

## CHAPERONE GUIDELINES

### Your Role as a Chaperone

Congratulations! By agreeing to become a chaperone, you have agreed to an exciting yet challenging experience. The information here is designed to help you prepare for your role as a chaperone. If at any time you are unsure of your role, please ask your Group Host. We thank you for taking time to attend camp, and hope you have an enjoyable experience!

- You will be the cabin supervisor at night. This means that you are responsible for maintaining a safe environment and ensuring that participants get an adequate amount of sleep. Please double check with your teachers to make sure you have all relevant information regarding specific camper requirements within your cabin (i.e a camper who may sleepwalk should be on a lower bunk, etc). Camp quiet hours begin at 10:00pm, and end at 7:00am.
- As part of your cabin supervisor responsibilities, you will be responsible for the hygiene of campers as well as the cleanliness of the cabin.
- During the day you will travel with an Activity Group. The camp staff will look to you to help manage behavior concerns, or contact teachers if necessary. During some activities it will be completely appropriate for you to participate, however some activities are meant only for the students.
- You are responsible for making sure campers are on time for activities and meals.
- Please set good examples of appropriate behavior, language and attitude.

### **All chaperones at camp are expected to follow certain policies. These include:**

- Smoke only in designated areas, and never in front of campers.
- Maintain a positive, enthusiastic attitude during programs and activities.
- Do not allow your behavior to interfere with the campers' learning experience. This includes allowing students to figure out challenges without adult help.
- Alcohol and drugs are not permitted at the Howell Nature Center.
- Medications may not be in the bunk rooms. Please lock any medications in your vehicle, or ask your Group Host to store it in our medicine cabinets.
- For your own protection and the protection of all campers, always use the buddy system when accompanying campers around camp. Always insure the ratio is 2:1, and never be alone with a camper.
- Physical punishment of any kind (calisthenics, exercise, hitting, kicking, pushing, hazing or deprivation of sleep or food) is strictly prohibited by State Law and Camp Policy.

### **Cabin Supervision**

It is very important that chaperones be in the cabin anytime there are students in the cabin. Please ensure that campers keep the living area clean and tidy. At the end of each evening's program, campers will return to cabins accompanied by chaperones. Once back in the cabins, it is the chaperones responsibility to make sure all cabin rules are followed for everyone's safety. These rules include but are not limited to: no running, only one person on a bed, bunks are to be used for nothing other than sleeping and any other posted rules. Please help ensure that quiet hours are observed. You'll want your rest!

### **Program Supervision**

Program Instructors will lead each activity. Chaperones are asked to be directly involved in the supervision of students during these activities. This will insure that behavior issues do not take away from the experience or the safety of the students. Instructors may often offer chaperones the opportunity to join the activity, but this will not always be the case, especially during classes where time and proper supervision are critical to providing campers with a positive experience, such as High Adventure and Waterfront programs. The Howell Nature Center reserves the right to ask participants to leave camp grounds.

### **Dining Hall Supervision**

The main role of a chaperone in the Dining Hall is to help ensure a relaxed, clean and organized environment. This includes reinforcing manners, proper indoor behavior, and clean-up procedures. Please read the schedule closely, and ensure that your group arrives on time for their assigned hopper duties. This role will be explained during orientation.