



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA East Bay Outdoor School: Chaperone Manual 2018-2019

Thank you for volunteering your precious time to be a chaperone! The information in this manual was designed to help you better understand your role here at camp as well as include some hints and tips to make things go as smoothly as possible for you. Before coming to camp, it is important that you read and understand this manual.

The main duties of a chaperone are as follows:

- Supervise students whenever they are in the cabins.
- To help students come prepared for the day with a full water bottle, close toed shoes, and a warm layer if needed.
- To assist with supervision on your Adventure Group.
- To model behavior for students.
- To reinforce manners and proper behavior during mealtimes.
- To assist with student supervision during evening programs.
- To participate in the daily chaperone meeting.

GENERAL OVERVIEW

While at Outdoor School, students will usually be in three groups assigned by their teachers. Each group is different and they stay the same throughout your trip:

- **Cabin Groups**: This is comprised of 1-2 chaperones that your school selects and up to 10 or 11 students from your school. Boys and girls are in separate cabins.
- **Adventure Groups**: A trained YMCA Camp Arroyo Outdoor School Naturalist will lead a group of 14-17 students and chaperones on lessons.
- **Table Groups**: Students will eat with the same group of kids for all of their meals.

ADVENTURE GROUP (AG) LESSONS

The students will be taking classes outdoors led by our instructors (called a Naturalist) and learn science, art, and much more. Here are some of the lessons that the teachers might select for the students:

- **Ecosystem Exploration**: Students will explore the surrounding oak woodlands of camp and learn how the different animals and plants have adapted to this area.
- **Hike to Cresta Blanca in the hills surrounding Lake Del Valle**: This hike is approximately 3 miles roundtrip and focuses on geology and watersheds.
- **Creek Exploration**: Students will learn more about the water cycle and water quality while visiting the Arroyo Creek that flows at the base of camp.
- **Organic Gardening**: Students will connect to your food source through gardening, composting, and eating. They will meet our chickens, play with our worms, and spy on the “FBI” in our garden.
- **Eco Awareness**: Students will experiment with renewable energy, take an interactive tour of the “green” buildings of camp, and learn ways to protect our natural resources through conservation.
- **Voices of the Past**: Students will learn about the Ohlone Indian people and their sustainable ways of living through a variety of hands-on activities, such as making rope, using pump drills, and attempting to make fire.
- **Climbing Wall**: Students will work together through group initiative challenges and experience the challenge of our climbing wall. *(Each student must have signed permission form to participate)*



Camp Arroyo is owned and maintained by East Bay Regional Park District and is managed in partnership with The Taylor Family Foundation and YMCA of the East Bay.



**All of our lessons have been correlated to the K-12 Framework for Science Education and the Next Generation Science Standards.*

CABINS

The cabins are modern, clean and beautiful! Each cabin fits 12 people and each person has their own bed and a drawer. The teachers will assign you to a cabin. Each cabin has its own bathroom with a private toilet, a shower with privacy curtains, and sinks.



CABIN RESPONSIBILITIES

Your main role at camp is to supervise the students whenever they are in the cabins. A Naturalist will help you and your cabin group move in on the first day. They will lead a brief cabin orientation for the group. The Naturalist will not be staying in the cabin; they are just there to help everyone get settled in.

- You will be responsible for waking the students up at 7am. Before breakfast, the students should stay inside the cabin to shower, get ready for the day, and do cabin clean-up.
- There will be QUIET TIME in the cabins after lunch. At this time, the students *must stay inside the cabins doing quiet activities*. They can write letters home, read a book, play quiet games or take a nap.
- After the evening program, the students will have 45 minutes to take showers and get ready for bed. Lights out is at 9:30pm.
- During ANY cabin time, students must remain in their cabins until the next activity.

ADVENTURE GROUP RESPONSIBILITIES

You will be assigned to an Adventure Group. Each day, there will be two adventure groups per day—one in the morning and one in the afternoon.

- Before the first Adventure Group, you will have the opportunity to meet with your assigned Naturalist. You are expected to go on all the lessons unless other arrangements are made with the teachers and Naturalists prior to the lesson.
- We make every effort so that you'll have time to spend with your child, whether that is in the cabin or at meal times. However, it is against camp policy to go on lessons with any student to whom you are related.
- We want you to have fun and to actively participate. Your help can make everything run smoother!

DINING HALL

Students will be assigned to a table for the duration of camp. Each table will have an adult to ensure things are running smoothly and to remind students to use their table manners. There is coffee and tea in the Dining Hall all day and there is a salad bar at lunch and dinner that is just for the adults.

EVENING PROGRAMS

Each night there will be an organized activity including skits and songs. We ask that you help supervise and keep the students during the evening program. And of course, participate and have fun.

RECREATION TIME / CHAPERONE MEETING and FREE TIME

Each full day of the program, students will have an hour of Recreation Time to participate in naturalist-supervised games, sports, crafts, etc. At the start of Recreation time, the chaperones will have a brief meeting to let us know if you have any concerns. After this, you will have time off to relax, take a shower, nap, or if you'd like you can join the students for recreation time.

YMCA EAST BAY OUTDOOR SCHOOL'S RULES

Students will review learn our Outdoor School rules upon arrival. Please assist us in enforcing these rules to ensure a positive experience for everyone.

- I will respect, care for, and be honest with my classmates, instructors, teachers, and chaperones.
- I will accept responsibility for my actions.
- I will always have at least a buddy and an adult with me wherever I go.
- I will only enter my own cabin; no pranks are allowed!
- I will respect the property and belongings of others.
- I will keep my hands and feet to myself and respect people's space and privacy.
- I will listen to and follow the directions of my instructors, chaperones, and teachers.
- I will only use language that is positive and will not make fun of others.
- I will leave all nature where it is, including rocks and sticks.
- I will walk wherever I am going, unless my instructor tells me I can run.
- I will follow the rules that apply when I am at my school.

**Camp Arroyo is a drug, alcohol, and smoke free facility (this includes e-cigarettes). Any participant that cannot adhere to the rules will be asked to leave without refund.*

BEHAVIOR ISSUES

Chaperones have enough to deal with besides having to handle behavior issues. This is the role of the teachers and Outdoor School staff. If your students are having behavior problems, please inform the teachers or staff. The students will be informed of our warning system at Outdoor School.

CHILD ABUSE

Child abuse is a reality that we must deal with. As childcare providers and educators, we are **mandated reporters to Child Protective Services**. If you suspect a child is being abused you must **immediately report it to your classroom teacher and the Program Director**. This includes if you see any bruises or marks or hear statements that concern you.

Corporal punishment is never acceptable. This includes threatening students, screaming angrily at students, touching or shaking and anything that makes a child feel physically or emotionally uncomfortable. Examples include: push-ups, cleaning toilets as a punishment, and name calling.

Sexual contact, flirting or telling sexual jokes with students are NOT OK. Everyone under the age of 18 at Camp Arroyo deserves our protection as a child, under the law.

Any adult who does any of the above actions will be sent home immediately and the incident will be reported to the appropriate authorities. YMCA Camp Arroyo retains the right to excuse an adult from the program if we feel they jeopardize the safety and well-being of the students.

PROTECT YOURSELF

Because we live in a litigious society and because kids may come to Outdoor School with their own troubled histories, you cannot afford to behave in ways that leave you open to charges of abuse.

1. Do not spend one-on-one time with a student.
2. No students should be in your car, except when arriving and leaving Outdoor School.
3. Shower before the students are awake, after they are in bed or during your free time.
4. Do not tell inappropriate jokes or use flirtatious behavior with students.

HEALTH AND WELLNESS POLICIES

The health and safety of your child is our number one priority! Because students are in a residential situation – learning, living, playing and dining together – the focus on healthy habits and illness prevention are even more critical than in the school setting. As such, we adhere to the following policies:

- If your child has shown flu-like symptoms (fever, aches, sore throat, vomiting, diarrhea, cough) in the past 48 hours, please do not send them to Outdoor School. We know this is very disappointing, but is a necessary policy to ensure the health of our participants and staff. An illness outbreak at Camp Arroyo can result in shutting down our entire program for as much as week, impacting not only your school, but the schools and groups who follow. In this instance, we will refund the student fee paid by the school. (School policy may vary on amount of refund to the parent)
- If your child has been exposed to someone with flu-like symptoms in the past 5 days, please do not send them to Outdoor School.
- Participants must wash their hands thoroughly with soap before meals, after using the bathroom and whenever directed by staff, chaperones or teachers. Your child will help themselves stay healthy by frequently and thoroughly washing their hands. We encourage parents to discuss this and help students develop these habits well before attending Outdoor School.
- If your child develops flu-like symptoms while at Outdoor School they will be immediately isolated from other participants for evaluation.
 - If your child has a fever of 100 degrees or higher, he or she will need to be picked up and taken home immediately
 - If a child vomits at camp but shows no other symptoms, they will be isolated for four hours. If no other symptoms arise and not other vomiting occurs, the child will return to the program. If vomiting continues or other symptoms arise, your child will need to be picked up from camp immediately.
 - When a child is isolated, the parent will be called and informed. Even if the child is not required to be picked up per YMCA policies, the parent will still be welcome to pick the child up if they choose to do so.
 - Children may return to Camp Arroyo if they are free of fever (100 degrees or higher) or symptoms for which they were sent home for at least 24 hours **without** the use of fever reducing medications **and a doctor's note permitting the child to return to school**
- Schools are asked to do lice checks in the morning, before departing for Camp Arroyo.
- In the event that a child at Camp Arroyo is found to have lice, the child will need to go home and have the lice treated. They may return to Camp Arroyo after 24 hours and only if cleared by a School Nurse or a licensed Physician.
- Don't let the bedbugs bite! To reduce the risk of bringing bedbugs to or from Camp, we recommend packing using a duffel bag and putting it, along with campers clothing and bedding, in a dryer on high heat both before your departure and upon return.
- While we will do everything in our power to allow your child to complete their Outdoor School experience, the YMCA staff reserves the right to send a student home if they feel the student may have a flu-like illness which may pose a risk to other students.

**Any participants sent home for health or discipline reasons will not be issued a refund.*

YMCA East Bay Outdoor School: Student Packing List

The same dress code that applies at your school applies at YMCA East Bay Outdoor School at Camp Arroyo, unless stated by your teachers.

****PLEASE LABEL EVERYTHING WITH YOUR NAME!****

Essential Items

- Bag lunch, just enough food for the first lunch (all other meals provided by Camp Arroyo)
- Reusable water bottle (we have clean, drinkable water)
- Medications/Prescriptions in original packaging
- A completed Health Form that you turn into your teacher

Bedding

- Sleeping bag OR twin-size sheets and a blanket
- Pillow

Clothing

- Long pants/jeans and shorts
- Shirts, long- and short-sleeved
- Warm jacket (It gets cold at night!)
- Underwear (1 pair/day)
- Socks (1 pair/day)
- Hat
- Pajamas
- Raincoat or poncho
- Shoes or boots good for walking (2 pairs, if possible)
- Plastic bag for dirty clothes

Toiletries

- Bath towel and wash cloth
- Toothbrush and toothpaste
- Comb/brush
- Sunscreen and Chapstick
- Shampoo and soap

Hint: You carry your own bags so pack lightly!

Optional

- Shower flipflops/sandals
- Flashlight
- Books, paper, pencil
- Stamped, pre-addressed envelopes to write letters home
- Inexpensive camera
- Day pack or book bag to carry daily supplies while hiking
- Bathing Suit: May to Mid-October. (Shorts and t-shirts are okay. Two-piece suits are allowed only when a t-shirt is worn over it)

What NOT to bring to Camp Arroyo:

- ⊗ Extra food (besides bag lunch on first day), gum, candy, or cookies
- ⊗ Cell phones (except for adults)
- ⊗ iPods/ MP3 players, iPads, electronic games, or other electronics
- ⊗ Anything you need to plug in (eg, hair dryers)
- ⊗ Scented hair products
- ⊗ Your best clothing...it will get dirty!
- ⊗ Clothing with inappropriate advertisements
- ⊗ Sprays (bug, hair, body, etc.)
- ⊗ Knives or dangerous items of any kind
- ⊗ No money or ANYTHING OF VALUE!

****PLEASE LABEL EVERYTHING WITH YOUR NAME!****

RESTRICTIONS (The following restrictions apply to this individual)

Does not eat: Red Meat Pork Dairy Products Poultry Eggs Other (describe):

Explain any restrictions to activity (e.g. what cannot be done, what adaptations or limitations are necessary):

MEDICATIONS BEING TAKEN

Please list ALL medications (including over-the-counter or nonprescription drugs) taken routinely. Bring enough of the medication to last the entire time at camp. It is also very important to **keep the medication in the original packaging/bottle** that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration.

I take **NO medications** on a routine basis. OR I take **the medications** as follows:
(Include prescription and nonprescription drugs).

Med #1: _____ Dosage: _____ Specific times taken each day: _____

Reason for taking: _____

Med #2: _____ Dosage: _____ Specific times taken each day: _____

Reason for taking: _____

Med #3: _____ Dosage: _____ Specific times taken each day: _____

Reason for taking: _____

Med #4: _____ Dosage: _____ Specific times taken each day: _____

Reason for taking: _____

Precautions, special instructions, possible adverse effects, or comments:

AUTHORIZATION

This health history is correct, so far as I know, and the person herein has permission to engage in all prescribed program activities. I give permission to the physician selected by the above-named Responsible Organization or the YMCA of the East Bay to order X-Rays, routine tests, and treatment for my health, and in the event I am unable to give consent, I hereby give permission to the physician selected by the above-named Responsible Organization or the YMCA of the East Bay to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for my child named above. Recognizing that the above-named Responsible Organization or the YMCA of the East Bay will do their best to ensure a safe experience, I understand that certain dangers or accidents may occur. I hereby release the above-named Responsible Organization and the YMCA of the East Bay, The Taylor Family Foundation, East Bay Regional Park District, their officers, directors, employees, agents and representatives, from all responsibility and liability of any nature, including claims from injury, illness, death, loss or damage, resulting from my participation in program activities. I voluntarily give the YMCA of the East Bay and its legal representatives and assigns, permission, without limitation or obligation, to use and publish quotes and photographs of me and my family members to promote YMCA programs. I understand that these quotes and photographs may be used in brochures, billboards, advertisements, marketing collateral, and on the association's Website. I release the YMCA of the East Bay and its legal representatives and assigns from all claims and liability relating to these quotes and photographs. This form may be photocopied for use away from the main program site. I authorize the above-named Responsible Organization and its staff and the YMCA of the East Bay staff to administer First Aid or CPR on an as-needed basis.

Signature: _____ **Date:** _____

Name (printed): _____