Dear Chaperone,

We're excited that you're coming to Nature's Classroom! Be prepared to have a wonderful experience. In order to make this the best possible experience for your students, it's important for everyone to work together. We are providing the following information to help make your school's visit fun and to help you to understand your responsibilities. Please also fill out a Medical and Information Form and read and sign the Agreement to Participate.

GENERAL POLICIES

- An assigned visiting teacher/chaperone manages all student medications. Students with asthma inhalers or sting kits should keep these with them at all times.
- If you drive to camp you may unload near a cabin, but vehicles must be parked in the parking lot. Before leaving site, please let the Director and your School’s Lead Teacher know.
- A telephone for adults only is available for adults in Lakota (by wooden statue) and in the Dining Hall. (Collect or Calling Card Calls)
- Each visiting school should bring at least one vehicle with them. In case of emergency, you should be able to take a student to the doctor's office or emergency room.
- Please notify Director of any students who become ill. If a student will not be participating with program, please let field group leader know. The Director must be notified if a student will be sent home.
- No students should ever be alone. If a student leaves the group, he or she should have a "buddy" and you should know where they are.
- Students must remain in main camp area during their free time. We strongly suggest you provide specific boundaries and limitations (i.e. during rest & recreation, they may go to the gym, play ping pong, etc.)
- Students must have direct adult supervision.
- At least one visiting adult must be in the cabin when students are present.

RESPONSIBILITIES/ SUPERVISION

During Program:

It is requested that chaperones attend field group activities and be available during class time. NC staff will organize and supervise the students, however, it is helpful to have another adult in case of emergency or discipline situations. Many of the activities are aimed at team building, cooperation and self-esteem building. In order to accomplish these goals we must allow the students to be as involved as possible in problem solving and making their own choices. When you join an activity or class, please step out of your role as parent or teacher and participate as a fellow learner or observer. Of course, if you have information to add, just check with the field group leader first.
During Break or Rest and Recreation Time:

You will be needed to supervise students during teacher prep times, after meals, and in the cabins. We suggest that prior to your arrival chaperones discuss and decide how this time will be supervised and used. During teacher prep time:
Students and staff have time to go to the bathroom, get a drink of water, or change clothes. Nature's Classroom teachers can set up for the next class or activity.

You will be needed to supervise students during rest and recreation time. During this time, students are welcome to:
Play basketball in the gym, volleyball, Ping-Pong, Frisbee, etc. We have the following recreational materials available in the gym: basketballs, soccer balls, footballs, volleyballs, ping pong, Frisbees, and kickball's. This is a great time for students and visiting teachers/chaperones to share some very important social interaction to process the Nature's Classroom experience by sharing the events of the day.

A phone is provided for Chaperones in our Lakota cabin and Dining Hall. You will need a calling card to make long distance calls. Our office phones ARE NOT AVAILABLE FOR YOUR USE. Students are not permitted under normal circumstances to use this phone. Please monitor this as you can. There are also coke and PowerAde machines in the camp area. Students may use these machines during their free time with visiting teacher/chaperone permission.

You will be needed to supervise students after students are dismissed for the evening. Nature's Classroom staff can be reached for after-hours emergencies by the walkie-talkie or phone located in kitchen.

Nature’s Classroom has specific discipline policies. We hope that, as a chaperone, you will support and implement our discipline policies while you are here. Our policy consists of 1 warning, 1 time-out, Sit with Visiting Teacher/Chaperone, then Sent Home--We feel that a student with consistent bad behavior is “choosing to go home” as opposed to being “sent home”. We try to redirect behavior. Of course, absolutely no corporal punishment or verbally abusive discipline is allowed at Nature’s Classroom.

We look forward to working with you during your school’s program at Nature’s Classroom. Before or after your arrival, please feel free to communicate any problems, expectations, or observations to the Program Director or Administrative Assistant.

Sincerely,

Krista Coffey
Program Director

HINTS FOR COMFORT AND CONVENIENCE
We are located at a summer camp. For added comfort, you may want to bring an "egg crate mattress pad" to go on top of your bunk mattress. Also, an alarm clock will help both you and the students be on time for breakfast.