



## Howell Conference and Nature Center Chaperone Information

Welcome to camp! We are so glad that you decided to help with the supervision of the students. Without your participation, this trip would not be possible. Thank you! The following is designed to help you and your group have a safe and enjoyable time here. If at any time you are unsure of your role, please ask your group's host or any of our staff. We thank you for taking time out of your schedule to attend camp.

### General Information

- Coffee is available in your main dining area throughout the day and evening. Please bring a mug to save on disposable cups or save and reuse the cup you have.
- All calls should be made on cell phones or by using a calling card. Please no long distance calls. Please do not use your cell phone during programs or while the staff is addressing the group.
- All buildings are tobacco free. If you need to smoke please do so outdoors, away from students and dispose of cigarette butts in proper containers. Alcohol and other controlled substances are not allowed on Howell Nature Center grounds.
- Medications are not allowed to be stored in cabins and should be locked in your vehicle with any other valuables.

### General Supervision

- You will be the cabin supervisor at night. Chaperones are responsible for maintaining a safe and comfortable environment, and making certain participants get the proper amount of sleep. Camp quiet hours are from 10:00 pm to 7:00 am, we ask that you respect, and help students respect these hours.
- Also, as a cabin supervisor, you are in charge of keeping the cabin areas clean and neat.
- An adult chaperone **MUST** be present at all times when students are in the cabins. A student should never be alone or unsupervised in the cabin.
- During the day you will travel with an activity group and are asked to go to programs with the participants. All travel groups need to have at least one adult chaperone at all times.
- This is a school program. Student behavior should be the same as if they were at school. You can help!
- Get involved and help school and camp staff whenever possible. You will have more fun; your leadership will be a good example to the students and appreciated by school and camp staff.
- Minor behavior problems, such as not listening, can be handled with good eye contact or by standing next to, or separating problem students. If a problem arises that you do not know how to handle, inform the school or camp staff and let them deal with it. We have a strict HANDS-OFF policy. At no time should a student be punished physically or touched in any way by a chaperone. Please direct all discipline problems back to the principal or teacher in charge of your group.
- Setting the example is so important! Please set the example by listening when instructions are given and paying attention in class. This example will rub off on the students. It is awkward for us to enforce a rule when a chaperone is not supporting it.

- Enthusiasm and a positive attitude go a long way and rub off on the students. Unfortunately, being non-participatory rubs off on students too.
- Please remember this event is for the students. Let the students answer the questions asked during class time. Asking leading questions to the students helps us to gauge the listening and learning that is going on during the activity. It is possible to show enthusiasm and participation without overstepping.
- Please check the schedule as to when your group is assigned hopper duty. You will then need to get your students to the dining hall 15 minutes before the meal time. It is your responsibility to get the students to activities and meals on time.
- If there are safety or maintenance problems or questions, please call the office. The number is located by the phone in your building.
- Occasionally, you may be asked to lead your group to an activity on the grounds, this might take some walking and navigation, but this will help to keep things running smoothly and on time.
- The main role of the chaperone in the dining hall is to help ensure a relaxed, clean, and organized environment, reinforcing manners and etiquette.
- We ask that during meals, there be at least one adult per table.
- During meals, please help to quiet your table when announcements are being made and with clean up procedures.
- If your group are the hoppers during a meal, we ask that you stay behind while they clean and help direct them and then escort them to the proper place after the meal.

Again, thank you so much for helping out with this camp. We hope you enjoy yourself as much as the students. Please let us know if there is anything you need, or questions you might have.

## EMERGENCY INFORMATION

### Medical Emergency:

- Call 9, 911
- Phones are located in all buildings, you must dial 9 to get an outside line.
- The address is 1005 Triangle Lake Rd.
- Arrange for someone to meet emergency personnel at the camp entrance to give direction.
- As a general rule the HNC staff do not transport students to the hospital or other locations. The nearest hospital is in Howell, about 8 miles from camp.

- **Directions to St. Joseph Mercy Hospital Livingston**

When leaving the camp turn right onto Triangle Lake Rd., turn left onto D-19/Pinckney Rd. Drive 7 miles into Howell. When you get into Howell, D-19/Pinckney Rd. turns into Michigan Ave. Turn left on Grand River Ave. Go ½ mile to Byron and turn right. The hospital will be on your left in half a mile.

- First-Aid kits are located in all buildings around camp. Ask any staff member and they can direct you to the nearest kit.
- Many of our staff are trained in Basic First Aid and CPR.
- If you have requested a health officer you can also seek their help.

## **Howell Nature Center Rules**

### **HARD RULES:**

- ✓ No boys in girls bunkrooms/cabin; no girls in boys bunkrooms
- ✓ Respect each other's cabins with no raids or pranks
- ✓ The waterfront can be dangerous without proper supervision, so please stay away unless you have adult supervision
- ✓ Hard rules from your school also apply here
- ✓ Chaperones always need to know where kids are.

### **SOFT RULES:**

- ✓ Changes happen fast, so we ask that you always stay within visible sight of the buildings.
- ✓ Tread lightly and leave nothing (trash, trails, gum, and stay off seeded grass, rock walls, and waterfalls).
- ✓ We have acres of land, so please never go off by yourself. You should always be within view of an adult.
- ✓ The ground here was made by glaciers and is very rough, uneven, and hilly-so please walk. Feel free to run in all sports areas.
- ✓ We have animals that walk around freely (water fowl, turkeys, deer, and others) please do not chase and bother them. Respect.
- ✓ Your cabin is your private safety area and you need to respect that area. It is not a gym or a ball field or cafeteria.
- ✓ Beds are not trampolines. They will break-so please no jumping. You could get hurt and end up with no bed to sleep in if it breaks.
- ✓ We are located in nature and we have bugs, ants, and animals that love to find and eat people foods- especially sweets. Please-no food or drink in your cabins, you might get an uninvited guest.
- ✓ For your safety, you must have adult supervision when you are in your cabins. If there is none, please find somewhere else to be.
- ✓ During your stay here, we do not have room service available, so please help keep your bunkrooms and bathrooms clean. There will be no one to clean them for you, so how you leave them in the morning is how they will be when you return at night.
- ✓ Accidents happen and things break. Please help us and let us know if something breaks or is not working.
- ✓ The Camp reserves the right to suggest to the teacher in charge that an individual camper be sent home if the rules are not being followed.
- ✓ Please stay off and out of waterfalls and stone walls.
- ✓ If using our water-please no paper cups outside.
- ✓ All sports equipment needs to be put away after each use.
- ✓ No using of cell phones during classes or group activities.

## **Howell Nature Center- Camp Check Out/Clean Up**

Thank you again for staying and helping out your group-it was great to have you here and we hope to see you again. The HNC staff will clean the bathrooms and mop and replace all the paper products. We need your help to make sure you have everything you came with. Please use this checklist before you leave.

- ✓ Check if anything is left in bunkrooms (clothes, books, pillows, sleeping bags)
- ✓ Any lost and found will be held for 1 week then disposed of
- ✓ Return furniture to its original arrangement
- ✓ Vacuum carpets (optional)
- ✓ Turn off all lights and appliances
- ✓ Close all windows and doors
- ✓ Check bathrooms for lights left on and running water
- ✓ Check kitchen for anything left behind
- ✓ Please report on damage or anything that needs to be repaired

## Emergency Procedures for Howell Nature Center

### Medical Emergency

- If during a class a participant gets a minor injury (small cut, scratch, scrape) you may issue a band-aid to be applied by the participant. After class, let one of the teachers know what happened and recommend that the minor injury should be cleaned if it was not done at the time the band-aid was issued.
- If class is taking place in a building, band-aids and other first aid equipment should be in the building's First Aid kit.
- If class is taking place out and about (hike, scavenger hunt, orienteering, capture the flag) a small personal first aid kit should be carried by instructor.
- First aid kits are located in all buildings, boat house, and the archery shed.
- In any medical emergency you should call 911 right away and give directions to where on the grounds the emergency is. You should also request that they send the suburban if the emergency is out on the trails. After you call 911, send someone to the front gate to meet emergency personnel to direct them to emergency location. You should also call the main office to notify them of what is going on.
- Until help arrives:
  - ✓ Be available to help instructor with anything they might need
  - ✓ Manage group and separate from victim
  - ✓ Stabilize victim and situation
  - ✓ Remain calm
  - ✓ Document your actions and what happened
- After incident:
  - ✓ You should not talk to anyone about the incident except Supervisors
  - ✓ Make a complete report of what happened and what care was given

### Severe Weather

- During the threat of bad weather HNC staff will stay informed of weather warnings and will notify all groups.
- If out on the grounds when severe weather hits, find the nearest building and get inside.
- In an emergency go to these locations:
  - Lakeview Lodge:** Go to the basement. The stairs are in the kitchen.
  - Knoll Lodge:** Go to the basement in the east end of the building.
  - Grindley Lodge:** Go into the hallways by the bunkrooms.
  - Woodland & Wildwings:** Go into the hallways by the bunkrooms.
  - Snowshoe Cabin:** Go to the center of the building.
  - Front of the property:** Go to the center hallway of Pineview Lodge.

### Fire

If you notice a fire in your building:

- Pull the alarm switch and evacuate your building.
- You should meet in the parking lot of your building and do a head count.
- If the alarm goes off, treat it as a fire until camp staff gives the all clear.
- Do not try to fight fires, just get out and call 911.

# Howell Nature Center Rules

Rules are very important to give us some guidelines that we should go by. We would like everyone to have a great time and have lots of fun but to do this we need to have some rules that we should all follow. We have two kinds of rules, Hard and Soft. A Hard rule means that one strike and you have to go home. A Soft rule means three strikes and you have to go home. We have these rules for your safety and to show respect for each other.

## Hard Rules:

- ✓ No boys in girls bunkrooms/cabin no girls in boys bunkroom
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## Soft Rules:

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