

## Information and Expectations for Chaperones

We look forward to your visit at Bradford Woods! The following information will help you plan properly for your trip.

### **Environmental Education at Bradford Woods**

The Environmental Resource Center at Bradford Woods is dedicated to increasing awareness and understanding of our earth while inspiring stewardship for the environment. We believe that we can best meet these goals in the outdoors where people have opportunities to directly experience nature.

### **Expectations of Chaperones at Bradford Woods:**

#### **Discipline:**

While the Bradford Woods instructors will handle discipline situations as they arise during teaching and other program time, ultimately the participating organization's personnel are responsible for participant discipline. To help eliminate discipline problems, we ask that chaperones disperse among the participants during large group gatherings. In serious discipline situations, BW staff members will cooperate with you in taking appropriate disciplinary measures. If necessary, participants who seriously disrupt the program may be sent home. The decision to send a child home will be decided by Bradford Woods staff in conjunction with the participating organization. Please make sure all chaperones and the BW coordinator are aware of any special disciplinary methods used at your organization, or that you wish to use at Bradford Woods. It is your responsibility to communicate this information.

#### **Emergencies:**

Please be aware of any special needs in your trail group and cabin group. Each instructor will carry a first aid kit. *It is the responsibility of the participating organization to have one designated medical care provider who will stay in a central location throughout the program in case of emergency situations. Ultimate responsibility for medical emergencies lies within the participating organization.* Please notify the Bradford Woods program coordinator if any medical emergencies arise. Other emergencies such as severe weather will be dealt with cooperatively with the Bradford Woods staff.

#### **Role Modeling:**

Please model the behavior expected out of the participants. For example, demonstrating good table manners, being prepared for the day by dressing appropriately and having all your necessary gear with you, avoiding candy and pop in front of participants, and encouraging involvement throughout the program. Also, please familiarize yourself with the schedule and have participants at designated locations on time.

#### **Cabin and Trail Time:**

During the Bradford Woods program, chaperones will be responsible for the participants while in the cabins. We suggest low-key activities like reading, writing, and resting

during cabin time. Participants are also responsible for the cleanliness of their cabins. Please notify the Bradford Woods coordinator if any maintenance issues arise. Chaperones will be responsible for attending trail activities and evening activities led by the Bradford Woods staff. Please keep in mind the hiking may be strenuous! Bradford Woods is 2,500 acres of hilly terrain.

#### **Conservation:**

We promote conservation of energy at Bradford Woods. Please encourage participants to turn lights off after leaving the cabins and to use water sparingly. Also, during meals please remind the participants to take small servings to begin with, seconds are always available! We will weigh our wasted energy (or food) at the end of each meal and keep track of our progress throughout the program.

#### **Other Information for Chaperones:**

#### **Vehicles:**

Vehicles may be driven to Bradford Woods. The participating organization is responsible for providing a vehicle for use in emergency situations.

#### **Parent Visits and Phone Calls:**

We prefer that parents do not contact their children during their visit to Bradford Woods, except in an emergency. We also prefer that participants do not call home while they are here. Participants who are contacted by their parents or call home tend to become homesick.

#### **Smoking:**

Smoking is not allowed in any building at Bradford Woods. Your Bradford Woods program coordinator will inform you of designated smoking areas during the orientation meeting upon arrival. Please be sensitive to the environment and dispose of cigarette butts in the nearest trash can.

#### **Chaperon Planned Absences:**

Arrangements must be made for group supervision during any chaperon absences. Chaperones must be present at all times while the participants are at Bradford Woods.



Indiana University's Outdoor Center