

**UNIVERSITY OF RHODE ISLAND W. ALTON JONES CAMPUS
ENVIRONMENTAL EDUCATION CENTER**

HANDOUTS FOR CHAPERONES

Please duplicate and distribute the attached handouts to each teacher and chaperone who will accompany your students to Alton Jones. Health history forms (included with "handouts for students") must be completed for each chaperone under the age of 18.

Enclosed:

Letter to Chaperones
Chaperone Responsibilities
Daily Schedule

Dear Chaperone,

THANK YOU FOR YOUR INVOLVEMENT! Your help will really make a difference for the students visiting the W. Alton Jones Campus. We realize it is not easy to take time out to participate in this type of program. We appreciate your time and effort.

Our goal is to provide a high quality educational experience for students. While students are here they will learn about the environment, sharpen their outdoor skills and strengthen their relationships with their schoolmates.

Our Field Teachers will plan and execute the educational programming and will supervise tables at lunch. We need you to help with supervision. Specifically, you will be asked to help supervise students:

1. at night in their cabin from 9:00 PM to 8:00 AM;
2. at cabin time from 4:00 to 5:00 PM;
3. at breakfast (8:00 AM), dinner (5:00 PM), and snack; and
4. at recreation times after each meal.

We also invite you to accompany students on their lessons with field teachers, although this is not required. Your help with major discipline problems will be greatly appreciated.

There is a lot to remember while at Alton Jones. The enclosed information is designed to help clarify your role. Please read through all of this material and familiarize yourself with our policies. A more detailed booklet of information is available upon request. However, don't feel that you have to memorize all of this information. We'll be here to help. We'll remind you of our policies when your group arrives and a Campus representative will be on call throughout your program.

Thank you again. And I hope you enjoy your visit to Alton Jones.

Sincerely,

John Jacques
Manager
Environmental Education Center

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**CHAPERONE RESPONSIBILITIES
AND EXPECTATIONS FOR STUDENTS**

As a Chaperone You Will Be Expected To:

- 1. Create a Positive Learning Atmosphere.** Encourage students to be positive, optimistic and treat everyone with respect.
- 2. Help Preserve Our Property.** Do not damage, pick or collect living things, and do not litter. Students learn best by example.
- 3. Support Our Field Teachers.** Please refer to the campus as an outdoor SCHOOL with field TEACHERS. This helps the students realize that the experience is not simply a recreational vacation away from school but rather a unique learning experience.
- 4. Supervise Cabins.** You will be responsible for supervising students in cabins from 4:00-5:00 PM and 9:00 PM - 8:00 AM. Here are some guidelines:
 - Students may not enter cabins without an adult present. Food, gum, candy, beverages, battery operated or electric devices and smoking are not allowed.
 - This program is an extension of school and therefore it is essential that the students get a proper night's rest. Do not encourage or allow late night activities that will keep students up. Visiting (or "raiding") other cabins, day or night, is strictly forbidden.
 - Fire Alarm pull boxes are located near front EXIT doors. If the alarm sounds, everyone must IMMEDIATELY and QUIETLY leave the building and line up in the recreation field with their cabin group so chaperones can do a head count to confirm student safety.
 - Enforce quiet hours (10:00 PM TO 7:00 AM).
 - Keep cabins clean.

5. Supervise Meals at Breakfast, Dinner and Snack. In order to encourage group cohesiveness we serve meals family style. Each table will have a student help serve and clean up which will rotate with each meal. Food is passed around and shared just as if you were eating with a big family at home. One adult is needed for each table of 10 students. (Students eat with their field groups). Please help us enforce table manners and keep the noise relatively low in the dining hall.

6. Supervise Recreation Time. Recreation time is free-play outside after each meal. It gives students time to unwind and socialize before the next lesson and it gives Field Teachers time to prepare and gather materials. Please supervise students in the recreation field outside the main lodge. Volleyball, bocce, soccer, foursquare and other game fields and equipment are available. We encourage you to organize cooperative games. Please help keep activities under control. Since recreation time is free-play it is when students are most prone to being injured.

7. Assist with Supervision During Lessons. We invite you to accompany field groups. This is not required and if you prefer you may stay back at the main lodge or your cabin. However your positive involvement can add a spark to the student experience. The W. Alton Jones Campus Field Teachers will handle basic discipline during field sessions, but please be ready to assist with group control or emergencies if they ask for your help. We ask parents to accompany a field group other than the one with their son or daughter in it. Evenings are a time when your assistance is especially appreciated as many of our activities are done outside in the dark or in large groups. Remember programs take place outside rain, snow or shine, so come prepared if you plan to join the students outside. Please Note: If there is not one chaperone/schoolteacher per field group, one must stay at the main lodge to act as contact person and assist with medical or discipline problems that may arise.

ADDITIONAL CAMPUS POLICIES:

Smokers Use Designated Areas. There is no smoking allowed in any of the buildings, on the trails or while you are accompanying a field group. If you smoke, please use a receptacle for the ashes and cigarette butts and smoke in the parking lot outside of the main lodge out of view of the students.

Alcoholic Beverages are Not Allowed. Adults visiting the campus with school groups are not allowed to bring or consume alcoholic beverages.

Weapons, including pocketknives and toy weapons, are not allowed.

Camp pranks (such as cabin raids, shaving cream fights, practical jokes and scary stories) are not allowed. It is important to set a good example and provide a safe, supportive, educational environment for the students.

***Thank You for Putting In the Extra Time and Effort to Help
Make This Program Possible.***

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DAILY SCHEDULE

Italics indicate times when chaperones supervise students

7:00-7:30	<i>suggested wake up time</i>
8:00-9:00	<i>breakfast and recreation time</i>
9:00-12:00	morning field session
12:00-1:00	lunch
1:00-1:30	<i>recreation time (time approximate)</i>
1:30-4:00	afternoon field session
4:00-5:00	<i>cabin time</i>
5:00-6:15	<i>dinner and recreation time</i>
6:15-9:00	evening program and snack
9:00-9:30	<i>back to cabins, showers, get ready for bed</i>
9:30-9:45	<i>quiet talking</i>
9:45-10:00	<i>in bunks, quiet talking</i>
10:00-7:00	<i>Lights Out. ALL QUIET! Mandatory quiet time.</i>