

## Teacher / Chaperone Guidelines

## Multi Day program

Thank You for giving the students your time! All chaperones are a vital part of the program team. You are the connection for the program back home! Whether you are a parent, and you are sharing specifics with other parents, or a teacher revisiting the experience in the classroom, either will help the positive lessons live on. The following information will help you understand your role during the program. We hope you have a great time!

- We have realized after 25 years of successful programs, that a very important role of our chaperones / teachers etc... is helping get student's attention. Here are a few suggestions:
  - o Be a part of the experience, but also be aware of what is happening next. When we are in small groups - like the Dining Hall and activity groups - you can look at everyone and ask for their attention. You can use their names if needed, due to the small group setting.
  - o If we are a big group you can move toward the individuals causing the delay and ask for their attention. If it's a large number of individuals causing the delay one of you can stand next to person addressing group and call out for a respect check.

### First Day / Arrival

- Upon arrival, we will collect any electronics, food the students may have (if allowed on trip over) and stash safely until trip ends. We will have a special spot for chaperones to put school / group items, medication area, show you a spot in the fridge, etc....
- Also once you've arrived, we'll try to accomplish 3 things, depending on schedule and/or timing:
  1. Introductions and opening
  2. Safety and Respect talk, followed by game and adult meeting.
  3. What's next and a move in.
- Our Adult meeting will give you details about activities, hand you a schedule, cabin info...

### Activities

- **Activity Groups:** The participants will be divided into small groups of 9 - 12 depending on total numbers. We may change the word group to "team" or a theme like trees or animals. Re wording usually comes from our groups requests. All groups will go through the activities planned for the program. One school/ group representative and one Inside Out instructor will be with each group.
- **Phones:** If you must use your phone, please let the IO instructor know, walk away and be as brief as possible. Cell phones are not allowed in front of the students.
- **Instructors:** Our instructors are carefully selected for their experience, character and expertise in the field of outdoor experiential education. Depending on program logistics, you may have one Inside Out Instructor facilitating you and your group through all activities, or a different instructor facilitating with each. All activity leaders will communicate with you, about your role in the facilitation process of each activity.
- **Safety!** Your support throughout the program is crucial. Even though it seems fairly elementary, please adhere to the same safety guidelines and expectations we set for the students. This is helpful to the IO instructor by setting a good example for students, as well as not creating additional risks for the instructor to manage.



- **Attitude!** Our positive attitudes can be infectious! We must remember that the same holds true for the opposite realm. Negative words, moods, sarcasm and body language can be just as infectious, if not more. Please direct all concerns to the program director.
- **Flexibility** is also important. We may need to make last minute changes due to weather or other factors, and there may be times when we need you to lend an extra hand.

### Safety and Rules

Upon arrival, everyone will be informed of safety rules and boundaries- the do's and don'ts during the program. As mentioned, your assistance with rule enforcement, disciplining, and safety issues will be greatly appreciated. An Inside Out staff will go over all guidelines prior to moving in your cabins. We will have a set of rules posted in every cabin as well.

Four standard rules:

- 1) Boys and Girls are to remain only in their cabin and cabin area.
- 2) Walls of all buildings and all camp structures are to remain free of any writing from any person in group. All building and structures are to remain free of climbing
- 3) Candy / food and any type of electronic is turned in upon arrival.
- 4) All waterfront areas are off limits unless an Inside Out Instructor is present.

### Meals:

Meal Time is a good time; we are all together sharing stories with our tables and breaking from the schedules of the program. Unless we are out for day, we will eat family style in the Dining Hall at the facility we have based your program.

**Hoppers:** Before the Meal Bell is rung, we have a student team come in 10 - 15 min early to "hop" the dining Hall. If you are the adult in that group, or cabin, please gather up the hoppers and report to dining hall. Hoppers help set tables, drink pitchers, and any cold items the kitchen has ready to go. Hoppers are dismissed just before bell is rung. Hopper groups are noted on schedule.

For each meal we have a designated meeting spot outside of dining hall to go over meal procedures and have announcements with the students. Let us know if your group would like to have a blessing before each meal. Here are a few guidelines.

- **Once we have rung the bell**, chaperones and Inside Out instructors will be sent into the dining hall first to help with final set up details and delivering the hot food to each table. Once that is done, all adults will spread out -- 1 adult at each table. Then, we let students in, and they may sit where they choose. We sit 8 to a table
- **Meal Jobs:** Your assistance during the meal and cleanup process **is crucial** to ensure all procedures are followed. We supply a Tupperware container that has 8 jobs inside on every table. For each meal we pick a job upon sitting and carries that job out when the time comes. The program Director will explain each job. We appreciate you directing the first couple of meals until they get the hang of it!
- **We remain** inside the dining hall until all announcements and any other post meal activity is completed. Bathroom location is pointed out to group prior to first meal. Students are instructed to ask permission from a chaperone if they must return to cabin for anything.
- **Food concerns:** Inside Out works closely with your program contact to address all dietary concerns. Picky eaters are the only concern we are unable to accommodate. Our menus typically have something for everyone. Check in with your coordinator for menu details. Also, please let them know if you have any food allergies.
- **SNACKS:** We supply an afternoon snack and others upon request.



## Free Time / Down Time

Free time and down time are “breaks” within what can feel like a non-stop adventure. Below are descriptions of each.

### Free Time

Free time is a structured time at the end of our afternoon activity. If possible, we have it daily, and the length of time depends on the program’s activities. We introduce free time as an organized community time, when they can choose to be at the open areas explained by the program director. With the focus being on community time, we will want the students out of the cabins! They may change, get what they need and then we expect everyone to be in the areas mentioned by the program director.

**Announcements about free time happen after lunch, so that gathering after activities isn’t necessary—more free time!**

**Chaperone coverage:** In order to cover each area, we need more eyes on some programs. The program director will remind you about where your assistance is needed each free time. You may be asked to watch field play, the pavilion area or maybe even the beach area of the lake. Another role of the chaperones at this time is to check on cabin areas, ensuring that students aren’t just sitting in the cabin or showering before its time.

### Down Time

There are other portions of the program that have no structure called “down time”. These are before and after meals, before evening program and bedtimes and typically do not exceed 30 - 40 minutes. The most important point here is that this is not a “free time” block for students to go to field or waterfront. These times are okay for students to be in their cabin or the area immediately around dining hall. The program director will announce the area to hang out when there is down time. All chaperones are responsible to supervise students during down time.

### Evening Programs / Bed Time:

Whether we are playing games, having a campfire, listening to music, a storyteller, or watching an animal show, Inside Out provides an evening program every night. At the end of evening program, we’ll have a closing, make final announcements, and assign a lights-out time. **Your job as a cabin chaperone is to try to adhere to the lights-out time and enforce the rules of common courtesy while in the cabins (noise levels, other belongings, etc.).** We also encourage you to bring along a story or favorite reading to share with your cabin. There is usually a 30-40-minute time to talk with your students about their day, or read.