

# HNC Overnight Chaperone Guidelines



## Your Role as a Chaperone

Congratulations! By agreeing to be a chaperone, you have signed up for 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 or a Howell Nature Center (HNC) staff member. We thank you for taking the time to attend camp, and hope you have an enjoyable experience!

- You will be the cabin supervisor at night. This means you are responsible for maintaining a safe environment and ensuring that participants get adequate 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.). Howell Nature Center 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 a Travel Group. The HNC staff will look to you to help manage behavior concerns or contact teachers if necessary. During some programs, it will be appropriate for you to participate, but some are meant only for the campers.
- You are responsible for making sure campers are ready to go and on time for programs and meals. Before programs start, campers need to use the bathroom, fill water bottles and dress appropriately for the weather.
- 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 campers 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 them 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 have at least a ratio of 2:1. **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 Howell Nature Center Camp Policy.

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- If you need to take or make a phone call during program time, step far enough away from the group so your talking does not interfere with the program.
- Coffee pots are available in each cabin for adult use only.
- Report to HNC staff if supplies run out in the bathrooms or anything in the cabin breaks.
- WIFI is available in most cabins and is ONLY for adults.
- In an emergency, call 911 immediately. If possible, also call the HNC On-Call phone number.
- If an HNC staff member is needed after hours, please call the provided On-Call phone number.

## **Cabin Supervision**

***It is especially 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 chaperone's responsibility to make sure all cabin rules are followed for everyone's safety. These rules include no running, only one person on a bed, bunks are to be used for nothing but sleeping and any other posted rules. Please help ensure that quiet hours are observed. You will want your rest!

## **Free Time Supervision**

During their free time, students can use the Gaga pits and playground equipment. Each Gaga pit will be assigned to a school during their stay. ***It is important that chaperones supervise students during their free time.*** Students must have a chaperone present when going near the lake. ***All Lake equipment, including the docks, are OFF LIMITS.***

## **Program Supervision**

HNC Program Instructors will lead each activity. ***Chaperones are asked to be directly involved in the supervision of students during these activities.*** This will guarantee 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 programs 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 campgrounds.

## **Dining Hall Supervision**

The leading 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. Each table needs at least one adult. Please read the schedule closely. Hoppers are expected to arrive 10-15 minutes before the meal to start hopper duties. Meals will be explained during orientation.

## **Expectations During Meals**

Meals will run in this order:

- HNC staff welcome campers into the dining hall.

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- Campers enter the dining hall, wash their hands, and find a seat at a table.
  - At least one adult chaperone/teacher per table.
- Announcements by HNC Staff including food portion sizes.
  - Teachers may also use this time for announcements.
- If possible, a cup flip. Directly after the cup flip, Hoppers to the buffet line first.
- Campers remain seated during the meal unless they are using the restroom or going through the buffet line.
- HNC staff dismiss tables to go through the buffet line.
- HNC Staff announce seconds, Hopper at each table chose two people from their table to go for seconds at a time.
- As campers finish eating, they stay at their table and help the hoppers rack and stack.
  - Hoppers will take stacked plates, silverware and cups to the dish window or cart.  
Leftover liquid in the cup(s) goes in the liquid container. Garbage is thrown out in the trash can.
  - Hoppers will wipe off their table.
- Final announcements by HNC staff. The announcements will include when and where to meet for programs.
- HNC staff dismisses everyone but the hoppers. During this time, chaperones are responsible for student supervision. Students should use the restroom, if needed refill water bottles and dress appropriately for the weather.

## **Hopper Expectations:**

- Hoppers arrive 10-15 minutes before the start of the meal to set up napkins, cups, and any necessary silverware. Hoppers may need to help set up tables and chairs.
- At least one hopper per table during the meal.
- After the cup flip, Hoppers go through the buffet line first.
- During the meal, Hoppers are responsible for replacing empty drink jugs and if needed getting more napkins, cups, or silverware.
- After seconds are announced, Hoppers pick two people at a time from their table to get seconds.
- Hoppers will assist people at their table to rack and stack. To rack and stack: everyone piles garbage onto the appropriate number of plates. One plate is used for all the silverware. The rest of the plates are stacked together. If used, cups are stacked with any leftover liquid in the appropriate number of cups.
- Hoppers will carry the plates, garbage, silverware, and cups to the designated space. Garbage goes into the garbage and liquid from the cups is poured into a liquid only container.
- The Meal Host will dismiss everyone but the hoppers from the dining hall. Hoppers stay to help wipe off tables, sweep or vacuum, take out the garbage and if needed, stack chairs.