Howell Nature Center Field Trip
Chaperone Information

First of all, from the teachers, many thanks for agreeing to chaperone. Field trips to places like the Nature Center wouldn’t be possible without the support and participation of parents. We appreciate your help, interest, and commitment. We trust you will thoroughly enjoy this adventure with a great group of Slauson Golden Bears.

Information for day and evening chaperones:

1. Students are assigned to one of seven travel groups (A-F). Check the Chaperone Assignment Table in GRINDLEY HALL to determine your travel group. You may be assigned to different travel groups for different time frames.

2. To determine where you need to go, use the schedule, the map of the Nature Center, and the listed starting locations (if available) for each activity. Please be aware, sometimes Howell staff changes the starting place or accompanies the group to a starting point. You may have to ask a staff person about changes in plans or locations. Meals are served in Grindley Lodge, so this is generally a good place to find your group if you arrive during or close to a meal time.

3. We have tried to schedule two chaperones to each group. If a chaperone does not show up, let us know and we will try to get an extra person to your group. To the extent possible, teachers will rotate among groups. We may be with a group part of a day or most of it, if there is a chaperone shortage.

4. Take attendance before each activity, just to be sure you have your entire group and you did not accidentally inherit someone else’s student(s). Your general responsibilities include
   • traveling with your group;
   • being available to assist as needed;
   • providing gentle reminders to keep students focused;
   • modeling behaviors being emphasized;
   • taking students “under your wing” as needed; and
   • intervening managing, and reporting incidents of inappropriate behavior.

5. During scheduled free times and meals, Howell staff are not responsible for students. You need to eat and then cover the general area during the free time. A chaperone should be in each lodge and then in open areas where students are congregating. If an area seems well chaperoned, you can check to see if a lodge or other area needs coverage until the next scheduled event.

6. There is always a nurse on call. We will let you know if there are any medical conditions of which you should be aware. You may need to remind students to get their medications from a nurse at meal times.

7. You may want to try some of the activities (e.g., high ropes, climbing wall, zip line). You need to complete the waiver sheet. Also, we ask that you wait until the end. If the group is behind schedule, staff may decide there is not enough time for the chaperones to try.
8. Please make sure students are not using the phones in the lodges, they are only for staff or emergency use. Students should not be calling other lodges or home. Also, the hospitality supplies (e.g., straws, sugar packets, coffee machines) should be left alone.

9. We suggest you wear loose, comfortable clothes. Many parents think they won’t do the high ropes or climbing wall and then change their minds. You can use the same list your child has to check what you should bring. Remember to bring a water bottle! Also, if you are with us Wednesday during the day, you need to bring a lunch.

Information for chaperones staying overnight:

1. You will be assigned to a lodge. You also will receive a list of students at the lodge. Also, room assignments are posted in the lodge. Only students assigned to that lodge, should sleep there. There are extra mattresses that can be put on the floor if there are not enough beds.

2. If you are in one of the dorm-type lodges, feel free to take a bed and let a student sleep on the floor.

3. Your general responsibilities include
   - keeping the night sounds down to a reasonable level;
   - checking attendance (the right students in the right locations);
   - checking rooms to be sure they are clean;
   - taking students “under your wing” as needed;
   - intervening, managing, and reporting incidents of inappropriate behavior;
   - doing wake-up calls for each room;
   - remind students who are hoppers to get there on time in the morning; and
   - helping with checking out Thursday morning.

4. Please make sure students are not using the phones in the lodges, they are only for staff or emergency use. Students should not be calling other lodges or home. Also, the hospitality supplies (e.g., straws, sugar packets, coffee machines) should be left alone.

5. If students are creating problems, find one of the teachers.

6. Chaperones in past years have found it helpful to set an all-quiet time, a time after which students need to be in bed, quiet, and lights are out. Some students would like to stay up all night, but then they are really tired for the activities scheduled for the next day. Out of courtesy for all the students in the room, it is better to establish a reasonable bed time.

7. For parents staying over Tuesday or Thursday night. On Tuesday or Thursday night, one of the teachers will meet with your students to go over checking out procedures (e.g., checking that all items are packed or in the trash, sweeping and cleaning floors, cleaning bathrooms). On Friday morning, students should not got to breakfast until they have packed and you made sure the lodge is clean. They will take their luggage to the designated pick up place and then go to breakfast. Students should not return to the lodge after breakfast.

THANK YOU••••THANK YOU••••THANK YOU••••THANK YOU••••THANK YOU••••THANK YOU