Pathfinder Ranch

Science and Outdoor Education School

Student Packet

CHAPERONE PACKET

Hello Pathfinder Chaperones,

The Chaperone Packet is designed to give you information about the logistics of Pathfinder Ranch and the important role you play in the students' experiences. As a chaperone you will have many responsibilities while at Pathfinder Ranch. The chaperones are vital to ensuring a safe, fun, and educational experience for all students during their visit to Pathfinder Ranch.

Thank you for all your time and hard work you will share with all the students.

Sincerely,

Pathfinder Ranch

OVERVIEW

Mission: to provide safe, fun, and challenging learning experiences that build a sense of respect for the natural world, self, and others. We aim to inspire and empower students to use their knowledge, skills, and experiences to make a positive difference in their home communities.

THE 5 MAJOR RESPONSIBILITIES OF ADULTS

1. **IN CLASS WITH NATURALISTS:**
   - ***PATHFINDER STAFF***
     - ❑ Teach classes
     - ❑ Handle behavior management
   - ***TEACHERS/CHAPERONES:***
     - ❑ Assure students use the bathroom, fill their water bottles, & are dressed appropriately before class begins
     - ❑ Help keep students on time
     - ❑ Check for inhalers at the beginning of class
     - ❑ Communicate to staff your expectations for the class and backgrounds about students
     - ❑ Serve as a positive role models and a beacon of enthusiasm
     - ❑ Shuttle students to bathrooms, water fountain, or medic office
     - ❑ Trail the group & make sure students have cleaned and taken all their belongings
     - ❑ Assist Pathfinder Staff with behavior management
2. **AT MEALS**
   - ***PATHFINDER STAFF:***
     - ❑ Facilitate the meal
     - ❑ Teach garbology curriculum
   - ***TEACHERS/CHAPERONES:***
     - ❑ At least one adult at each table
     - ❑ Keep students QUIET, HANDS EMPTY, & STILL while staff is talking.
     - ❑ Role-model appropriate table manners
     - ❑ Watch and tell teacher if a student is not eating.
     - ❑ Help facilitate the cleanup process and organizing of food waste.
   - ***GARBOLOGY & ZERO WASTE: It's an energy awareness activity, not a food-eating contest.*** Help students manage waste by taking small portions. We don't want to pressure students into eating if they really don't like what they've taken or cannot finish it.
   - ***MEAL SETUP: One field group is responsible for setting the tables for each meal.*** Adults from the field group must meet the students at the basketball court 15 minutes before the meal. The students will prepare the dining hall and then meet the rest of the school at the basketball court.
   - ***IMPORTANT:***
     - ❑ The doors are usually open from 6:30AM to around 7:00PM. As long as the doors are open, adults can get tea, coffee, etc. Students are not allowed hot beverages, nor is it allowed for students to get coffee for the adults.
     - ❑ Adults may only smoke behind the dining hall.
     - ❑ If you have any dietary needs please contact Pathfinder Ranch prior to your arrival
3. **FREE TIME –** *About an hour after dinner and before the evening program*
   - ***PATHFINDER STAFF:***
     - ❑ One of the directors and the medical staff will be on-call
   - ***TEACHERS/CHAPERONES:***
     - ❑ Responsible for supervision of all students

- ❑ Must follow the Chaperone Free-Time Schedule created by the lead teacher
- ❑ Students may not go into the cabins without an adult.
- ❑ All students must be in eyeshot and earshot of an adult at all times.

4. **IN CABINS** – *following the evening program*
   - ***PATHFINDER STAFF:***
     - ❑ One of the directors and the medical staff will be on-call
   - ***TEACHERS/CHAPERONES:***
     - ❑ As soon as evening program is done, all students must go back to the cabins and stay in that building until the breakfast bell the following morning at 7am.
     - ❑ 9:30PM LIGHTS OUT: Sleep is important for students' health and educational experience
     - ❑ Maintain general cleanliness of cabins

5. **ADDITIONAL ADULT RESPONSIBILITIES**
   - ❑ Assist with supervision of sick or disciplined students
   - ❑ Take head counts of students often

BEHAVIOR MANAGEMENT

GENERAL RULES

- ❑ Wear close toe shoes at all times.
- ❑ Walk at all times.
- ❑ No kicking or throwing things.
- ❑ Students may not enter buildings without an adult present.
- ❑ Stay within camp boundaries.
- ❑ Students must have a teacher present to use the pay phone.
- ❑ Don't feed the animals.
- ❑ No pillow fights or rough-housing in cabins.
- ❑ No food is permitted in cabins.
- ❑ Lights out in cabins at 9:30PM. Students must stay in cabins until the breakfast bell rings at 7:00AM.
- ❑ Students should not have: cell phones radios, electronic games, aerosol sprays, curling irons, blow dryers, knives or other weapons.
- ❑ No medications, prescription or otherwise, may be kept in student cabins (exception: inhalers).
- ❑ RESPECT people, self, buildings, and the environment.
- ❑ Always encourage the students to have a positive attitude and Try New Things (TNT)!
- ❑ We have a no alcohol policy at Pathfinder Ranch.

DISCIPLINE TECHNIQUES

- ❑ Be a positive role model!
- ❑ Get students involved.
- ❑ Use positive reinforcement (avoid put-downs, etc.).
- ❑ Be subtle - do not embarrass a student in front of others.
- ❑ Follow through: empty threats = no control! Enforce consequences.
- ❑ Separate problem students.
- ❑ Utilize time-outs.
- ❑ Proximity to student: standing beside a problem student sometimes solves the problem.
- ❑ Send a very disruptive student directly to teachers.
- ❑ ***NO PHYSICAL PUNISHMENT OR DEPRIVATION!***

- ***KEEP TEACHERS/STAFF INFORMED OF ALL PROBLEMS***

Behavior Policy
If a student is misbehaving treat it as a learning experience. Tell the student:
1) what they are doing wrong,
2) why it is inappropriate and,
3) how they can change their behavior.

If the behavior continues you may give the student a strike.
1st strike is a warning and the student will have a meeting with their classroom teacher about the behavior
2nd strike is a phone call to parents. The student will also complete a behavior contract with Pathfinder Staff.
3rd strike is expulsion
Any adult can give a strike. Please inform your lead teacher and the Pathfinder Staff.

COMMUNICATION
Please communicate all behavior, social, and medical issues to Pathfinder Ranch staff & classroom teachers.

CONSERVATION
- Limit showers to 5 minutes or less.
- Keep windows & doors closed at night and whenever you leave the cabin.
- 1st Reduce the amount of waste you make, 2nd Reuse whatever you can, 3rd Recycle whenever possible.
- Keep campus CLEAN.
- Help students manage food waste.

OTHER IMPORTANT INFORMATION
- **Laundry** for soiled sleeping bags or soiled clothing. If there is a lot of bodily fluid please see the medic. Please keep these situations as confidential as possible.
- **Phone**: Calling home may worsen, instead of solve homesickness. Do not use the medical office phone without permission from Pathfinder staff.
- **Maintenance staff** is available between 8am and 4:30 pm. Toilet paper, and plungers are located in the storage room of each cabin
- **Alcohol & drugs** are prohibited at Pathfinder Ranch
- **Smoking**: for adults may only happen behind the dining hall. Please be sure to place your cigarette butts in the ash buckets.

ADDITIONAL THINGS TO BRING
This is a supplement to the *Student Equipment List.* Be sure to bring all items listed on the *Student Equipment List as well*.

Alarm clock
Flashlight
Watch
Stories/games
Water bottle
Extra socks
A smile and lots of energy!

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ADULT EMERGENCY INFORMATION & MEDICAL RELEASE

NAME: _____**BIRTH DATE**:_____
LAST FIRST M.I.

HOME ADDRESS:_____
STREET CITY STATE ZIP

INSURANCE:_____
CARRIER GROUP # ID#

Physician's name:_____ phone:_____

In Case of Emergency, Please notify:

1. **name:**_____ **Relationship:** _____
   Home phone: _____ **Work phone:**_____

2. **name:**_____ **Relationship:** _____
   Home phone: _____ **Work phone:**_____

Health History

PLEASE CHECK AND EXPLAIN OR GIVE APPROXIMATE DATE

Concussions:_____
Heart Disease/Defect: _____
Convulsions/Seizures: _____
Diabetes:_____
Bleeding/Clotting Disorders: _____
Operations/Serious Illness:_____

Allergies or Reactions

Animal Allergies:_____
Ivy/Sumac Poisoning: _____
Insect/Bee Sting:_____
Penicillin:_____
Other Drugs:_____
Food Allergies:_____

Diseases/Vaccinations

Chicken Pox: _____
Measles: _____
German Measles:_____
Mumps:_____
TB Test Results:_____
Tetanus Vaccination: _____

Do You Have Any Chronic or Recurring Illnesses?:_____
Do You Have Any Special Limitations or Activities Which Should Be Excluded?_____
Other Pertinent Information (dietary restrictions, serious injuries, etc) :

AUTHORIZATION: THIS INFORMATION IS CORRECT, TO THE BEST OF MY KNOWLEDGE. I ATTEST THAT I AM PHYSICALLY, MENTALLY AND EMOTIONALLY FIT AND ABLE TO PARTICIPATE IN ALL AUTHORIZED ACTIVITIES PRESCRIBED IN THE CAMP PROGRAM AGENDA, EXCEPT FOR THOSE SPECIFIED ACTIVITIES THAT I HAVE LISTED AS EXCLUSIONS ABOVE. I AM AWARE THAT THESE ACTIVITIES MAY BE PHYSICALLY CHALLENGING AND BECAUSE OF THE SETTING CERTAIN NATURAL RISKS AND HAZARDS MAY EXIST. I AGREE TO INDEMNIFY AND HOLD HARMLESS PATHFINDER RANCH AND ITS EMPLOYEES, SERVANTS AND AGENTS FROM AND AGAINST ALL CLAIMS, LOSS INJURY, DEATH OR LIABILITY RESULTING FROM, ARISING OUT OF, OR IN ANY WAY CONNECTED WITH THE ABOVE MENTIONED ACTIVITY. I ALSO HEREBY GIVE PERMISSION TO THE PHYSICIAN SELECTED BY PATHFINDER RANCH TO ORDER X-RAYS, ROUTINE TESTS AND TREATMENT NECESSARY FOR THE PROPER MAINTENANCE OF MY HEALTH. IN THE EVENT THAT MY EMERGENCY CONTACTS CANNOT BE REACHED, I HEREBY GIVE PERMISSION TO THE PHYSICIAN SELECTED BY PATHFINDER RANCH TO HOSPITALIZE, SECURE PROPER TREATMENT FOR, AND TO ORDER INJECTIONS AND/OR ANAESTHESIA AND/OR SURGERY FOR MYSELF AS NAMED ABOVE.

I have read the chaperone packet and agree to live up to my responsibilities as outlined in the chaperone packet.

SIGNATURE:_____**DATE:**_____

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Chaperone Code of Conduct

Cell Phones:
I understand that cellular phones are distracting and diminish the student's overall experience.
I understand that using my phone in front of students may encourage the onset of homesickness.
I understand that the use of cellular phones during any program activity or in front of campers is prohibited.

Alcohol, Tobacco, and Banned Substances:
I understand that Pathfinder Ranch is drug and alcohol free. Alcohol and all banned substances are strictly prohibited.
I understand that if I am found and/ or suspected to be in the possession of any banned substance or to be under the influence of drugs or alcohol I will be reported to the local authorities immediately.
I understand that I am directly responsible for the safety and care of the students and will under no circumstance enter/ reside on Pathfinder Ranch property while inebriated or under the influence of any of the above-mentioned substances.
I understand that the only smoking area is located behind the kitchen. Tobacco use is strictly prohibited in all other areas of camp.
I understand that failure to respect any of the aforementioned rules pertaining to alcohol, tobacco, and banned substances will result in my expulsion from Pathfinder Ranch without refund.

Pornography
I understand that pornography and other materials deemed by Pathfinder Ranch or its representatives to be inappropriate are strictly prohibited. Any such materials found on Pathfinder Ranch are subject to confiscation. Additionally, I understand if said images, descriptions, etc. are in violation of any local/ state/ national laws, I will be reported to the local authorities.

Acceptable Behavior
I understand that my behavior reflects not only on my child but on Pathfinder Ranch and my child's school. I agree to behave in a manner consistent with Pathfinder Ranch's philosophy as well as that of the attending school.
I understand and agree to model Pathfinder Ranch's Student Code of Conduct.
I understand that behavior deemed inappropriate by Pathfinder Ranch or its representatives may result in my expulsion from Pathfinder Ranch.

Acceptance
I understand that by signing this form, I agree to act in accordance with the abovementioned items as well as the rules and regulations of Pathfinder Ranch and the attending school. Additionally, in signing this form, I acknowledge that I have read and comprehend the Adult Code of Conduct and the corresponding packet.

Chaperone's Name Printed_____**School Name**_____

Chaperone's Signature_____**Date**_____