

CHAPERONE PACKET

Please review this document in its entirety. Page 6 must be completed and returned to the lead teacher at your school prior to attending the trip to Outdoor Classroom.

Dear Teachers and Parent Chaperones,

Thank you for volunteering your time for this trip. Without your support, we would not be able to provide this experience to your students. This packet is designed to help prepare you for your adventure with us. It includes important information regarding your role, as well as a packing list and answers to frequently asked questions.

Thanks,

Outdoor Classroom Staff

Outdoor Classroom Locations

Location	Host Site	Address
Freedom, NH	Camp Cody	9 Cody Rd, Freedom, NH 03836
Ocean Park, ME	Ocean Wood Camp	17 Royal St, Ocean Park, ME 04063
Groton, MA	Grotonwood Camp	167 Prescott St, Groton, MA 01450
Yarmouthport, MA	Camp Wingate Kirkland	79 White Rock Rd, Yarmouth Port, MA 02675
Lakeside, CT	Camp Washington	190 Kenyon Rd, Lakeside CT 06758
Ivoryton, CT	Incarnation Camp	253 Bushy Hill Rd, Deep River, CT 06417
Great Barrington, MA	URJ Eisner Camp	53 Brookside Rd, Great Barrington, MA 01230

Overview of the Program

Outdoor Classroom is a residential outdoor education program that focuses on science, engineering, social and emotional learning, and adventure education. Our lessons are standards-aligned and each program is customized to support student learning in the classroom. The hands-on lessons focus on building critical thinking skills and exploring the connections between the natural and human-made world.

We work with each school group to help design a program that best fits the needs and outcomes of the group. Each program is rooted in the following components: Field Group, Class Choice, Large Group Activities, Evening Programs, Meals, and Free Time.

Students at Outdoor Classroom are *always* supervised by adults. Outdoor Classroom staff are responsible for leading all day and evening activities. **Overnight cabin supervision and free time supervision is the responsibility of the school's teacher and parent chaperones (unless other arrangements have been made).** A medical staff member is available on site 24/7.

Below is an example of a typical day:

7:00 Wake up 7:30 Morning Meds
7:40 Set/ 8:00 Breakfast
9:15 Field Group or Large Group Activity <u>11:30 Free Time</u>
11:40 Set & Lunch Meds 12:00 Lunch
1:15 Class Choice 2:45 Break/Snack 3:00 Class Choice <u>4:30 Free Time</u>
5:10 Set & Dinner Meds 5:30 Dinner
6:45 Evening Activity 8:30 Quiet Sing Nighttime Meds 8:45 Back to Cabins

Teacher/Chaperone Role and Responsibilities

Cabin Supervision

We encourage you to take some time on the first day/evening to review your cabin expectations with the students. Topics to cover: introductions, shower schedules, cabin clean-up, lights out time, wake up time (and what to do if you wake up early), and appropriate behavior.

Students are never allowed in a cabin without adult supervision.

At night, once the students are dismissed to the cabin, it is your responsibility to get them settled and asleep. They will need time to shower, brush their teeth, and get ready for bed. Do not allow reckless or irresponsible behavior in the cabin; people get hurt and facilities get damaged when students are rowdy and/or unsupervised. Days at Outdoor Classroom are very long and active, so it is important that you enforce the "lights out" time so students get the sleep they need.

In the morning, chaperones must wake up the students and make sure they are packed and ready for morning lessons. You should wake students up approximately one hour before breakfast to allow enough time for them to shower, get dressed, and pack their day packs.

We ask that chaperones set some time aside each day for students to tidy up their cabins. This will also make the packing and move-out process go smoother on departure day.

Free Time

Free time is also supervised by teachers and parent chaperones. Instructors will directly hand students off to chaperones before lunch and dinner. You should make time for students to go back to their cabin and get prepared for the next activity (change clothes/ shoes, add things to the day pack etc.). If they are ready for the next activity they can use sports fields, rec hall, and sports equipment.

Students are not allowed to spend time outside of the cabin during free time without adequate chaperone supervision. Please enforce boundaries for students based on the number of chaperones available to supervise.

Daytime and Evening Lessons

Teachers and chaperones are more than welcome to join students in most classes and activities. When joining a class or activity, we simply ask that you watch rather than participate, and allow the NC instructor to take the lead on behavior management and instruction.

Meals

We ask that all chaperones attend meals at Outdoor Classroom. This is a great time to say hi to students and gives the Program Coordinator an opportunity to make important announcements. At some sites, we may ask you to eat at a student table, while at others we may ask that you eat at the chaperone table.

Behavior Expectations

Our goal is to provide a safe, fun experience for every student. In order to do that, students must be accountable for the choices they make regarding their behavior. Every family will receive the information below and sign an acknowledgment. As a chaperone, please make sure you are familiar with the student behavior expectations written below.

We are committed to providing a safe, positive experience for all students. As part of the Outdoor Classroom community, students are expected to be familiar with and follow these behavior expectations. Students who are unable to follow them may be disciplined and sent home at the discretion of the school. Parents/Guardians are then expected to pick up their student(s). Please discuss these expectations with your student prior to the field trip.

- Students must remain with their group and instructor or teacher/chaperone at all times. Students should never be alone in camp or leave the property alone.
- Students must remain in the cabins with chaperones after lights-out.
- Students may not have in their possession any prohibited items (please review the Packing List to view the complete list).
- All medications should be given to the school teacher or medical staff.
- Students are asked to take care of the property and report any damages.
- Students should use any equipment for its intended purpose and in a safe manner.
- Physical fighting or altercations are not tolerated and may result in immediate separation or dismissal without refund of tuition.
- Bullying is not tolerated and all suspected bullying instances will be dealt with firmly and may result in immediate separation or dismissal without refund of tuition.
- All school rules will be enforced at Outdoor Classroom.

Behavior expectations for visiting teacher and chaperones are as follows:

- **Students are not to be left unsupervised.**
- **Being alone one-on-one with a student is prohibited.**
- There will be no recreational swimming or boating unless special arrangements have been made prior to the trip.
- Use of low or high ropes courses is not allowed unless facilitated by a trained NC instructor.
- Chaperones are not to enter any restricted areas including the kitchen and maintenance areas.
- Entrances to any building may not be locked or unlocked without permission from NC staff.
- No moving items that belong to NC or the Host Site without permission.
- Smoking is only permitted with permission from the Host Site at designated smoking areas
- Alcohol, weapons, fireworks, and illegal substances are not allowed on the Host Site property at any time.
- Fires are only to be made in designated fire-pits and with the permission of NC staff.

Packing List

Prohibited items include:

- Candy, gum, or food of any kind
- Swiss army knives/leathermans or any other weapons
- Illegal substances, drugs, or alcohol

Please note:

Chaperones and teachers may bring **cell phones** and **computers** to communicate with family at home and keep up with work. Students are not permitted to bring or use cell phones. Please refrain from using cell phones in front of students other than to take pictures.

Laundry facilities are not available for general use.

Quantities: Adjust the number of clothing items based on the length of the field trip.

<p>Clothing</p> <ul style="list-style-type: none"> ● Long pants/jeans ● Shorts ● Pajamas ● T-shirts ● Long-sleeved shirt ● Sweatshirt or fleece ● Warm jacket ● Socks (pack extras) ● Underwear ● Hat and gloves ● 2 pairs of sneakers or hikers ● 1 raincoat or poncho <p>Bedding / Linens / Toiletries</p> <ul style="list-style-type: none"> ● Sleeping bag or bedroll (sheets and a blanket) ● Pillow ● 1 towel ● Laundry bag/trash bag for dirty clothes 	<p>Toiletries</p> <ul style="list-style-type: none"> ● Toothbrush and toothpaste ● Soap, shampoo, conditioner ● Deodorant ● Comb or brush ● Lip balm/chapstick <p>Miscellaneous</p> <ul style="list-style-type: none"> ● 1-day pack/backpack ● 1 reusable water bottle (1 Liter) ● Flashlight ● Sunscreen <p>Optional Items</p> <ul style="list-style-type: none"> ● Flip flops for the shower ● Book ● Bandana ● Ballcap ● Bug spray ● Travel game/deck of cards ● Fitted sheet for mattress (Twin)
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Outdoor Classroom is not responsible for items left behind.



PLEASE FILL OUT AND TURN IN THIS PAGE

Teacher/Chaperone Name: _____ **School Name:** _____

Authorization for Emergency Treatment

I hereby give permission to Outdoor Classroom to seek emergency medical treatment. I agree to the release of any records necessary for treatment, referral, billing, or insurance purposes. I give permission to Outdoor Classroom to arrange necessary transportation for me. I hereby give permission to the physician selected by Outdoor Classroom to secure and administer treatment, including hospitalization, for the person named above. Information in this paperwork may be given to the physician. I agree to incur all costs related to any medical emergency for the person named above.

Teacher/Chaperone Signature: _____ Date: _____

Notification of Food Allergy/Intolerance/Needs/Diseases

Each of our facilities can accommodate a number of food allergies, intolerances, restrictions, and preferences.

Do you have any food allergies, intolerances, or restrictions? Yes No

Please specify allergy, intolerance, or restrictions: _____

Chaperone / Teacher Contract and Waiver

I have read and completed the Teacher/Chaperone Packet in its entirety. I understand what is expected of me before and during Outdoor Classroom and agree to abide by the rules and procedures detailed within. I also understand that during my participation at Outdoor Classroom,, I may be exposed to a variety of risks and hazards, foreseen or unforeseen, which cannot be eliminated without fundamentally altering the unique character of the program. Those hazards include, but are not limited to, hiking/walking/running/playing outside; ticks, snakes, insects, and large-animals; sunburn and heatstroke, dehydration, hypothermia, and other mild or serious conditions or injuries; falling and rolling rock; drowning; lightning and unpredictable forces of nature (including weather that may change to extreme conditions without notice), etc. I am aware of and assume these risks. Outdoor Classroom is not responsible for lost, stolen, or damaged articles. I, the undersigned, have read and understand my responsibility to complete and submit all necessary forms and fees on time (and that I will not be allowed to attend the program if any forms in this packet are incomplete).I give permission for photo/video of me and the writing, artwork, and/or testimonials created by me to be used in Outdoor Classroom's school outreach marketing materials, brochures. I acknowledge that since participation in publications is voluntary, I will receive no financial compensation. I further agree that participation in any publication format by Outdoor Classroom confers upon me no rights of ownership whatsoever. I release Outdoor Classroom and its employees from liability for any claims by me or any third party in connection with participation. As a condition of my participation in the Outdoor Classroom program, I acknowledge that participation is entirely voluntary, and I agree to assume full responsibility for the risks that participation may entail. I voluntarily agree to release and hold harmless Outdoor Classroom to the fullest extent permitted by law. I agree that any dispute concerning, relating, or referring to this contract, any representation concerning my child's outdoor education experience, or the outdoor education experience itself shall be resolved exclusively by binding arbitration in the state and county where this camp is physically located , according to the then existing commercial rules of the American Arbitration Association and the substantive laws of that state.

I HAVE READ THIS AGREEMENT. I FULLY UNDERSTAND IT AND AGREE TO BE LEGALLY BOUND BY IT.

Signature: _____ Date: _____