

OVERNIGHT TRIP GUIDELINES & RESPONSIBILITIES

Dear Teachers and Chaperones,

We are excited to welcome you to Green Chimneys' Clearpool Campus! Your commitment to this trip is a wonderful opportunity to spend time with your students and experience our beautiful natural setting in Carmel, NY. You will learn alongside the students, spend free time with them and might even feel like a kid again yourself! Successful programs are dependent on chaperones like you who contribute their time to a school's trip. We would also like to express our appreciation for your willingness to embark on this adventure.

As a chaperone, you will be with students almost all the time. You will eat, play and learn alongside them in program as well as in their cottages.

The following information is provided to help you understand your role and responsibilities while at Clearpool. Please read this letter carefully so that you will have a better understanding of what is expected of you. If you have any questions, please speak to the lead teacher from your school or with the Director of Programs upon your arrival.

For Lead Teachers

Thank you for organizing this opportunity for your students to have a transformative experience at Green Chimneys' Clearpool Campus. Here is some important information for lead teachers to help you organize a successful trip:

- Please confirm your schedule with Clearpool's program staff at least a week prior to your trip. This will allow us to be prepared with the best program possible for your students.
- Brief your chaperones on the information below prior to your trip so that they know what is expected of them.
- It is important to assign a backup lead teacher if you must leave Clearpool at any time. The lead teacher acts as the point person for communication with Clearpool staff.
- Give yourself at least an extra half hour of travel time on both ends of your trip. Often schools underestimate their travel time, which results in students missing out on planned programming.
- Advise your bus drivers to drive up the hill and turn off their buses when they arrive. Clearpool has a no-idling policy.
- Clearpool does not cancel trips due to weather conditions unless the weather conditions result in inaccessible roads or power outages (i.e. hurricane, blizzard). Please advise your students and chaperones to bring weather-appropriate clothing and footwear.
- Assign your students to their groups prior to arrival to ensure that you are ready to start your classes when you arrive.

Class Supervision

Clearpool Outdoor Education staff will lead all classes, but an additional adult must be present with each group. Please be ready to start the class with your designated group, and plan to stay through the entire class.

Your role during classes is as follows:

- Be on time! Our instructors will not begin their program without you.

- Be a positive role model by showing enthusiasm, staying engaged, and having a positive attitude toward the instructor and the activities.
- Adhere to and help enforce the rules set by the instructor and Clearpool in general.
- Assist with discipline as requested by the instructor. If a behavior problem occurs, please take the student aside so the class can continue.

The most successful chaperones:

- Allow the instructor to be in charge of the group. If there is something you disagree with, speak to him or her in private, or bring your concern to the school's lead teacher or Clearpool's Director of Programs.
- Participate in the activities. However, please remember these experiences are geared towards benefiting the students, so do not dominate an activity, especially during teambuilding and low ropes, when a major goal is for students to be leaders.
- Refrain from side conversations, either with students or on cell phones, during class time.

Between-Class Supervision

There is a short transition between classes when students can use the bathrooms and/or get a drink of water. Clearpool staff is not responsible for students during these breaks, so please be especially attentive to your group during this time.

Your role between class time is as follows:

- Bring students to the dining hall to use the bathroom and/or get a drink of water. Remember, students may not return to their cabins without an adult, even just to run back to use the bathroom.
- If students get a drink of water, dirty cups need to be returned to the cup racks as done during meal time.
- Keep your group moving quickly so they are not late for the next class/activity.

Meal Supervision

Supervision during mealtime is especially important for a smooth dining hall experience. Clearpool staff will be present during mealtimes; however, we ask that the chaperones take the lead in supervising these blocks of time.

Your role during mealtimes is as follows:

- Ensure that you and your group are on time to meals.
- Make sure there is one chaperone per table during meals.
- Meals are served buffet style, so tables will be dismissed by Clearpool staff a few at a time so there isn't a long line at the front table.
- Encourage students to take a little bit of food on the first go around, that way if they don't like it, they won't be wasting food.
- Ensure that students aren't taking seconds before all tables have been dismissed for firsts.
- Help facilitate the clean-up process. Once students are done eating they need to dump any extra food and liquids into the appropriate receptacles, place dirty dishes and utensils in the brown bus tubs, and place empty cups upside down in the cup racks.
- After all dishes are off the table, the students need to wipe down the table with the disinfecting towels provided. Please make sure they don't wipe all the crumbs onto the floor.
- Keep students seated at their tables once cleaning is done and the entire dining hall is ready for dismissal. Remember, no one is allowed to leave the dining hall unsupervised.

Cottage Supervision

Supervision in the cottages is one of your most important roles. This is unstructured time where you are entirely in charge of the students.

Your role during time in the Cottage is as follows:

- Ensure that there is always an adult in the cottage with the students.
- Make sure that students are taking off their shoes in the entry way before entering the carpeted area of the cabin.
- Monitor students to make sure no food or drink (other than water) is being brought into the cabin. This includes candy and gum. Remind students that these items will attract pests.
- Enforce Clearpool safety rules and regulations, banning cottage “raids,” sneak outs, and/or pillow fights.
- Ensure bed rails on upper bunks remain in place.
- Supervise students in the loft. Students are not allowed to hang over the rail, or sleep in the loft area.
- Help conserve electricity -- make sure that all lights are shut off when you and the students leave the cottage.
- Supervise cottage clean-up.

Additional Cottage Information

- If you wish to have the temperature adjusted, contact a Clearpool staff, do not attempt to do it yourself or let the students do it.
- Ensure that outside doors are shut and windows shut and locked when the heat is on. Bathroom doors should be propped open for proper heat circulation.
- In warmer weather windows can be opened, but only if there is a screen on the outside.
- Cottage clean-up instructions will be given the night before your last day. Please make sure all the instructions are followed and ensure that students are **COMPLETELY MOVED OUT** at the proper time. We are often preparing for the next group before your group leaves, so it is imperative that you and your students move out when requested. This is usually **BEFORE BREAKFAST**.

General Facility Guidelines

1. Students must be with an adult **AT ALL TIMES**.
2. No pets allowed on the facility.
3. Shoes are to be removed in all carpeted buildings and cottages
4. No food or drink anywhere but the Dining Hall.
5. No electronic devices or cell phones are to be in the student’s possession once they get off the bus. We will hold all such items until departure if necessary.
6. Groups are allowed at the waterfront only if it is a scheduled activity **AND** there is a certified lifeguard present.

We thank you for taking the time to familiarize yourself with your roles and responsibilities while at Clearpool. It is our goal to provide a safe and fun educational experience for all of the students who attend. Your help is paramount in reaching this goal. If you have questions or need assistance please don’t hesitate to approach our staff. Again, thank you for volunteering your time to be part of this experience; we can’t do it without you!

Sincerely,

Clearpool Outdoor Education Department