



State of California • Natural Resources Agency

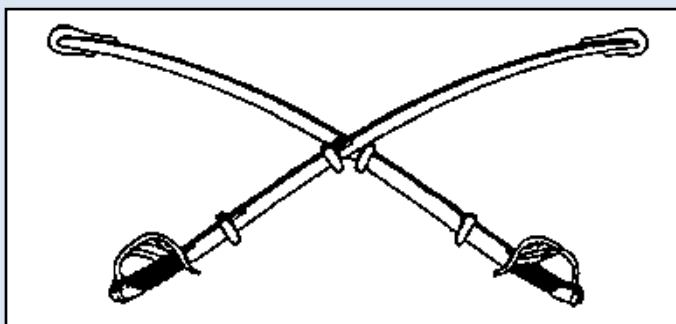
DEPARTMENT OF PARKS AND RECREATION

Edmund G. Brown Jr., Governor

Lisa Ann L. Mangat, Director

FORT TEJON

STATE HISTORIC PARK



The Student Living History Program

Teacher and Parent Handbook

CALIFORNIA STATE PARKS

Latest Revision: 2017

Chapter 1

Introduction

Purpose

This Teacher and Parent Handbook is designed to aide teachers, parent chaperones, and organizers of educational institutions in planning, preparing, executing and concluding participation in the Student Living History Program (SLHP) at Fort Tejon State Historic Park.

The Fort Tejon Student Living History Program

Welcome to the Fort Tejon Student Living History Program! The first thing we would like to say is that it is you, the teachers and parents, make the SLHP work. Your enthusiasm, creative interest, and pre-site planning will help fuel the students' interest and give them the unforgettable learning experience that the Fort Tejon SLHP can provide. The parents lead 5 stations, support meals, and cleanup after the program. Because of your hard work, 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 big 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!

The 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 to 4. The second section, outlined in Chapters 5-7 contains information on running the program while here at Fort Tejon, as well as cleaning activities. Please read the whole 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 Handbook has undergone revision. All previous additional optional activities, reference materials, and Fort Tejon historical information for teachers, is now available for your use in a separate book called the "Teacher Resource Book". See our web page at www.parks.ca.gov/FortTejonSHP.

"Student Living History Program," as the name implies, is an actual living, overnight experience for children that takes place at any, cultural, historic, prehistoric, or natural site where the interaction and interdependency of people and their environment are represented. It relies heavily on pre-site explorations and preparations, role-playing, and problem solving. This program was developed from the National Park Service's Environmental Living Program or ELP.

During the SLHP, school children take on the characters of a Dragoon Soldier and activities of the past in order to "live history." By acting like a soldier from the past and doing the things that character 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 and upon successful completion of the program, are promoted to rank of "Private" before they leave. The emphasis of the program is on self-learning, working together as a team, and active participation.

Through this experience children become aware of, and curious about, the physical, natural, and historic aspects of the park site, as well as their relationship to the site and its history. By role playing and hands-on historical activities, kids learn that the characters in history books are people just like them, and they can gain a personal relationship to history. The SLHP is an experience that the kids will remember throughout their lives.

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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 for additional contact information.

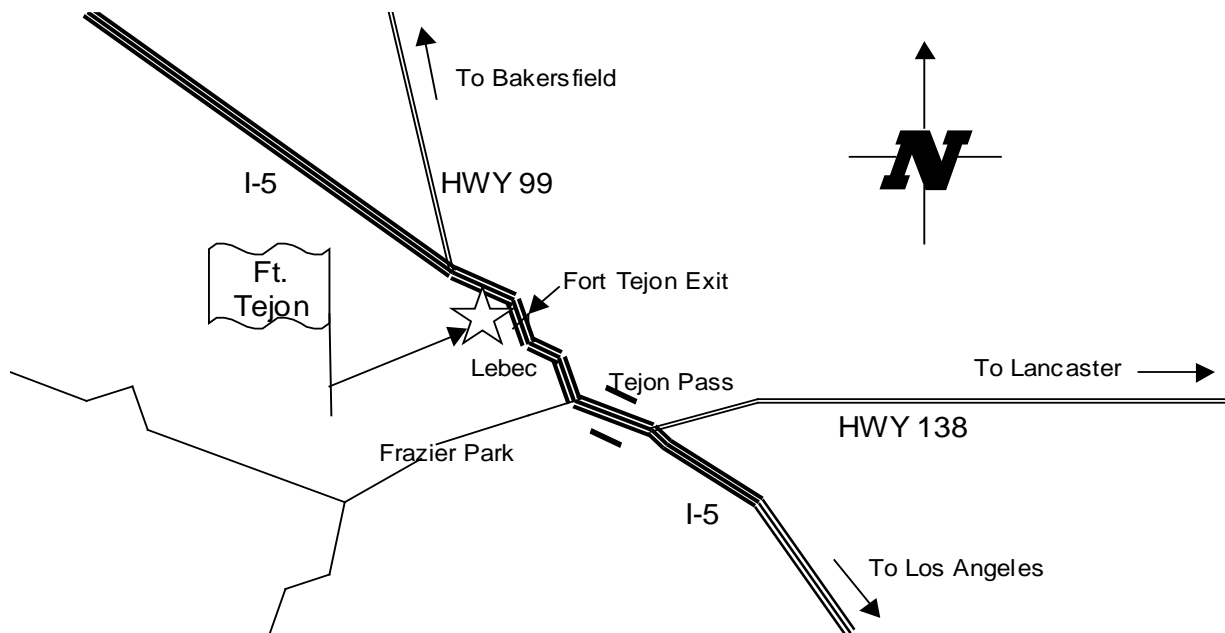
The Student Living History Program at Fort Tejon State Historic Park is led by the State Park Interpreter I who is stationed at the park unit.

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

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 that you are at *Fort Tejon State Historic Park*.

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

The Fort Tejon SLHP takes place on Monday-Tuesday or Thursday-Friday from March until early June. Generally, the curriculum is geared toward 4th, 5th, and 8th grade United States and California History. Home school groups are welcome as well as other grade students.

Teachers and parent volunteers **MUST** attend the Teacher & Parent Pre-Program Training Workshop on the first Saturday of March, April or May each year. Training is mandatory in order to participate in the SLHP program, even if you have participated before. The program is evolving and changing all the time, so changes may have taken place since your last visit. Your reservation will be cancelled if the required minimum parents and teacher do not participate.

Reservation Forms for the Fort Tejon SLHP are mailed out in fall; however we continue to send out Reservation Forms upon request as space in the program allows. 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 for SLHP dates. You will receive notification of your acceptance into the program when we receive your deposit check and Reservation Form. 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 SLHP reservation system. It is our intention to make the Student Living History Program available to as many school children as possible.

To take part in the SLHP, teachers must fill out the following program Reservation Form. Teachers should ask to be placed on the SLHP email list. Reservations for the Fort Tejon Student Living History Program (SLHP) 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

Payment

Each class must include a \$100.00 deposit to reserve a date in the Student Living History Program. Checks should be made payable to California State Parks. If you miss or do not have enough parents or adult assistants attending the Teacher & Parent Workshop you will forfeit your SLHP reservation and deposit. 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
STUDENT LIVING HISTORY PROGRAM
(SLHP)

2017 Program Reservation Form

Name of School or Group:
Address:
Person in Charge:
Teacher attending trip:
Work Phone:
Home Phone:

Proposed Date of Visit:
1st Alternate Date:
Estimated Time of Arrival:
E-mail address:
Age/Grade of Children:
No. of Children: Adults:
Arriving by Auto: Bus:

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

Children: \$ 50.00 / person
Parents & Adult Assistants: \$ 30.00/ 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 \$100.00 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.

A minimum of 6 adults and 1 teacher per program must be present during the entire program. A maximum of 12 parent / adult chaperones for overnight accommodations.

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
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. 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. Absolutely no substitutions allowed. The class must have a State Park Workshop trained teacher and parents at the program in order to participate in the program. Reservations are issued to an individual teacher and are not transferable between teachers.

Teacher & Parent Workshop

All SLHP teachers and parents are required to attend the Teachers & Parents Workshop, held the first Saturdays in March, April, and May. The Workshop is a hands-on run-through of the program. Teachers and parents may not send a substitute to the workshop. If the teacher and/or enough parents cannot attend the workshop, she/he will not be able to run a living history station during the program and may result in cancellation of your reservation.

Training covers the 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 crucial for a successful program. Each program must have a minimum of six (6) parents from each class, if less than six parents attend the training, your class's participation will be cancelled and your deposit will be forfeited. Each SLHP trip requires parents to run 5 different stations on their own and the training is important to your success.

Cancellations

If you decide to cancel your participation, please let us know as soon as possible. You forfeit your \$100.00 program deposit for any reason if you cancel your Fort Tejon SLHP. 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 we 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. A special note about the *Tentative Schedule*, on page 14, you can use it in its entirety or just use those elements that fit into your own program.

You can and should use your own and your students' creative ideas to augment the on-site program. However, any significant variation from the ideas outlined here **MUST** be discussed with Fort Tejon Staff prior to your visit. Failure to do so can result in disenrollment from the Fort Tejon SLHP.

Student and Parent Assignments

Assigning Students to their "Squads": Please assign your students to their Squads prior to arrival at Fort Tejon State Historic Park; they should make up 5 squads. For smaller groups around 20 students, you may divide them into 4 squads and give your parents a break during rotations. So you would have 5 stations with 4 groups and each station would have a staggered break. Have kitchen station break last to give more time to finish for supper (evening meal). 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

One of the first things you will need to do is find the parents that will help you both in the planning and on-site activities. Most teachers find that parents are very willing to help and are a tremendous resource. The on-site activities include stations, meals, and odd jobs.

a. Stations

Parents lead the activity for day one. From around 11AM – 4:30PM it is station rotations for 5 rotations. Parents are independently leading groups of 5-8 students to do or make something the old fashioned way in 45 minutes, 5 times totals. Usually at the end, you become a pro, but please be ready to make a positive impression for the first group. Learn your station and be prepared for this rich learning experience. The best way to prepare is to attend the on-site pre visit training Workshop, read this handbook and station handouts. There are handouts and online resources available. Shadowing another school is also available.

b. Meals

Help prepare and make ready the Supper and Breakfast meals, as well as cleanup afterwards. See Cook's Shed Procedures, on page 18.

c. Odd Jobs

Light candles or turn on LED lights in Barracks before dark. Extinguish candles & turn off LED lights at bedtime “Lights Out”. Start fires in fireplaces in Barracks & First Sergeants Room before dark, if cold. Start fire in the fire pit at the Cook’s Shed at 4AM for ample coals for cooking breakfast. Haul buckets of water for washing dishes and making coffee & lemonade.

Parents Meeting

You will need to get all of the parents who want to be involved in the SLHP together at a meeting as early as possible—at the very least, four weeks before the Teacher & Parent Workshop. You will need to explain to the parents what the program is all about and infuse them with your enthusiasm. Together with the students, parents may be able to almost completely take over the planning for their group’s activities. Make sure that you have handouts ready to give to the parents at the meeting, especially the information handouts on all of the Living History Demonstration Stations. These are on the web page www.parks.ca.gov/FortTejonSHP on bottom right and printed copies will be available at the Training Workshop.

A basic agenda for the meeting may look something like this:

Fort Tejon Student Living History Program Proposed Parents Meeting Agenda

- a. What is the Fort Tejon Student Living History Program (SLHP) all about?
 - (1) SLHP philosophy.
 - (2) Living History Demonstrations.
 - (3) Meals, Cooking & Help.
 - (4) Overall schedule.
 - (5) Sleeping arrangements,
- b. What do we need from you, the parents, in advance of the Fort Tejon visit?
 - (1) Help devising and making costumes.
 - (2) Any Special Skills—carpentry, music, sewing, etc.
 - (3) Work with the kids in planning for the day; i.e. menu planning for lunch, planning for activities, etc.
 - (4) Supplies needed wood for making optional Carpentry Station box project, and men’s shirts to make costumes, etc.
 - (5) Purchasing food for the Lunch menu. Supper and Breakfast are included and provided by park.
- c. What do we need from the parents during the on-site visit?
 - (1) Roles and responsibilities of parents.
 - a. Lead a station.
 - b. Learn how we use water for washing.
 - (2) Transportation and logistics.
 - (3) Help with clean up.

- d. Squad assignments and task list:
 - (1) Hand outs and discussion of Living History Demonstration Stations.
- e. Questions and Answers
- f. Schedule the next parent meeting.

Make sure that the parents who sign-up to help know what they are getting into, and that they will be responsible enough to carry-through on any pre-site projects you give them. Also, make sure that any parents that sign-on to come to Fort Tejon with the class understand that they will have an important job here on site. Parents cannot expect to "do their own thing" while they are here. Parents will be with the kids constantly while they are here on-site, and are responsible for the welfare of the students in their charge.

Send out a letter telling parents about the program describing stations and activities and ask where their skills may be of help. If you are lucky you, will find that you have a professional seamstress, a caterer, a blacksmith, a historical reenactor experienced with historic firearms and a cabinetmaker right there in your classroom! OK, that line-up would be pretty lucky, but even if you find that you don't have any parents with the skills listed above, your trip to Fort Tejon will go smoothly and be lots of fun, so long as everybody pitches in.

The number of parents you will need for the on-site program will, of course, depend on your class size. The absolute minimum is six (6) parents/assistants. You may find parents to help in the classroom before your visit with costumes, teaching early American folk songs, writing letters for the children, etc.

You will need these parent volunteers at Fort Tejon to help with each of the living history demonstration stations: Adobe Brick Pit, Officer's Quarters Kitchen, Laundry/Candle Making, Carpenter's and Blacksmith's Shop. At each of these stations, a parent will be in charge of the station. This parent must be one of the 6 trained parents who attended the Teacher & Parent Workshop.

You will need two to three parents for the Officer's Kitchen Station. It is great if one of them has some camping and/or wood fire cooking experience. The Laundry/Candle Making Station should have at least two parents with them. The Carpenter's Shop needs at least one adult. The Adobe Brick Pit is fine with one parent. At the Blacksmith's Shop, you will need one parent to help the Fort Tejon State Historic Park Volunteer who will run this station. You may also find it helpful to assign one parent to photo-duty for the day. If you can't find enough parents to help out on-site, you may need to consider dropping out of the SLHP for this year. Trying to handle all of the kids, projects and activities without enough help can be a very difficult.

Living History Demonstration Stations – Required Adult Staffing

Station	Parent Staffing	
	Minimum	Suggested
1. Adobe Brick Pit	1	2
2. Officer's Quarter Kitchen	2	3
3. Laundry/Candle Making	2	2
4. Carpenter's Shop	1	2
5. Blacksmith's Shop	1 assistant	1 assistant
Total	7	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

At last, the cars or busses are all loaded and everybody is on their way to Fort Tejon. Kids are bubbling over, and even the parents are excited about their day. Here are a few tips about how to plan for the day's activities.

Unloading of Supplies & Equipment - (See Map on Page 15)

When driving into the park, you will use the Paved Park Service Road. This road travels on the southern edge of the historic Fort. Please minimize the amount of traffic along this roadway. This road passes right by many of the living history demonstration stations; we do not want to distract the students from focusing on the history of the 1850s.

When you and your class arrive, you need to know where to unload your equipment and supplies. The primary unloading area is near the Quartermaster Building. Use this area to unload gear and supplies for the Carpenter's & Blacksmith's Shops, Cook's Shed, Laundry and Candle Making Stations, Luggage Shed (personal gear) and firewood. Use the Officer's Quarters unloading area for unloading gear and supplies for the Officer's Quarter Kitchen and Adobe Brick Pit. These unloading areas may be accessed along the Paved Park Service Road. Departure loading will be in these same areas with departure at 11:00AM on day two.

Vehicle Parking

Please unload your vehicle quickly and move it to a parking area. Teachers, parents and other volunteers may park in only two areas of Fort Tejon. They are the front Visitor Parking Lot or the dirt Campground Parking Area.

If drivers will be leaving during the day or before nightfall, they should park in the front Visitor Parking Lot. If drivers are spending the night and do not need to move their vehicle until the next day, they should park in the Group Campground parking lot. 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 place to park your vehicle is 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. Teachers, parents and students personal gear may be stored in the "Luggage Shed", the small wooden building next to the Latrine with a star on the door, just south of the Cook's Shed. Even though the shed is small, it is recommended that gear be organized in three groups to reduce confusion in the evening when it is dark. If possible, teachers and parents should keep their gear in one group, boys in a second group and girls in the third. Food items, including lunches, and ice chests may be stored on the table on the north side of the Cook's Shed and covered with provided canvas.

Ensure that any modern gear and supplies that you are using or storing 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.

Unloading the Students

When the bus or cars unload the children, and their personal items are stowed, they should stay in one group and meet at the picnic benches downhill of the barracks, under the leadership of the Teacher and a Park Staff member. Do not let your children run around Fort Tejon unsupervised.

Often, a student will want to run and see their mother or father who had arrived earlier and is getting his or her station ready for the day's activities. Please keep the children together. Resist the temptation of letting the students go their own way. We want to preserve the sense of excitement and anticipation of the coming day's events. Please do not ruin this surprise by letting the students scatter to the "Four Winds."

Rotation of Squads

The Living History Demonstration Stations are set up on a rotational schedule. Each squad will rotate from station to station during their program. Squads will rotate from the Adobe Brick all the way through Blacksmith's Shop in a "Round Robin" fashion. See page 13 for a schedule of squad rotations. Time at each station will depend on the number of students in each squad and the time of year.

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 Laundress 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. Park Staff will fire one round of blank ammunition, creating a loud boom that can be readily heard throughout the park as the signal for squads to rotate.

Living History Demonstration Station Rotations

	<i>Station</i>	<i>First</i>	<i>Second</i>	<i>Third</i>	<i>Fourth</i>	<i>Fifth</i>
1.	Adobe Brick Pit	1 st Squad	5 th Squad	4 th Squad	3 rd Squad	2 nd Squad
2.	Officer's Quarters Kitchen	2 nd Squad	1 st Squad	5 th Squad	4 th Squad	3 rd Squad
3.	Carpenter's Shop	3 rd Squad	2 nd Squad	1 st Squad	5 th Squad	4 th Squad
4.	Blacksmith's Shop	4 th Squad	3 rd Squad	2 nd Squad	1 st Squad	5 th Squad
5.	Laundry/Candle Making	5 th Squad	4 th Squad	3 rd Squad	2 nd Squad	1 st Squad

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. Fort Tejon staff will also be here to help you, but do not plan to have a staff member with anyone squad for any extended period.

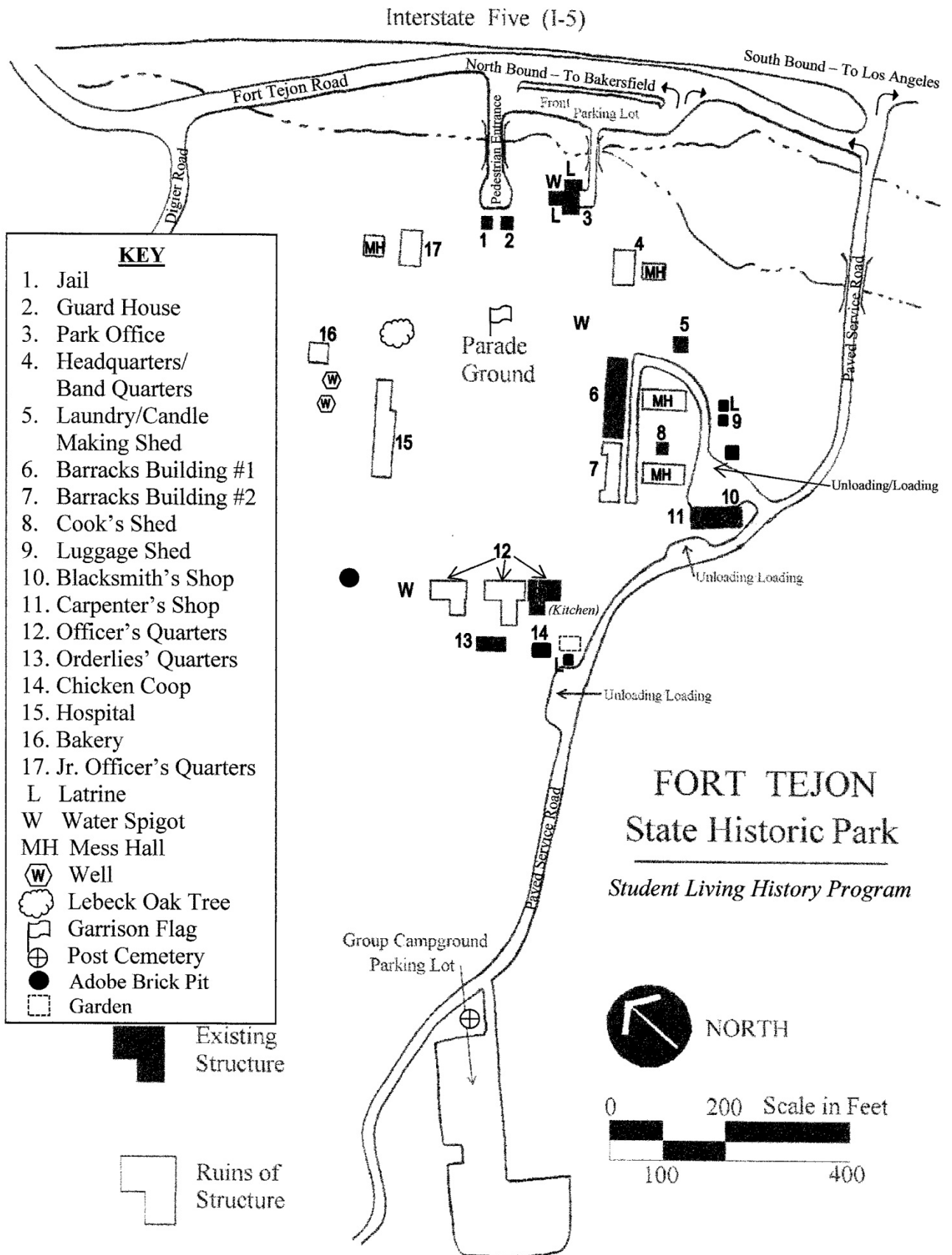
The Day's Schedule

We have recreated a typical schedule for the SLHP. You do not have to follow this schedule exactly. Note that this schedule would only work for a day when sunset is at 7:00 PM or so. Try not to leave clean-up for after dark. If you have a short day, you will have to lessen the time groups spend at their tasks.

Fort Tejon *Tentative* Schedule

9:00	-	9:30 AM	Parents arrive and begin preparation and setup of Living History Stations.
9:00	-	10:00	Students arrive.
10:00	-	10:30	Orientation to Park and program, marching drills and Garrison flag raising.
10:30	-	11:00	Squads are issued wool jackets, haversacks, cup, plate, spoon and guidons.
11:00	-	12:00	Squads rotate through one (1) demonstration station, 45 min. to 60 min. each.
12:00	-	1:00 PM	Eat lunch, Park Staff meets with teachers and parents during lunch.
1:00	-	4:30	Squads rotate through four (4) demonstration stations, 45 min. to 60 min. each.
4:30	-	5:30	Flag lowering, games, latrine. Prepare for Supper: set up "Chow Line" and prepare for meal. Set-up washing equipment.
5:30	-	6:30	Eat Supper and clean-up.
6:30	-	7:00	Move students and adults into Barracks. Light LED lights, candles and fireplaces (if cold). Continue clean-up.
7:00	-	7:45	(Teacher Led) Each squad shares their day's experiences. Optional Activities: skits, games, read letters from home, sing folk songs or recite poems, work on FTSHK Kids Activity Book.
7:45	-	8:30	(Staff Led) Candlelight Post Guard Duty guided tour.
8:30	-	9:00	Preparation for bed: change into sleeping clothes, latrine.
		9:00	Lights out, ensure all candle flames are OUT!
		4:00 AM	Parent starts wood fire at Cook's Shed fire pit.
		6:00	Cooks start breakfast.
6:00	-	6:30	Reveille, wake-up. Cooks continue cooking.
		6:30	Garrison flag raising. Continue cooking.
6:45	-	8:30	Clean and inspect Barracks. Pack personal gear.
8:30	-	9:30	Eat breakfast and clean up
9:00	-	9:30	Train parents on cannon firing.
9:30	-	10:30	Cannon firing, Recruits promotion to Private ceremony. Group photo.
10:30	-	11:00	Return army gear, load luggage, final latrine.
		11:00	Leave Fort Tejon for home.

Fort Tejon Living History Demonstration Stations Map



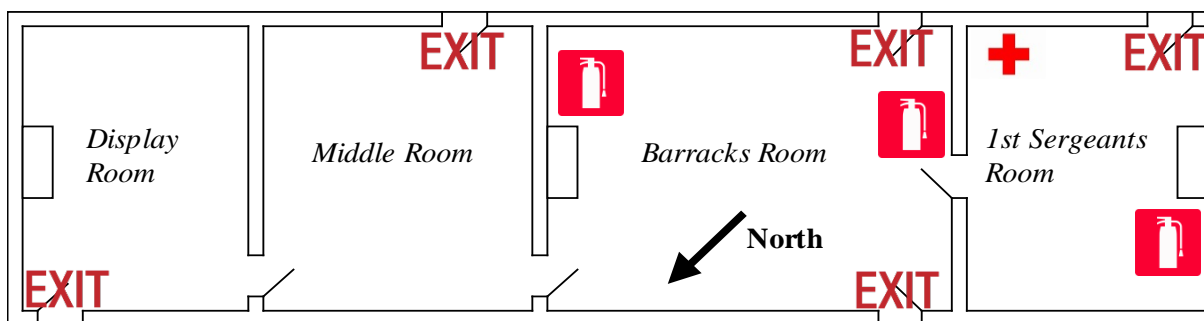
Sleeping Arrangements

Students sleep in the Barracks Room of the Barracks Building. The girls sleep on one side of the large room and boys on the other side. Parents sleep in the First Sergeant's Room or Middle Room of the Barracks Building. Overflow sleeping will be in the Middle Room.

Sleeping arrangements, unfortunately, can sometimes be a difficult issue for teachers and parents. We have never heard of problems arising from mixing boys and girls in the Barracks Room, but it is something that some parents might be concerned about. It is certainly important, however, to make sure that you have at least two adults in the Barracks Room or 1st Sergeant's Room whenever children are in these rooms.

BARRACKS BUILDING HEALTH & SAFETY: There are 3 large pressurized water fire extinguishers located in the Barracks Building under marked barrels (to be kept out in plain view during overnight). Have an adult who is familiar with their use sleep in close proximity to those fire extinguishers. An adult **MUST BE PRESENT** in the barracks when candles and/or fireplaces are lit. Do not allow sleeping bags or gear to be placed too close to lit fireplaces, hot embers will pop out. All Emergency Exits are marked above the doors, please keep interior doors **UNLOCKED** and do not block exits. Also, we have provided a vomit clean up kit in the 1st Sergeants Room in a foot locker where the dust pans and whisk brooms are stored on the south side of the room under the window, in case anyone gets sick.

Barracks Building Plan



Chapter 6 Cooking and Food

General

Cooking over wood fires is very different from a gas or electric range. This is sometimes a difficult concept for modern people to realize, but take heart and realize that you can be just as good a cook around the campfire as you are at home. The most important rule to understand is that you do not cook over flames. Actual cooking is done over a good bed of hot coals.

Food was very different at Fort Tejon than it is today. Obviously, prepared and processed food was not around in the 1850s. The most important lesson for children to understand is that in order to eat a meal one had to work hard to make that meal. Many modern day foods are not appropriate for portraying the types of foods available to soldiers and people who lived at Fort Tejon in the 1850s.

Transportation of food was very expensive and often the foods being transported did not survive well. Very little food was actually grown or cultivated at Fort Tejon. The Officers and their families did enjoy some fresh vegetables grown in their small gardens. However most food was purchased by the Army's Commissary and Subsistence Department and shipped to Fort Tejon. It is important to note that refrigerated transport did not exist.

Cooking Equipment

Park Staff will provide the necessary foods and cooking equipment for preparing simple meals: supper (evening meal) and breakfast. This is included in your participation fee. Please remember the school is responsible for lunch.

a. Equipment: Cooking utensils, pots, pans, kettles, coffeepots, grills, butter churn, fire irons, washtubs and buckets are available for your use here at Fort Tejon. Also provided are tin cups, plates, and eating utensils. These are reproduction items that were used in the 1850's to enhance and make your experience more authentic.

b. Wood: Firewood is provided by the program, but if you are able to donate wood that is already cut and split, it would be greatly appreciated.

Food

a. Lunch: You are responsible for bringing sack lunches for your class on the first day of the program.

b. Supper: Vegetables for making stew, pork roast, and apples for making a dessert are provided and prepared by the squads in the Officer's Quarters Kitchen during station rotations. This is the Supper meal. Ingredients and seasonings are also provided and stored there. This includes: flour, white/brown sugar, oatmeal, salt, pepper, oil, cinnamon, and dried herbs, along with bread and butter. Lemonade is made at the Cook's Shed.

c. Breakfast: Provided food includes eggs, bacon, salt & pepper, in addition the bread, butter, and hot beverages.

d. Bread: Several loaves of unsliced bread or "Shepherd's Bread" style bread will be provided by the program. Using round loaves of bread can and does make the experience that much more memorable. Plenty of bread is provided in the Officer's Quarters Kitchen and at the Cook's Shed for Supper and Breakfast meals. Cornmeal is also provided if you want to make cornbread in the Dutch Ovens.

e. Butter: The program supplies you with Heavy Whipping Cream and butter churn. Butter is a fun and traditional activity and churned at the Officer's Quarters Kitchen during the first day of station rotations. Each squad/student will have a chance to churn and taste the butter they have made. Any leftover butter is taken to the Cook's Shed and eaten with the Supper and Breakfast meals.

f. Beverages: The program will supply regular store ground coffee, tea bags, and cocoa for hot drinks and lemonade for cold drinks. Sugar is provided, but no other condiments.

g. Dietary Restrictions: If there are adults or students with dietary restrictions, please inform the SLHP Coordinator. You can make and serve the meat and stew separate or bring other food items to be prepared by teachers or parents.

Cook's Shed Procedures

Meals are served at the Cook's Shed. Students and adults eat outside, unless the weather is too bad. At the Cook's Shed, all cooking is done outside, regardless of the weather. All necessary cooking equipment and supplies are stored in the Cook's Shed. There is a large fire pit and oven outside the Cook's Shed for use. Several very sturdy tables are outside the Cook's Shed for meal preparation and serving, as well as, six tables and six sets of benches for eating meals. There is a **FIRE EXTINGUISHER** located near the door, inside the Cook's Shed.

a. Hand Washing: An Igloo covered with a burlap sack is provided behind the Cook's Shed with a bar of soap and hand towel. Everyone preparing or handling food will wash their hands. Students will be taken to the latrines before mealtimes to wash hands.

b. Building a fire under the large cauldron pot in the fire pit provides hot water used for washing dishes. Caution, **NEVER** use galvanized tin tubs on the fire to heat water, serve out of, or eat out of!

c. Leftovers can be saved and taken home with the class if your group wishes.

d. Trash: There are two trash barrels, by the Cook's Shed. Please try not to overfill the trash barrels. If they are full, ask for a new trash bag, or use the extra that is in the bottom of the can.

e. Recycling: There is a recycle barrel located by the Cook's Shed as well. We can only take aluminum cans, plastic and glass. If you have other recyclable trash, please take it home with you.

f. Firewood: Make sure that you have an ample supply of firewood available for cooking and heating water. Students should use the provided wheelbarrows for fetching firewood from the big firewood pile nearby.

g. Water: Use the provided buckets to haul water from the spigot located on the east side of the Barracks. It is covered by a wooden barrel, and marked "WATER" on the side. This is potable water that is used for washing dishes, for making coffee and lemonade and in a location also used by the Laundry & Candle Making Station. Have the students haul buckets of water, but at times, adults will also need to help with this chore.

h. Supper Meal Preparation: Adults will be asked to help slice bread, make lemonade, haul water for filling the cauldron and dishwashing tubs, and get the meal ready and on the table. Adults will serve the students then themselves. Afterwards, help is needed with cleanup. Park Staff will be on hand, actively participating, and providing direction as needed.

i. Breakfast Meal Preparation: Adults will cook the eggs and bacon, slice bread, and make coffee and hot cocoa.

Chapter 7 Clean-Up

General

Clean up is certainly one of the most challenging aspects of your Fort Tejon experience, especially on the morning of your departure when everybody is tired from two days of major activity. However, clean-up is important. If one school does not do a good job with their clean up, the next school will suffer. We understand that it is difficult sometimes to get children to do a good and thorough cleaning job, but we do expect it of every group.

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. The Park Staff will inspect all of the buildings in the morning, and the fewer times they have to send kids and parents back into a building to get it really clean, the happier everybody will be. Please impress on students and parents alike just how important this is.

Clean-up tasks are shared by all. It is up to the teacher to divide the tasks fairly. Each squad should be responsible for cleaning and putting away the tools or materials used at a station.

Cook's Shed Clean-Up

To heat water for washing dishes, fill the large cauldron with buckets of water from the spigot on the east side of the Barracks Building. The cauldron will already be set up on the fire irons in the fire pit. To heat water for hot drinks, use the tin kettles and hang them over the fire in the pit. Do not put tin mess pans on the fire to heat water; they are for serving & mixing only. NEVER PUT EMPTY TINWARE ON FIRES, the soldered seams will melt! One class decided to use a large \$150.00 wash tub from the laundry to carry burning logs in. The result, four burnt pieces of tin after all the solder had melted and the tub came apart.

a. Washing Dishes: For washing dishes, Fort Tejon provides 3 large washtubs; one for soapy water, one for a clear water rinse, and one for a sterilizing bleach rinse. The first washtub should contain hot water and dish soap. The second washtub contains warm, clear water. The third tub contains the sterilizing solution with warm water and one tablespoon of 5% chlorine bleach to each 2 gallons of water.

b. Caring for Cast Iron: There are many fine cast iron pots available for your use. They are wonderful to cook with and are very authentic, but need a little care.

(1.) After cooking in one of the pots, it should be wiped clean, Do not use soap or bleach. Use metal scrubbies and hot water.

(2.) After each washing, dry thoroughly. Wipe a little oil around the inside of the pot and lid to re-season, wipe off excess with a paper towel.

Storage of Materials & Equipment

All of the materials and equipment that park provides for the SLHP must be returned to their proper storage areas. To help accomplish this task, have the squads and parents help. Park Staff will provide direction.

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 SLHP group arrives.

Clean-Up Checklist

The checklist below is the guide that Park Staff will use to ensure Fort Tejon is clean and ready for the public or next class. Your group is responsible for cleaning all buildings and sites that you used. It is important to clean up after each squad has finished their project and before the next squad arrives; do not wait until the end of the day. Tools and equipment need to be cleaned and put away at the end of the day as well. Final Barracks clean-up will be done in the morning before breakfast. Clean up is a major part of the Student Living History Program and should be taken seriously by teachers, parents and students.

**Please remember to take all personal gear from your work site
and pick up & dispose of all litter.**

Clean-Up Checklist

- I. **Officer's Quarters Kitchen**
 - ___ floors/porch swept to outside
 - ___ litter picked up, food scraps taken to chicken coop
 - ___ clean, dry, put away all dishes, bowls & butter churn
 - ___ empty wash tubs, buckets, kettles, drain pan under sink, and hand washing igloo (bring igloo, bar soap, kitchen sign, wheelbarrow inside)
 - ___ clean table & cutting boards, dry sink
 - ___ take all dirty towels to Cook's Shed
 - ___ after fire has burned down, move/sweep the ashes to back of fire box
 - ___ close window and door

- II. **Adobe Brick Pit**
 - ___ clean molds and remove all mud
 - ___ equipment and buckets returned to storage areas
 - ___ remaining wet towels taken to Cook's Shed

- III. **Laundry / Candle Making Area**
 - ___ equipment and buckets put away in shed
 - ___ take wet towels to Cook's Shed
 - ___ remove excess wax from tools and tin cups

- IV. **Blacksmith's Shop**
 - ___ equipment and buckets returned to storage areas

- V. **Carpenter's Shop**
 - ___ tools put away
 - ___ sweep and leave room clean and organized

- VI. **Cook's Shed Area**
 - ___ empty water in wash tubs, kettles, buckets
 - ___ pots/skillets/griddles/kettles/cups/plates/utensils washed/dried/put away
 - ___ return all haversacks to storage boxes (inside out)
 - ___ clean eating and serving tables with water using buckets & scrub brushes

- VII. **Barracks (Middle Room, Barracks Room & 1st Sergeants Room)**
 - ___ roll up and fold all mattress ticks and blankets
 - ___ mud/dirt/straw swept out
 - ___ after fire has burned down, move/sweep ashes to the back of fire box

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 the adults put the wood in fire only. 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 8

What to Bring to Fort Tejon

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

Students

1. A sack lunch for your first day's arrival at Fort Tejon.
2. Warm Sleeping Bag and Pad: You will sleep on wood floors in the Barracks Building. We have only 26 mattress ticks for students and adults; bring additional bedding for larger groups.
3. Personal Hygiene Articles: Towel, soap, toothbrush, sunscreen, insect repellent, etc.
4. Necessary Medications: Bee sting kits, allergies, medical conditions, etc. Include signed, written instructions for the teacher.
5. Pencil & Journal
6. Headgear: Broad brimmed felt or straw hats are highly recommended.
7. Change of Clothes and Shoes: Kids and parents should wear their costume to the Fort. Even if the weather looks warm, evenings are always quite cold in the mountains. Students' feet and clothing often get wet during the day's activities, and two pairs of shoes are essential. Bring at least four pairs of heavy warm socks. Black rain boots are highly recommended.
8. Warm jacket or sweater.

Teachers and Adults

1. Bring items 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. Wood: Although we should have wood available for your program, if you have wood to bring, please bring some...preferably cut and split.
4. 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 Ft. Tejon.

5. Flashlight: For safety's sake, it is a good idea for the teacher and parents to have a flashlight. The children DO NOT need flashlights.
6. Other 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 “DREAM 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, when the students are still wearing the wool uniforms, to take group photos.

Chapter 9

Period Attire

We understand that the logistics of getting students & parents accurately costumed can be somewhat overwhelming for both parents and teachers. However, having the kids and parents in period costume is an essential part of the program. For that reason, some form of costume is mandatory for participation in the Fort Tejon SLHP. The suggestions here are intended as a guide, but do the best you can with what you have and have a good time. Costuming is really fun.

Pictures of the past show us that people of different times and different backgrounds dressed very differently than we do. If we study pictures and clothing of the period and place that we are trying to recreate, we can learn a lot about the people and their lives. When we put on costumes of a particular place and era, we better understand its inhabitants.

In this section we provide a brief historical sketch of Soldier's or Civilian costume and give some simple suggestions about how to economically approximate historical dress for SLHP participants. Both genders of students (boys and girls) are new army recruits and are dressed as Dragoon Soldiers.

U.S. Army Uniforms

Most of what we know about clothing worn at Fort Tejon comes from official Army documents and regulations. A great number of original pieces of army clothing, headgear and equipment survive today in many museums around the country and have been extensively studied. All the uniforms and equipment used at Fort Tejon are authentically reproduced from authentic materials to match the originals.

Costume Necessities

Thrift stores are a great resource for costume possibilities such as scarves and belts, skirts and shawls for girls, and so on.

The grass and ground are often wet at Fort Tejon, even if there is no rain. Rain boots are the ideal footwear, and can look great as a costume item. We highly recommend that they be brought along with an extra pair of shoes. Long underwear works well under costumes, and can make all the difference between a comfortable day and a frozen one.

Costume Suggestion for Men and Boys

Boys' and men's shirts were roomy and comfortable. Buckled leather belts were used to support hunting or traveling gear.

For pants, select plain sky or light blue colors, denim is ok.

Hats were felted wool or straw. Plain knitted caps are good for the cooler months and brimmed straw hats are recommended for Spring and Fall.

Costume Suggestion for Women and Girls

All students (including girls) are dressed in Army Jackets. It is recommended girls wear pants to better fit into the Soldier's uniform.

Since skirts and blouses are easier to construct, suggestions for them are given here.

Skirts can be made from a length of fabric to reach the ankles with a drawstring casing at the waist. Thrift shops or perhaps mom's closet can provide a woman's skirt that can be full length on a girl with some adjustment to the waist. Avoid ruffled hems or tiered skirts.

- a. White, blue, brown, green or red colors are best.
- b. Avoid lacy Victorian styles.
- c. Simple knitted or woven wool shawls will add warmth and flair.

Materials

All natural fabrics are recommended, such as wool, linen, cotton and silk. Not only are these fabrics authentic, but also provide some protection to the wearer. Man-made fabrics, especially polyester can catch on fire and burn.

Fabrics especially appropriate:

- a. Course weave muslins.
- b. Unbleached muslins.
- d. Woven stripes or checks.
- e. Large, simple prints in blues, darker reds, dark green and browns.

Chapter 10

Conclusion and Acknowledgements

We hope this Teacher and Parent Handbook was useful and helpful to you. We look forward to seeing you at the Workshop and subsequent program on your scheduled date. Feel free to contact us at any time if you have any questions or concerns. Thank you for your participation!

We wish to thank all of our wonderful teachers, parent chaperones, and volunteers for making the Student Living History Programs here at Fort Tejon possible and such a huge success. All 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.

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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

Teacher Resource Book Contents

Pre-Site Research and Activities
Curriculum Activities
Role Play Suggestions
“At the Fort” Activities
Creative Writing Projects
Formal Writing Activities
Report or Art Projects
Other Activities
Culminating Celebration Ideas

Games, Songs, Skits
Commonly Asked Ft. Tejon Questions
Fort Tejon Structures and History
Sample Army Passes
Army Haversack Pattern
Recommended Reading
Fort Tejon Glossary