

McDowell Environmental Center

ON-SITE Chaperone / Teacher Information

Thank you for taking the time to chaperone for this educational field trip.....please review the information below. We will also cover this information on the first day of camp. We look forward to meeting you!

YOUR ROLE AS A CHAPERONE

- ☞ Know which students are in your cabin and in your field group---**Chaperone students to your cabin after lunch and dinner** to prepare for classes AND **go to the meeting locations with your field group** (co-ed group) after breakfast for class. ** Field groups are generally co-ed and so you may want to create a designated meeting spot to gather the entire group together before classes begin.
- ☞ **You supervise the students** during mealtime, canteen, cabin-time, change-over times and any free-time
- ☞ **At least one adult from your school must attend every class and activity**, including Recreation time.
- ☞ Both Students and Adults will choose a recreation time activity. **Please be sure the students stay with their activity the entire time.**
- ☞ **Please Participate in classes and activities with the students.** Your **enthusiasm** is contagious! (One exception is Team Challenge or Team Adventure.)
- ☞ **Encourage students to be prepared for classes:** carry **water** bottles, **Journals & pencils**, **rain gear** if there is any chance of rain, hat and sunscreen on sunny days, warm clothes for cool evenings, etc.
- ☞ **Sit in the back of the pick-up truck** if we are transporting students and keep them seated on the floor.
- ☞ **Please turn off your cell phones** during class time.
- ☞ Enforce the **“Buddy” system** and “Please walk” rule with the students.
- ☞ Please park personal **vehicles** in spaces at the top of the hill beside the soccer field.
- ☞ Please do not smoke in front of students or in any building. Alcohol is not allowed
- ☞ If you have to leave the premises for any reason, please let us know.

MEALS

- ☞ Everyone must arrive 5 minutes early for meals which are served at **8am, noon and 5:45pm.**
- ☞ All adults will have **cloth napkins** provided for you.
- ☞ **Vegetarian options and a salad** are available at the front of the dining hall. There is also **coffee and tea** available for adults only. Ask the kitchen staff for alternatives.
- ☞ We have a **Food For Thought (FFT) Program** at meals. The FFT program is designed to educate students on choices they can make to reduce food waste. Please use this as a learning opportunity to teach the students at your table to make wise choices and not a competition
- ☞ Setters (students who set the tables prior to meals) will need to wash their hands before setup *on schedule
- ☞ Sit with the children and be a role model: listen to announcements and be respectful of the staff, one another at the table and to students from other schools.

EMERGENCIES / HEALTH

EMERGENCIES:

- A continuously ringing bell means go immediately to the Dining Hall with your students.
- First-aid kits are kept in the Kremlin and the Chapel.
- In case of severe weather, we do have emergency plans, weather radios and a storm shelter. Please rely on our staff to monitor the weather, give students directions and implement our severe weather plan, if needed. If severe weather occurs during the night, stay in the cabins.
- We are on the 911 system. Please notify the MEC staff if an emergency occurs.
- If a child must spend the night in the health hut, the school must make arrangements for an adult to stay with them.
- Our nurse, Nancy Evans, is available after hours (9:00pm-7:30am) for emergencies only. She may be reached by going to the Health Hut and calling the emergency beeper from a camp phone. If a student needs to visit the nurse during these times, you must accompany the student. Ask an adult in a neighboring cabin to watch your cabin while you are gone.

HEALTH:

- Instructors are trained in First Aid and CPR, and they carry first aid kits for minor needs (as well as walkie talkies).
- Nancy will be at all meals, and her location is always posted on a message board on the Health Hut front door.
- There are five scheduled Health Hut visit times during the day: **after breakfast, lunch and dinner, during canteen and after the evening program.** Medication will be dispensed in the Health Hut at those times.
- Nancy must have medical forms on all adults and students attending this program.
- You have the option of storing your personal medicines in a locked vehicle or giving them to Nancy
- Please help reduce illness by assisting students in hand-washing before all meals.

Please help the McDowell Environmental Center staff in reminding students of the rules at Camp...

Participant Rules for Students

- Always ask the chaperone and take a buddy with you if you need to leave the group.
- Please help us keep McDowell free of litter and graffiti.
- Ask a McDowell EC staff person before collecting plants, animals or other natural things.
- Please don't chew gum here at the Center. Animals can't digest gum they find on the ground.
- Just to be on the safe side, check yourself for ticks every day and before you go to bed and shake out clothing and shoes for scorpions.
- OFF-LIMIT areas include The Adventure course, any cabin other than your own, and construction areas.
- If you hear the bell ringing, please go with your group to the Dining Hall.
- Walk, don't run, while on pavement.
- Bare feet and sandals are okay only in the cabin.
- Be positive! When speaking to others, always say nice things. We do not allow put downs.
- The pool, all trails and the creek are off limits unless you are with a chaperone.
- Please conserve energy by turning off lights and closing the cabin doors when leaving.