puzzle, word search, fun maze, coloring pages, historical information, and a page for writing & drawing. It is theirs to work on during their visit or take back to the classroom for a post trip activity. The students can write their names in their book and keep it for a nice memory of their experience at Ft. Tejon.
4. Electronic Devices: It is strongly recommended that students do not bring cell phones. If necessary to bring a cell phone, we suggest teachers keep them. If students are to have them, keep them turned OFF and stowed with their personal

gear. We want the students to live 1856, and of course, phones and such were not invented at that time. Parents should set a good example and not use phones during the program, unless out of view of students. Designate one adult to take photos during the program to capture your visit. We will make time at the conclusion of the program to take group photos.

## Chapter 8 Period Attire

As new Recruits in the Army, students are issued wool Army Jackets regardless of their gender. They will look the part if they have light colored blue jeans as well. Adults are encouraged to dress in period attire appropriate for their assigned duty station. We have adult size wool Army Jackets available for those portraying a Dragoon soldier. Suggested civilian attire for men include blue jeans, vest, cotton button down shirt, boots, brimmed hat. Women may wear a long dress or skirt, blouse, apron, bonnet or straw hat.

## Chapter 9 Conclusion and Acknowledgements

We hope this Day Program Teacher and Parent Handbook was useful and helpful to you. We look forward to seeing you at your scheduled program date. Feel free to contact us at any time if you have any questions or concerns.

We wish to thank all of our wonderful teachers, parent chaperones, and volunteers for your participation and for making the Student Living History Programs here at Fort Tejon possible and such a huge success! Your dedication and hard work are greatly appreciated and truly beneficial to all the students who participate in this once in a lifetime special historical educational event.

### Original SLHP Teacher and Parent Handbook Developed and Prepared By:

Sean T. Malis, former State Park Interpreter I  
Fort Tejon State Historic Park

### 2017 Day Program Teacher and Parent Handbook By:

John Claggett, State Park Interpreter I  
Tammy Zimmerman, Senior Park Aide  
Fort Tejon State Historic Park

***REMEMBER:*** Please visit our web page for additional optional activities, reference materials, and Fort Tejon historical information for teachers in the “**Teacher Resource Book**”, go to [www.parks.ca.gov/FortTejonSHP](http://www.parks.ca.gov/FortTejonSHP) .

### Teacher Resource Book Contents

Pre-Site Research and Activities	Other Activities	Recommended Reading
Curriculum Activities	Culminating Celebration Ideas	Fort Tejon Glossary
Role Play Suggestions	Games, Songs, Skits	
“At the Fort” Activities	Commonly Asked Ft. Tejon Questions	
Creative Writing Projects	Fort Tejon Structures and History	
Formal Writing Activities	Sample Army Passes	
Report or Art Projects	Army Haversack Pattern	