

## Helpful Hints & Camp Expectations of Chaperones

Thank you for choosing to serve you students and school by joining us at camp this week as Chaperones! We are excited to get to meet you and to help you all (not just your students) have a great time experiencing all that camp has to offer. Below are some rules, expectations, and helpful hints regarding your role as a Chaperone. Please read through these items prior to attending camp, so that we can all be on the same page and make your camp experience a week to remember for all the right reasons.

### ARRIVAL DAY

Once you receive your cabin lists, you may find yourself wanting to assign bunks to students, especially if you have students that wet the bed or sleep walk; in either scenario, these students should sleep on a bottom bunk and away from the cabin doors. Once you collect your students from their Orientation, help them settle into your cabin, and go over Cabin Rules and Camp Boundaries.

The four boundaries that students must stay within during Rec Time are:

1. The 2 pillars leading to the parking lot.
2. The 3 large cabins (Old Smokey, Ponderosa & Northstar).
3. The Maintenance Building.
4. The Rock Wall & archery area.

### CABIN RULES

On Arrival Day, please cover the following Cabin Rules with your cabin:

1. Absolutely no food or drinks (other than water) in cabins. This includes gum. Confiscate these items and return them on the last day of camp.
2. Push all luggage completely beneath the bunks, this is important in the case of an emergency.
3. Turn in all medication to HQ. (Collect and submit anything that got overlooked in student luggage).
4. Camera use is forbidden inside the cabin. No excuses or exceptions.
5. If a toilet gets clogged, report it to a staff member immediately; do not continue to use it. (Every cabin is equipped with a plunger).
6. No congregating in the bathroom. Students should get in, do what they need to, and get out.
7. No roughhousing or pillow fights.
8. Students may not get out of bed prior to 7am unless they are using the bathroom.
9. Students may not obstruct the Chaperone's view of their beds with towels, "curtains", forts, etc.
10. Students must change clothes in the toilet or showers stalls. They may not change in sleeping bags and may not exit the shower stall without being fully dressed (no walking out in towels). No exceptions.
11. Students will sleep head to feet, to decrease talking after Lights Out and to prevent the spread of illnesses.
12. Turn off all lights and close the doors whenever the group leaves the cabin.

## CABIN TIME

Cabin Time occurs several times a day and is great for:

1. Prepping for the next activity (e.g. gathering the 5 B's, gathering skit props, changing clothes).
- 2. Practicing your cabin skit.**
3. Getting ready for the day or for bed (e.g. showering, brushing teeth and hair).
4. Resting, writing letters to home, writing thank you cards/notes, journaling.
5. Tidying the cabin to win the Clean Cabin Award!

## SHOWERS

While at camp, students are **required** to take a minimum of **one** shower during their stay. Showers should be less than 5min long, and should occur in the morning before breakfast or in the evening before bed. Create a showering schedule to ensure that all students shower at least once. It can be as simple as 4 top bunks shower in the morning and 4 bottom bunks in the evening.

## SLEEPWALKING

If a student sleepwalks, make sure they sleep on a bottom bunk farthest from the cabin doors. Chaperones should **ALWAYS** sleep in the beds closest to the cabin doors (front and back). Sleepwalking usually occurs during deep sleep, so sleepwalkers will be difficult to awaken and will be disoriented if you do. Therefore, instead, simply guide them back to their bunk without waking them. The only time you need to report sleepwalking is in the event that a sleepwalker injures themselves or another, or if there is a situation that is abnormal or problematic.

## HOMESICKNESS

The most common ailment we see with CODES is homesickness: an emotional state resulting from being away from home, often with physical symptoms (headache, stomachache, vomiting). Before sending a student to HQ for suspected homesickness gather the following information, and troubleshoot/resolve the issue on your own first:

1. What are your symptoms?
2. Do you think it is homesickness?

## CABIN SKITS

This week your cabin will perform a skit for their school based on a topic they will learn at camp. Chaperones are allowed to be in the skit so long as the criteria/components below are met.

### **Cabin Skit Criteria:**

1. It should be 3-5 min long.
2. Every member of the cabin must have a role.
3. It must have science content that is accurate.
4. It should demonstrate evidence of having been practiced.

### **Components of a Good Skit:**

1. Actors face the audience at all times.
2. Actors speak loudly.
3. Actors remember their lines and stay focused (e.g. no giggle fits).

4. The skit stays on topic and provides accurate science content.
5. Practice, practice, practice!

## AWARDS

### **Quiet Cabin Award:**

The Quiet Cabin Award earns the school 10 points per award and allows the cabin that received it to be dismissed to all meals and Rec Time first that day. This award is distributed by teachers to the cabin that is silent, and has its lights off at the time of Lights Out.

### **Clean Cabin Award:**

The Clean Cabin Award earns the school 10 points per award and allows the cabin that received it to be dismissed to all meals and Rec Time first that day. This award is distributed by teachers to the cabin that has all luggage pushed under bunks, all beds made, and a tidy bathroom.

## DEPARTURE DAY

By 8:15am, all student luggage should be packed and placed in the designated location near the Pine Center. After this time, students **MAY NOT** re-enter their cabins. Once all luggage is moved out, students are expected to clean their cabin by: (1) checking under beds, in drawers, and in the bathroom and shower stalls for any personal items left behind (2) picking up and throwing away all trash (3) turning off all lights and (4) closing all doors.

## DISCIPLINARY POLICY

Chaperones are encouraged to take appropriate action if a student misbehaves using our 5-Step System for discipline.

1. If a student is misbehaving give a clear, verbal warning.
2. If the behavior continues give a 5min Time Out.
3. If the behavior continues give a 10min Time Out.
4. If the behavior continues give a 15min Time Out.
5. If the behavior persists after a 15min Time Out has been accrued report it to CODES Staff.

Time Outs are served during Rec Time, however, there are some behaviors that are grounds for immediate dismissal from camp and should be reported immediately to CODES Admin Staff:

1. Fighting or Stealing
2. Cabin raiding/Pranks
3. Outright defiance
4. Intentionally destroying property
5. Possession of illegal substances or weapons
6. Unauthorized leaving of cabin
7. Entering a cabin of the opposite gender