

2017

Chaperone / Faculty Packet



Black Rock Retreat

Outdoor Education Multi Day Retreat

2017

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Chaperone (Traveling Parent)/Faculty Packet

This packet is to be set to the adults coming with you on the retreat. These adults are responsible for the information that is included in each of these documents. Please read them carefully!

Letter to Teachers and Chaperones

Chaperone Expectations

Arrival Instructions

Guidelines for Use of Black Rock Retreat's Facilities

Student/Adult Permission and Health History Form

Medical and Emergency Preparedness

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What to Bring List

Map of Grounds and Facilities

Dear Teachers & Chaperones, Section 5.1

In preparation for your students retreat we have compiled a list of specific areas that we feel need to be clearly communicated before you arrive at camp.

The main goals of the Outdoor Education are:

1. To challenge students to evaluate their personal relationship with God, including how they are living out what they believe.
2. To help students grow academically through hands-on, scientific observation and experimentation in God's creation.
3. To help students develop social skills and maturity through living and working together in the Outdoor School community, away from their typical daily environment.
4. To allow students to experience the outdoors in ways that they might not otherwise have opportunity to, in our busy, complex, high-tech world.
5. To inspire students to recognize and fulfill their roles as caretakers of God's creation.

It is our job to take care of the details so that you can spend time with your students. **You are the primary supervision of your students 100% of the time.** To successfully achieve the goals mentioned, we need your help. The following is a breakdown of the typical outdoor school day, including our expectations of you:

8:30a.m. Breakfast: We will meet in the dining hall parking lot for prayer before each meal. Meal times are good opportunities for interaction with your students. We ask that there be a chaperone at each table for 1) volume control and 2) an adult example to follow.

Announcements are usually made during meal times and it is very important for all chaperones to be aware of them.

8:40a.m. Chaperone Meeting/Cabin Clean-up: Before devotions chaperones meet with the Outdoor Education Director for prayer, sharing suggestions and/or concerns, reviewing the schedule, etc... As a way to encourage the students to care for their living space, cabins may be inspected later in the morning.

9:15a.m. Morning All-Camp Devotions/Session: We will meet together as a group before we break into class groups to have a time of singing and devotions led by the Outdoor Education staff. We ask that the chaperones sit among the students to help keep them focused.

10:00a.m. Outdoor Education Class: During class time we expect chaperones to be role models who will be able to come alongside students and participate with them, while helping to maintain control and discipline. Your attitude is key here – if you show interest in class activities, students will be more inclined to also.

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Please note: Your school administration/ faculty has chosen the classes your students take part in here at Black Rock Retreat.

12:15p.m. Lunch

1:00p.m. Free Time/ Snack Shop/ Gift Shop: This time right after lunch can be used by schools to meet the best interest of their students. Some Schools...

1. Set this time aside for quiet in-cabin activities such as working on student manuals.
2. Have free time.
3. Go for a hike (just be back in time for the next activity/ class

The chaperone needs to be present with all students in there stead and in control at this time.

2:30p.m. Outdoor Education Class:

4:15p.m. Free Time: The Outdoor Education staff relies on chaperones to be in charge of their students at this time and to be involved with students in group games, hiking, talking or whatever recreational activities are available. This non-structured time is best for simply developing friendships with students. It is a chance to have fun with them.

5:00p.m. Dinner

See Schedule Devotions/Session and Cabin Discussion: After all-camp devotions, each chaperone will have discussion questions to take back to their cabin for facilitating a discussion and possibly a prayer time.

See Schedule Evening Activities: Whether it be an all-camp game, night hike or the evening campfire, this is another situation where the chaperone's attitude and behavior is crucial factor in the success of the events. Please participate along with the students.

See Schedule In Cabins: This can be one of the most challenging times of the day! Even a respected teacher will have his/her authority tested to the limit at times. Give the students fair warning that "lights out" is approaching and then be firm in keeping them off.

Your role in the cabin will have a great impact on the depth of your relationships during the day. It is important to gain control without losing respect. There is a difference between being the "nice guy" and being a friend.

*Please realize that times may change on this schedule and that each day will be a little different.

Chaperone Expectations Section 5.2

Please take a moment to read the following expectations and the BLACK ROCK RETREAT FACILITY GUIDELINES (Section 5.4). After reading please sign that you agree to abide by and the chaperone expectations and facility guidelines.

1. It is your responsibility to know the Outdoor Education guidelines so that you will know what we expect of the students. These guidelines have been included in the participant packet and will be covered, onsite, during the student orientation.
2. Your position in the Outdoor Education organization is of great importance! The students will watch and learn from everything you do – good or bad. Please be on your guard and cooperate with all camp policies. *Smoking, alcohol, and inappropriate clothing are not permitted.*
3. You and the students under your supervision will be expected to be on time and participating in all Outdoor Education activities unless previous arrangements have been made. This includes attending meetings, classes, devotions, and sitting with your students at meal times.
4. You are responsible to keep crowd control of your students during class time, devotions, and other organized activities.
5. You are responsible for the **supervision and leadership of your students 100%** of the time you are here.
6. You are responsible for supervising your cabin group when it is their turn to set the tables and clean-up for a meal (KP Duty).
7. You are responsible for the control and supervision of your students **the entire trip** especially between the end of each evening activity and breakfast the following morning.
8. You are responsible for the emptying of your student's personal belongings from cabins before leaving Black Rock Retreat.
9. This trip is for the students. You will quickly understand that this is a youth event and is not designed for adults. Your cooperation is needed to make this a great experience for the students. This includes reading and abiding by all the materials provided by the camp and given to your school. If you did not receive the entire chaperone packet from your school please contact the lead teacher regarding this packet.

School/Program you will be chaperone for: _____

Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____

Arrival Instructions Section 5.3

Upon arrival to Black Rock Retreat, the coordinating teacher must stop in at the Administration Building (see map on page 20) to check-in. At that time, he/she will:

1. Receive cabin assignments
2. Turn in health forms and final payment
3. Receive instructions regarding move-in procedures and meeting time and location

We highly recommend that the coordinating teacher plan to arrive before or at the same time as the students to ensure a smooth start to the program. After the coordinating teacher has checked in, cars and busses can proceed to Oakwood Parking Lot to unload.

For schools attending a three-day program, please note that lunch on the first day is not provided by Black Rock Retreat. Students should bring their own packed lunches, or the school can choose to stop somewhere along the way to eat before arriving to Black Rock.

BLACK ROCK RETREAT FACILITY GUIDELINES

Section 5.4

Black Rock Retreat is owned and operated by an Association of Christians who are committed and dedicated to a ministry based on a Biblical faith, to help meet the spiritual, social, physical and mental needs of those who use the facilities.

MEALS:

1. Shoes and shirts must be worn at all meals. Please dress appropriately and modestly and be considerate of other guests.
2. Help us to be good stewards by taking only what you can eat and eating what you take.
3. Please do not take food from the dining hall and please do not take food or snacks into guest rooms or cabins.

ACCOMMODATIONS:

1. Please keep individual thermostats adjusted to the minimum for your comfort. When you are out or while sleeping, a lower setting will save fuel.
1. Keep doors and windows closed when heat is necessary and switch off lights when not in your rooms.
2. DO NOT extinguish wood stove fires with the fire extinguisher. If a fire extinguisher is missing or has been discharged for reasons other than an emergency fire, a \$50.00 fine and damages will be charged.
4. The use of alcoholic beverages is strictly forbidden.
5. Smoking is strictly forbidden anywhere on grounds, except in the designated smoking pavilion located behind the Maranatha Retreat Center.
6. No burning of any kind is allowed in the lodging facilities. This would include, but limited to, smoking, candles and incense. If burning has been found to have occurred in sleeping facilities the fine will be \$100.00 per room involved, which will be the group's financial responsibility.
7. Permission to burn candles or incense in the meeting rooms must be requested and granted in advance.
8. Please be in your respective meeting rooms or lodging facilities by 11:00pm. Quiet hours are between 11:00pm to 7:00am.
9. Report any damaged or faulty equipment immediately so necessary repairs can be made.
10. Please request permission before re-arranging furniture in any area.
11. Youth, ages 17 and younger, staying in overnight accommodations must have an adult lodging with them.
12. Special permission must be obtained before using any facility/equipment, etc. that was not previously stated on a contract/detail sheet.

GROUNDS:

1. Your cars are safest parked in the parking lots. When staying in the cottages feel free to park in the designated areas.
2. Do not drive motorcycles on hiking trails. If you bring a motorcycle to camp, it will need to remain parked for the duration of your stay.
3. Pets are not to be brought to camp. (This does not apply to assistance dogs.)
4. Please help us preserve the camp wildlife by not disturbing or removing plants and animals.

Permission & Health History Form Section 5.5

Black Rock Retreat Outdoor Education

Participant Name _____ Birthdate ___/___/___ Age ____ Sex ____
Last First MI
Parent/Guardian _____ Social Security # _____ (not required)

Home Address _____ Phone _____
Street & Number City State Zip Area Code/Number
Business Phone _____ Cell Phone _____
Area Code/Number Area Code/Number

If not available in an emergency, notify:
Name _____ Relationship to Participant _____

Address _____ Phone _____
Street & Number City State Zip Area Code/Number

Operations or serious injuries (dates) _____

Disability or chronic/recurring illness _____

Physical, emotional, or mental handicaps _____

Activities limited by physician _____

Dietary modifications _____

Current medication (send w/ instructions) _____

Name of family physician & phone # _____

Date of last physical examination _____

Do you carry family medical/hospital insurance? ___ Yes ___ No

If so, indicate: Carrier _____
Policy or Group # _____

Check all that apply:

ALLERGIES:

___ Hay Fever
___ Ivy Poisoning, etc.

___ Insect Stings
Reaction: _____

___ Food
Specify: _____
Reaction: _____

___ Penicillin
___ Other Drugs:
Specify: _____

___ Asthma
___ Other: (Specify) _____

Other medical concerns?

Date of last Tetanus shot? _____

This health history is correct as far as I know, and the person herein described has my consent to participate in Black Rock Retreat's Outdoor Education program and permission to engage in all prescribed camp activities except as noted. Black Rock Retreat does not provide accidental or health insurance coverage for guests on property. Authorization for Treatment: I hereby give permission to the staff of Black Rock Retreat to administer First Aid or CPR in the event of injury or illness. I also give permission to the medical personnel selected by Black Rock Retreat to order X-rays, routine tests, treatment, and necessary related transportation for me/my child. In the event aid cannot be reached in an emergency, I hereby give permission to the physician selected by Black Rock Retreat personnel to secure and administer treatment, including hospitalization, for me/or my child as named above. I also agree to allow Black Rock Retreat to use any photographs or video footage taken of me/my child for publicity purposes. **If you DO NOT agree to the media release statement please state so in writing on the back of this form or with a separate signature.**

Name of Participant: _____

Signature: _____ Date: ___/___/___
(Parent/Guardian signature if under age 18)

MEDICAL AND EMERGENCY PREPAREDNESS

Section 5.6

Unexpected emergencies can occur anytime and anywhere, therefore we must plan for them. We have developed a system of emergency procedures, and your help is required to make them work. We ask that you do the following:

1. Be sure to do lice checks before leaving school.
2. Each adult should be sure to have proper ID along with him or her on the trip.
3. Provide a properly signed Health History Form for **each student and adult** allowing medical treatment to be provided if need be. (A copy of our medical form is included that you may photocopy and give to each individual.)
4. Include on the Health History Form detailed information regarding special dietary needs, medications, and physical limitations of the individual.
5. Give the completed Health History Forms to the Outdoor Education Director or Assistant Director upon arrival at Black Rock Retreat. We require that you use the Health History Form provided instead of your school's forms.
6. For each student with medication(s):
 - a) Place individual dosages in small packets and label with the student's name and day and time when they are to be taken.
 - b) Have all medications handed in to the teacher before departure. The classroom teacher assumes responsibility for administering student medications. Teacher may want to give medications to the student's counselor for him/her to administer. Students should not keep his/her own medication in his/her possession.
7. Please bring an emergency vehicle (if you arrive by bus and that bus leaves, you must bring another vehicle that remains at camp).
8. Except in obvious, life-threatening situations, we ask that all chaperones refer to the Black Rock Retreat staff before calling 9-1-1 for any reason. Our staff is prepared to give the dispatchers all of the necessary information to save time, and this will also help reduce "false alarms" or multiple calls.

Please keep in mind that, as stated in your contract, the school is responsible for providing insurance coverage for students.

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Lock-down Procedures Section 5.7

This procedure is to be used in any event that is of imminent threat to the students or other guests staying at Black Rock Retreat such as a hostage, kidnapping, or “shooter” situation. All adults and students should go to the most secure location possible indoors or stay where they are if they are already indoors. No one will be allowed to relocate anywhere until the situation has been resolved. This will allow the Outdoor Education staff and authorities to deal with the situation and minimize the potential exacerbation of the number of people involved.

1. If some sort of threat is recognized, the Lockdown Signal will be given by the Outdoor Education staff to communicate the need to enact this emergency plan. The Lockdown Signal will be repeated audible blasts from an air horn as well as communication between staff via radio. It should be noted that once lockdown procedures have been initiated, radio communication should be very limited and only used if absolutely necessary.
2. The Outdoor Education staff will dial 911 immediately, notifying authorities of the situation and details.
3. All adults and students should immediately move indoors (if they are not already) and do a thorough check and count of all students with them. No attempt should be made to go out and look for missing persons, but rather care for and make a record of anyone who is present and within proximity, having that information ready to be given to authorities.
4. Once inside, doors should be secured/locked, lights turned off, windows covered, shades pulled, and everyone should remain out of the line of sight of doors and windows.
5. All activities must cease and all adults and students are advised to remain quiet and calm.
6. All adults and students should remain in their location until given further notice by the Outdoor Education staff or authorities, where they will then be relocated to a secure area.

What to Bring: Section 5.8

Your trip to Black Rock Retreat for Outdoor Education is on its way! We are looking forward to these days with you. The following clothing and equipment list will make your stay at Black Rock more comfortable. Because space is limited, please plan so that your luggage includes only a **sleeping bag** or bedroll and a small suitcase. Please do **not** bring new items of clothing as we will be spending our time outside, sitting on the ground, and doing other outdoor activities where they will probably get dirty.

Temperatures may range from the 40's to the 90's. It is good to plan on wearing layers of clothing that can be added or taken off as the temperature changes. **Please label all clothing and other items;** this will avoid confusion and loss. Also, **don't forget your rain gear!** **We hold classes outdoors, rain or shine!**

	Sleeping bag or two-blanket bedroll and sheets		Towel(s) & washcloth(s)
	Pillow		Shampoo
	Pajamas		Toothbrush & toothpaste
	Flip Flops for the Shower (optional)		Soap & deodorant
	4 pairs of socks		Bible
	Several changes of underwear		Sharpened pencils/pens
	Shirts		Small backpack
	2 or 3 pairs of jeans or long pants		Water bottle (with name)
	Sweatshirt		Sunscreen
	Jacket/coat		Bug spray with tick repellent
	Raincoat or poncho		Hat or bandana
	Comb and/or brush		Flashlight
	Gloves for Gaga court (optional)		Camera (optional)
	2 pairs of shoes/sneakers (1 pair that can get muddy or wet in the creek, 1 pair that is good for hiking/running)		_____ Money (optional--if you want to purchase a T-shirt or other items from the Black Rock Gift Shop and or Snack Shop)

Facility Map & Links Section 5.9

Map of our Grounds [download](#) (374 KB) Map of our Trails [download](#) (73 KB)



