

## Guidelines for Chaperones

Thank you so much for volunteering to supervise students at the Cuyahoga Valley Environmental Education Center. Without your commitment and effort, we would not be able to offer this learning opportunity to your children. Below you will find guidelines that we hope will make your job much easier. These guidelines are designed to keep students safe, secure, and add to their learning experience. At the Education Center, we ask that:

### **Children are to be supervised by an adult at all times.**

1. You may want to call a student meeting in your dorm at the first Free Time (4:15- 5:15 Day 1) to go over do's and don'ts. This is a good time to talk with students about issues like shower time, and medication procedures.
2. For safety concerns, do not permit rough play, running, or rowdy behavior in the dorms.
3. Food is not allowed in the dorms to discourage rodents and other unwanted guests.
4. Please help us keep the students from writing or carving on beds, walls, or dressers. The cost of any damage will be passed on to your school or to the student's family.
5. Students are expected to respect other people's belongings and materials. Make sure there is no fighting or hitting. Students should stay in their own dorm and never enter the dorm or rooms of the opposite gender unless invited and have an adult present.
6. Students should enter and exit dorms only through the mud rooms. Please have students remove soiled boots and shoes in this area. All other doors are for emergency use only and should not be used by students.
7. Do not tell or let other students share ghost stories or other scary stories. These work against our goals and reinforce unhealthy fears and anxieties.
8. Lights must be out and the dorm quiet from 10:00 p.m. to 6:30 a.m. Don't let students stay up later or get up earlier for any reasons. Groups should never leave the dorm during these hours even if an adult is with them. Outside quiet times are from 10 p.m. to 8 a.m. There are private residences nearby. Shouting, screaming, and other loud noises are not permitted.
9. **Be aware of other rules as indicated in the Student Expectations and your school's administration.**
10. Thermostats are controlled by EDUCATION CENTER and park staff only. Please let a staff member know if you need assistance. There are switches on the wall to activate exhaust fans which ventilate the dorms during shower times. These must be turned off after shower times so the heat or cool does not exhaust as well.
11. Telephones are to be used by adults only. Instructions and emergency numbers are posted by each phone. Do not let students call home, unless approval has been given by your school's

leader or an Environmental Education Center staff member. Our experience indicates that a student calling home is disruptive and not helpful. During evening hours emergency calls can be received directly in each dormitory. An Environmental Education Center staff member lives on-site, upstairs (above the garage) in the brown house at the White Pine Campus.

*White Pines: 330-657-2796 ext. 124 Lipscomb: 330-657-2796 ext. 118.*

## **Other Helpful Guidelines for Chaperones**

1. Each morning before breakfast, students will be asked to do some housekeeping chores to keep their dorms clean. We need your help to make sure these items are done correctly. Supplies can be found in the cleaning closet of each dorm.
2. Please remind students who are scheduled for meal set-up to meet their leaders by 7:45 a.m. (An adult from the school should be present for meal set-up as well.)
3. Assign children who have problems with sleep walking and bed-wetting to lower bunks. (Note: the school leader may have done this already.)
4. Remember to bring an alarm clock.
5. Evening supervisors who aren't staying for the daytime program should arrive by 6:30 p.m. and stay until 8:00 a.m.
6. Lockers are available for adults to secure valuables and medications. All medications for adults and students must be stored in the lockers unless they need refrigeration. See the Environmental Education Center staff for locker key assignments.
7. Smoking is not permitted inside any building or in the presence of students. Smoking is allowed only on paved surfaces. Please clean up after yourself - receptacles are outside each building.
8. Your school will be issued keys to the dorms. All buildings must stay locked at all times. (The keys must stay on campus.)
9. If you have problems with the facility, please notify Environmental Education Center staff.
10. Leave your car parked in the Administration lot unless you are loading or unloading. Cars that are not parked appropriately are subject to ticketing by the National Park Service Law Enforcement Rangers.

## Meal Procedures

*We appreciate your assistance in making meals a pleasant time for everyone. Your help in facilitating these procedures with the students will do much to enhance your group's experience at the EDUCATION CENTER*

- When possible, it is ideal to have one school adult and one Environmental Education Center staff member at each table. At least one adult should be at each table.
- Students may select their table at the first meal unless you would like to make table assignments. Most schools require that tables are comprised of half males/half females. Their tables remain the same throughout the week unless specific exceptions are made by Environmental Education Center staff or the school coordinator.
- **Serving begins after announcements are made by EDUCATION CENTER staff.**

Announcements include a special reading or quote, and a moment of silence precedes each meal.
- **Only one person may be up from the table at a time.** If someone else is up, wait until they return.
- The adult at the table should remind students of good manners, and keep conversation and behavior appropriate to mealtime.
- **Everyone gets “firsts” before anyone gets “seconds”.** There is plenty of food. Please take small portions and feel free to have several helpings, rather than taking large portions all at once. The adult at the table should supervise and help students cooperate with this.
- **If a table needs to send someone up to refill a serving platter, please ask how many at the table would like another serving,** and then inform the kitchen staff how many additional servings are needed. Please remind students to show respect and courtesy to the kitchen staff.
- Once the meal is finished, all serving dishes should be returned to the kitchen window. Dishes should be scrapped. Food waste, liquid waste, and compost should be disposed of in appropriate buckets - no other trash goes in these buckets. Dishes and silverware should be stacked in appropriate bussing tubs. Paper napkins can be composted. The table should be wiped with a towel from the bus tub provided. Everyone can help with the process, but only one person should be up from the table at a time.
- Once everyone at the table is finished with the main meal, the adult at the table may excuse someone to return serving platters to the window and bring dessert (dinner only). There are no seconds on dessert.
- At the end of each meal, food and liquid waste will be measured. Energy conservation is part of environmental awareness. Our staff will discuss with the students the energy used in creating a meal and how to conserve it through making wise dining choices.

## Student Chores

For the mornings of the 2nd and 3rd day, students will be assigned basic cleaning chores to complete so that they may demonstrate a sense of responsibility to our community. A chore schedule will be developed for your school.

**Students should not use chemical cleaning solutions!**

**Restrooms - male and female - includes main bathroom and the single bathrooms:**

- Pick up any trash and deposit into trash cans
- Pick up any items of clothing that have been left in the room and return them to the owner
- Flush toilets as needed
- Report problems to staff upon morning check-in

**Mud Rooms/Lounge:**

- Return furniture to its proper place
- Sweep mud room and tile floor hallways (brooms and dustpans are in the janitor's closet near the phone in Lipscomb or the Elbe room at White Pines.)
- Pick up any trash and deposit into trash cans
- Make sure recreation equipment is neatly placed on shelves
- Make sure shoes/boots are off the floor and in the cubbies

**All Rooms:**

- Please pick up and keep the area around your bunks neat and clean
- Gather up your belongings and organize

**LAST MORNING:**

**Everyone must wear outside shoes and dress prepared to be outside for the closing unit.**

Move all luggage out of bedrooms - Lipscomb: stack luggage outside under the porch overhang (in inclement weather, stack luggage near double doors, but do not block the doors); White Pines: same as Lipscomb. Sweep under beds. Remove ALL debris. Return and neatly replace all recreation equipment. If time, a few students sweep mud room floors.

**Return all borrowed equipment (boots, ponchos, mittens, etc.) to Education Center staff during lunch.**

***Thank you for your assistance!***