



## The Green River Preserve Program Guidelines for Chaperones

**Thank you for serving as a chaperone!** Your role is integral to a successful experience for the students. We want you to enjoy your visit at Green River Preserve and to fully understand your commitment to our program. This chaperone information has been prepared with feedback from past chaperones and school programs. We know there is a lot of information, but hope by reading through this you will become familiarized with Green River Preserve (GRP), our School of Environmental Education (SEE), and your responsibilities while here.

### Responsibilities

- The guiding principle is to be with your group and insist on safe, respectful behavior on field trips, in the cabin, in the cabin area, through mealtimes and during transitions between meals and scheduled activities. Be enthusiastic and supportive of mentors and all GRP staff and encourage the children to try new things while they are here.
- The Green River Preserve staff will expect the chaperones to maintain and enforce behavioral guidelines with the students.
- Key areas requiring supervision are:
  - **Cabins and Showers** – A chaperone will stay in the cabin building with the children through the night. During times when the students are allowed in the cabin area (including shower time), their chaperone is responsible for their behavior and safety. A chaperone should be in the shower house helping to monitor behavior and water use.
  - **Dining Hall** – A chaperone will accompany the cabin group to the lodge and assist students in lining up on the lodge deck prior to each meal. Please insist on good manners and encourage an “ort free” table. Clean up can be a bit tricky – the main rule to remember is that no more than two students should be up from the table at one time.
  - **Field Trips** – The chaperone should be sure to “check in” with the mentor at the beginning of each field trip in order to review key information. The chaperone’s role is to assist the naturalist in keeping the students safe and together and to administer first aid when necessary. Please take the time to clearly define your role with the individual mentor. Insist on seated campers on the buses.
  - **Evening Programs and other activities** – Children should not come to an activity before the bell rings. Children should not be at activities with out a chaperone. Please do not send children to activities with out you.
  - **Free Time Responsibilities** – Two to Four chaperones (depends on size of school) are expected to supervise in conjunction with mentor staff during the free time period.
  - **Quiet Time and Cabin Time** – Chaperones are expected to supervise children during quiet time and cabin time if listed on the schedule. **9:45 pm** marks the beginning of Quiet Cabin Time. All children should be in their cabins and quiet at this time.
- Each chaperone will supervise the cleaning of the cabin and cabin bathroom, clearing out of shower house of all clothing, toiletries, towels, etc., at the appropriate time.

### Medical and Emergency Information

- Health care forms, release forms, student medications and first aid supplies brought by the school may be stored in the dining room. Additional first aid supplies are available upon request.
- If an emergency occurs, immediately notify your school’s emergency care personnel and a GRP staff member.

- If the situation requires immediate advanced medical care, dial 911 from any camp phone (office, staff lounge, kitchen office, infirmary). Tell the 911 service the emergency is at The Green River Preserve on Green River Road in Cedar Mountain.
- If the camp bell is rung continuously for several minutes, immediately bring your students to the lodge deck and wait calmly for instructions.
- In the event of a nighttime emergency, GRP staff will be found in the mentor lodge.
- If an emergency occurs out of base camp, consult your mentor. All mentors carry a radio and a first aid kit and will assist where needed.

### Other

- There are two bells rung at mealtime. The first one is ten minutes before the meal and the second is at mealtime. Please have your group on the lodge deck by the second bell.
- Bells will also be rung to announce the next activity period on the schedule. Children are not allowed at activities without chaperones.
- We signal “please be quiet” by raising one hand. Hand up, mouth shut. Please help us with this signal.
- Chaperones may take showers in the infirmary. Please be sure your cabin is being supervised if you leave the group.
- We ask that students enter only their own cabin and only when supervised by a chaperone.
- **The Green River Preserve does not allow pranks, practical jokes, cabin raids or other behaviors that will discount another person or group. We stress a non-competitive learning environment.**
- **We ask that students DO NOT push or pull carts without an adult. Students hauling heavy carts has resulted in injuries to students and the the breaking of our carts. Adults must help with the carts.**
- Please be mindful of conservation. There is limited hot water for showers; keep them short.
- Please do not bring or allow radios, electronic games or similar devices in the cabins.
- Please do not bring or allow fruit, gum, or any other edibles in the cabins. We have animals that will try very hard to get in and eat it!
- We ask that there be no graffiti in the cabins or other areas of the camp. Any defacement or destruction of property will be noted and your school will be billed.

### General Information

- Please make yourself at home in our staff lounge.
- Please keep all edibles in the staff lounge. We have a microwave and refrigerator available for your use.
- **Cell phones DO NOT work at GRP.** Two phones are located in the staff lounge for personal calls. Please call collect or use a calling card. Please do not enter the kitchen unless there is an emergency.
- Please park your automobile in the staff parking lot.
- Schedules and other logistical information will be posted in the Lodge for your reference.
- Schedules are subject to change due to weather.
- If, at any time, there is a concern, please immediately notify the GRP program director.
- There is housing provided in our guestrooms for chaperones who are not staying in a cabin with children.
- Chaperones (as well as students) must provide their own bed linens and towels.
- Flashlights are to be off during evening programs and placed under a bench or in a pocket unless otherwise instructed.

**The Woodcraft Laws are one way The Green River Preserve expresses its mission. Combined with our respect circle, they are a behavioral covenant that helps foster respect and responsibility. Please be familiar with them and share them with your students.**

**Beauty**

Be clean, both yourself and the place you live in. Understand and respect your body for it is the temple of the spirit. Be a friend of all wildlife. Conserve land, forest and rivers.

**Truth**

Word of honor is sacred. Play fair. Foul play is treachery. Be reverent. Worship the Great Spirit and respect all worship of him by others.

**Fortitude**

Be brave. Courage is the noblest of all attainments. Be silent while your elders are speaking or otherwise show them deference. Obey. Obedience is the first duty of the woodcrafter.

**Love**

Be kind, do at least one act of unbargaining service each day. Be helpful, do your share of the work. Be joyful, seek the joy of being alive.