



CHAPERONE LETTER

McDowell Environmental Center
105 DeLong Road
Nauvoo, AL 35578

Dear Chaperone,

Thank you for deciding to accompany the students on their exciting trip to McDowell. As a chaperone, you will play an important role in creating a fun, safe and non-competitive learning environment. We would like to take this opportunity to tell you a little bit about your role as a chaperone. Please read the “**Information For Chaperones**” for details concerning the trip to the McDowell Environmental Center.

The lead teacher from your school will assign to you: (1) A Cabin Group of 10 students to supervise at night and (2) A Field Group of 10-12 students to supervise during the day.

You will be with the students nearly the entire time during your stay. The students will not be supervised by a McDowell Instructor during meals, cabin time, and between classes/activities. At these times, you are directly responsible for the safety and supervision of your Field Group or Cabin Group.

As you attend the classes with your Field Group, the McDowell Instructor will be directly responsible for the group, but they will rely on you for support.

Please **actively participate** in all classes and activities that you attend. Look forward to active classes which may include hiking, wading in a stream or exploring the night time forest without a flashlight. To find out which classes you will be participating in, please check with the lead teacher from your school.

We appreciate your enthusiasm during these classes, as it can be a great motivator for the students.

Here are some **GENERAL POLICIES FOR ADULTS:**

Give the nurse all oral medicines, prescription and non-prescription, in their original container, or keep them on your person at all times. (Please do not keep medicines in the cabin.)

Smoking is not allowed indoors or in front of students. **Alcohol** is not allowed.

A **telephone** is available for adults only. Please keep phone calls brief. We will take messages for you here at (205) 387-1806. Emergencies only please.

Corporal or harsh verbal punishment is not allowed. If you experience difficulty managing the student's behavior, speak to their teacher for help. **Alternative forms of discipline** need to be chosen such as “time-out.” In cases of extreme student misconduct, such as fighting, the school’s lead teacher may decide to send a child home.

When you come to the Center, it is most likely that you will share our campus with other schools. We believe positive interactions among all participants create potential new friendships. Please be a model of respect to the other schools, both children and adults.

Thanks for taking the time to read this letter and for agreeing to be a chaperone. We look forward to meeting you!

Best Regards,

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