

Bradford Woods Environmental Resource Center Day Program Policies and Procedures

These policies and procedures apply to all Bradford Woods Environmental Resource Center day programs.

Bradford Woods is responsible for providing the following:

A Preprogram Meeting

During this meeting we will orient program leaders to Bradford Woods and create the daily schedule. This meeting may take place at Bradford Woods or your organization's location.

An Informative Presentation (upon request)

Bradford Woods staff will lead a presentation for program leaders, chaperones, parents, and participants discussing environmental and other programs available at Bradford Woods

Use of Property and Equipment

The availability of Bradford Woods property and equipment will be determined by the Coordinator of Program Services.

Educational Programs and Materials

Bradford Woods will provide one instructor per fourteen students. Program leaders and chaperones are expected to assist with participant supervision.

Your organization is responsible for providing the following:

Trail Group Assignments

These should be received by Bradford Woods *at least* two weeks before your program begins.

Special Needs Information

Current medical condition information is required for *all* participants, chaperones, and program leaders *at least* two weeks before your program begins. This information includes any allergies, behavioral information (ADD, ADHD, ED, and LD, for example), special diets, recent injuries, and major illnesses. This will allow time for program coordinators to brief instructors on any specific conditions.

Chaperones

A minimum of one chaperone per trail group is required. Supervision of participants during breaks in the program is also required.

A Designated On-site Medical Care Provider

This provider should be currently certified in First Aid and CPR, at minimum. Bradford Woods recommends a higher level of training for medical care providers. Your organization is responsible for all medical supplies *and* administering all medication. Your medical care provider must be located at a constant location for the duration of the program and have access to medical forms and permission to treat forms.

All medical incidents must be recorded on the Incident Report Forms provided by Bradford Woods. All treatments must be recorded in the Health Record Book provided by Bradford Woods (your organization may make copies of both of these). Your organization is also responsible for designating an emergency vehicle and a driver for transporting participants to medical services.

Transportation To and From Bradford Woods

Please specify what type of vehicles your group will be arriving and departing by (buses or vans, for example).

Summary of Visitor Information

These should be received by Bradford Woods *at least* two weeks before your program begins.

Trading Post Merchandise Orders

These should be received by Bradford Woods *at least* two weeks before your program begins. *Only ordered merchandise* will be available at Bradford Woods.

Accident Insurance

This insurance is required for all participants. If needed, it is available through Bradford Woods for an additional fee of \$0.50 per person per day.

Signed Parental Consent and Photographic Release Forms



Indiana University's Outdoor Center