

Bradford Woods

Environmental Resource Center

Residential Program Policies and Procedures

These policies and procedures apply to all Environmental Resource Center residential programs.

Bradford Woods is responsible for providing the following:

A Preprogram Meeting

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

Lodging Facilities

Your organization is responsible for any damage to Bradford Woods' property caused by their participants or staff.

Food Service

This includes food service staff, meals, and snacks. Your organization's staff may be requested to provide support before, during, and after meals.

Use of Property and Equipment

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

Foust Center

The center is available for medical treatment and securing and dispensing medications. Use of the center may require coordination with other programs. All medical supplies and personnel must be supplied by your organization.

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.

Program Leadership

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

Evening Programs

Bradford Woods staff will lead activities half of the evenings during the program.

Your organization is responsible for providing the following:

Chaperones

A minimum of two chaperones per cabin and at least one chaperone per trail group is required. Bradford Woods' staff do not stay in participant cabins. Supervision of participants during breaks and cabin time (nights, before breakfast, and other scheduled time) is required.

Trail Group and Cabin 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.

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.

Bedding and Linens (Usually Sleeping Bags)

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

Evening Activities

Plan to organize and lead activities during half of the evenings during your program.



Indiana University's Outdoor Center