

# Lake Francis Outdoor Education

## Adult Chaperones Handbook

Everything you need to know before arriving at camp!

Thank you! Without your help, this program and this experience would not have been possible.

Thank you in advance for being part of the positive memories that students will take away from this time out in nature.

Students will have a variety of take away memories from their trip. Because of this, Lake Francis Outdoor Education “casts a wide net” in the goals that we want students to take back with them. For some this experience may spark excitement in science. For others, it could be the hands on outdoor learning environment. Or the observation skills to notice the nature that is around them back home. Finally, for some students, the strongest memories are the bonding with other students in their class and cabin.

The cabin bonding and cabin moments that you create could be a students favorite thing from camp. Creating a home away from home feeling could give a student skills like how to work as a team, or feeling successful in traveling away from home. For many this trip is the first time away from home in a group setting.

We are here for to support the student’s **emotional and physical** well being.

Things to expect:

- 1) Adult chaperones will be in cabins, helping the students get ready for the day, helping with time management for student shower time, and getting to bed on time. Students with physical impairments, prone to sleepwalking and bed wetting should be on a bottom bunk. Adult chaperones will also have meals with their cabin groups.
- 2) On trail adult chaperones will help redirect students who get distracted. They will engage in the activities and help other students connect with nature. We like to sing educational songs. If the students see you singing then they will be more comfortable to sing too.
- 3) We are here for you! Everyone runs into some kind of issue at some point, so a strong Chaperone will ask for help. This is why there will be time each day to check in with a Night Naturalist:

>Brainstorming solutions to issues that might be happening in the cabin or on trail

>Time to go over the schedule and what is happening next

4) There will also be breaks!

(A grumpy, cold, sleep deprived Chaperone can have a huge impact on the student's experience). So we will have scheduled breaks.

> When students are on class, your break can be for showers, take a nap, re-connect to family or just sit with a good cup of coffee.

A break room is usually available for Chaperones. You are welcome to bring soda and nut-free snacks for yourself (not for students), if you wish, please keep it in the break room.

5) **Refrain from alcohol, and drugs, leave weapons, pocket knives and bear spray at home.**

>Tobacco use- There is a designated smoking area. Focusing on the student's experience, please return from breaks without tobacco smell so students will not bring up the topic.

6) **Never be alone with a student (unless that student is your own child) and no picture taking within a cabin. Photos that are taken should be left off the internet including social networking websites.** This is how we can protect youth and chaperones. If a student needs to go somewhere, a group of three is the way to travel.

**7) Students should not be left alone, especially in a cabin.** Students are **not** allowed in the cabin without an adult. Students may not enter any cabin other than their own.

8) **Words are Powerful!**- The the trip is for the students so keep conversations child- appropriate, and focused on them not you. Please change cabin talking topics away from sex, religion, lifestyle choices or other personal topics. You can always say that is not what we talk about at camp and change the topic to the student's favorite hobby, sports, or what they saw on trail.

9) We use positive discipline techniques here at camp and we will go over what that looks like at camp, but know that the teacher and our staff are here to help with any situation that may arise.

### **Cabins:**

You will be with a group of 8 students in a cabin with two rooms of bunk beds a living room with a futon, indoor bathroom (sink toilet, shower). The cabins we will be using have heating and cooling units. There is a mini fridge but we advise that you keep your snacks in our break room.

### **Trail groups:**

During class time the students will be in their classroom groups and you will be assigned to help with a class. This can mean supporting the Naturalist, leading the activity, with redirecting students and participating in explorations.

## 8) **Electronics:**

**Never** let a student use your phone to call home. Communications from a student to home **must go through the teacher.**

Depending on your carrier, cell phone coverage at camp is good. Wi-Fi is available, please refrain from using phones when helping out on trail or in the cabin. The best time is your break. We do understand when issues arise so keep us in the loop. We want the students to un-plug during this trip. If a student brought a phone, tell their teacher and let the teacher take it away.

## **Missing Home:**

For many students this can be their first time away from home. Although, the student's schedules will keep them very busy, students may start missing home especially during meal times. In your role you will usually be the first to notice a student missing home. So your compassionate response can be the thing that helps them acknowledge their feelings and choose to make a positive choice towards feeling better.

## **Tips to help:**

- 1) Connect with the student by explaining that everyone misses home at some point and having that feeling is OK.
- 2) "Making it through": Pull out the schedule and go over what they have to look forward to and review what they have already achieved.
- 3) Checkin with the student to see if they would like a leadership role: line, map or schedule leader.

What time we need to be to the next activity.

Have them create their own schedule and add picture/ stories of what has already happened.

- 4) Read a story before bed time and or have everyone share their favorite memories from the day. (No Scary Stories! There is almost always at least one student who gets scared and too embarrassed to say so)
- 5) Get our help, the student's teacher may know them best and what approach will work well. Also, our staff have experience dealing with students missing home.

## **“Understanding and Preventing Child Abuse**

It is important to Lake Francis Outdoor Education staff, school staff, and most importantly, the parents of our students that each child feels safe and secure at camp. For this reason, we ask all of our chaperones to read through the following behaviors that might be considered abuse.

Intentional or unintentional “meanness” toward students such as critical, sarcastic or cutting remarks. Comebacks or put-downs are all signs and examples of verbal and emotional or psychological abuse.

Any act, intentional or unintentional, that could cause a student to feel embarrassed, fearful or insecure.

Any excessive or physical form of punishment such as push-ups, running laps, hitting, pushing, shoving, pinching, grabbing, squeezing, pulling or any other use of the hands, feet or objects that could cause bodily harm.

Allowing behavior that could result in bodily harm.

Any display, physical or verbal, that is sexual in nature.  
Offering, allowing or encouraging in any way the use of inappropriate pictures, magazines, books or paraphernalia.  
Participating in, encouraging or allowing inappropriate discussions, particularly of a sexual or sexist nature.

In addition, to refraining from these actions yourself, look out for any abusive situations that may be occurring around you. If you suspect that a child is being abused, either at camp or at home, please bring your concerns to the camp staff and/or the student's teacher. If any staff member is made aware of a potentially abusive situation, we will take steps to ensure the safety of the child. Thank you for your help in preventing and dealing with this sensitive issue. "

# **Sample Schedules**

## **2 Day program**

### **Day 1**

**11am Student arrival:**

**11:30am Opening program, Amphitheater (Chaperones meet the Night Naturalist and get your cabin rosters)**

**Noon Lunch**

**1pm Hype Hike (our introduction hike for the students, Chaperones meeting with Night Naturalist, than a break)**

**3:15pm Snack time**

**3:45pm Short afternoon class**

**4:45pm Fire Drill Meet on ball field move into cabins**

**6pm Dinner**

**7:15pm Night Hike (Naturalist will pick up groups from their cabins)**

**8:15 Naturalist will end the Night Hike near your cabin or at the medic station for nighttime medications.**

**9:15 Lights out**

### **Day 2**

**8:00 am Breakfast**

**(After Breakfast clean the cabins, Please bring all luggage down to the Corral)**

**8:45am Morning check in meet in the Amphitheater**

**9:00 am Morning Class**

**11:30 Closing program (Amphitheater)**

**11:45 Load the bus with luggage and lunch**

## **3 Day program**

### **Day 1**

**11am Student arrival:**

**11:30am Opening program, Amphitheater (Chaperones meet the Night Naturalist and get your cabin rosters)**

**Noon Lunch**

**1pm Hype Hike (our introduction hike for the students, Chaperones meeting with Night Naturalist, than a break)**

**3:15pm Snack time**

**3:45pm Short afternoon class**

**4:45 pm Fire Drill Meet on ball field/ move into cabins**

**6pm Dinner**

**7:15pm Night Hike (Naturalist will pick up groups from their cabins)**

**8:15 Naturalist will end the Night Hike near your cabin or at the medic station for nighttime medications.**

**9:15 Lights out**

### **Day 2**

**8:00 am Breakfast**

**(After Breakfast clean the cabins, Please bring all luggage down to the Corral)**

**8:45am Morning check in meet in the Amphitheater**

**9:00 am Morning Class**

**11:30 am trail or in dinning hall lunch**

**1pm Afternoon class**

**3:15 pm Snack**

**3:45 pm Teacher time**

**4:45 pm Shower and Cabin time**

**6:00 pm Dinner**



**7:15 pm Night program**  
**9:15 pm Lights out**

### **Day 3**

**8:00 am Breakfast**  
**(After Breakfast clean the cabins, Please bring all luggage down to the Corral)**

**8:45am Morning check in meet in the Amphitheater**

**9:00 am Closing Hike**

**11:00 Closing program (Amphitheater)**

**11:45 Load the bus with luggage and lunch**

**Have a Safe Journey Back Home**

Directions:

Our address

13919 Lake Frances Road  
Dobbins, Ca. 95935

To get precise directions please visit Lake Francis Resort webpage where you can put in your starting location.  
<https://lakefrancisrv.com/location>

**Packing List:** Put the camper's name on everything.

- Sleeping Bag or sheets and blankets
- Pillow
- Towel
- Swim suit (depending on season)
- 2 hats (one for day and one warm hat for night)

- 2 pairs of shoes (recommended in case one gets wet/ no rain boots?  
No worries! Bring two plastic bread bags that can go over socks if the shoes get wet= keeps socks dry)
- Flip Fops or sandals without a back strap can be used inside the cabin only.
- Toiletries
- Sunblock/ bug spray (try to avoid aerosol)
- Any needed medications
- Notebook/ pens.
- Day backpack
  
- Water bottle
  
- Rain jacket or rain poncho
- Warm jacket
- long pants for the evenings
- A few extra pairs of socks (a clean pair can double as mittens if it gets cold at night)
- A few masks, (for indoor use)

**Please do not bring:**

Knives, weapons,

No clothing inappropriate for school

Please leave valuables at home