

CHAPERONE INFORMATION PACKET

Dear Chaperones,

Welcome! Thank you for your help in making this program a success. We recognize and appreciate the personal commitment that you have made. This brief introduction will help you prepare for this unique and challenging educational experience. In addition to this introduction, the onsite director will meet with you at the beginning of your program to answer any questions that you might have.

The California Time Capsule program takes place at several different sites. We begin at Mission San Juan Capistrano. The one-hour tour of the Mission gives us a chance to become acquainted with the students and to introduce the content of the program. After an hour at the Mission, we move to the Lazy W Ranch, off the Ortega Highway, where we spend the afternoon and evening hiking through history. The students build brush shelters, work on our adobe brick house, learn native plants and their uses, and swing at a piñata. The next morning, they pan for gold and dig for artifacts.

You, as a chaperone, play an important role in all phases of the program. Below is a brief description of your responsibilities. Please take a few minutes to read this information. If you have any questions, comments, or concerns please contact your classroom teacher.

ROLE OF CHAPERONES

Chaperones assist both the students and the staff with the operation of the California Time Capsule program. We ask you, as chaperones at California Time Capsule, to fill three roles.

- **SUPERVISOR:** As chaperones, you are asked to monitor students on the trails, in the cabins, and in the recreation areas. While chaperones are supervising students, the “visual contact” rule shall be strictly enforced. The students for whom the chaperone is responsible must be within the chaperone’s view. For example, at recreation time, the chaperone will oversee her/his own cabin group either in the cabin or in the recreation area.
- **ROLE MODEL:** Chaperones are asked to serve as role models for the students. We have found that the students’ experience is influenced greatly by positive adult role models. Please follow the same rules and guidelines as the students.
- **PARTICIPANT:** Chaperones get to have fun, too! You will hike alongside the students and spend time with them on the playground and in the cabins. We hope that you, as well as the students, learn something from your experience with us, and always encourage chaperones to find quiet moments to ask questions.

We truly appreciate all of your help. You have a strong influence on the students’ success and enjoyment during the California Time Capsule, and we could not run the programs without your support and participation.

SAFETY PRECAUTIONS AT THE LAZY W RANCH

The Lazy W Ranch is located in the heart of the Cleveland National Forest. Safety is always our primary concern at the Lazy W Ranch. All of the Ocean Institute instructors are certified in First Aid and CPR. Upon arrival at the Lazy W Ranch, the program administrator will instruct the group in the proper safety procedures.

WILDLIFE

The National Forest is a wilderness area and wildlife abounds. Animal residents of the area that necessitate precautions include mountain lions, bobcats, coyotes, rattlesnakes, scorpions, ticks, and bees. These animals may travel near, or through, the camp. While encounters with these animals are rare, both adults and students must be aware of California Time Capsule policies and procedures to ensure the safety of all. Close supervision of students by the accompanying adults is essential and strict adherence to the California Time Capsule rules is necessary.

VISUAL CONTACT

The Visual Contact rule has been implemented at California Time Capsule to ensure the safety of the students. This rule stipulates that students must be within view of an adult any time they are outside of a building. Students must be accompanied by their cabin chaperones to and from the recreation/meeting area, cabin area, dining hall, and restrooms. The Visual Contact rule will be strictly enforced throughout the campers' stay at California Time Capsule.

SUPERVISION ON THE TRAIL

Classroom teachers assign a chaperone to each activity group. On the trail, chaperones assist California Time Capsule instructors in a variety of ways. First, chaperones assist the instructor in enforcing the Visual Contact rule. Students must always be within view of the adults in the group. Chaperones are always the last person in an activity group and make sure that the distance from the instructor to the last student never exceeds 30 yards. In case of a student illness, injury, or restroom need, the chaperone may be asked to escort the student back to camp. In addition, chaperones help the instructor maintain behavioral standards during the hikes and will assist with disciplinary procedures.

SUPERVISION DURING RECREATION AND SHOWER TIME

Chaperones supervise their cabin group during assigned recreation and shower times. During this time, chaperones strictly enforce the Visual Contact rule. Chaperones accompany their cabin group to the restroom during their assigned shower time and to the recreation area. In order to accommodate a large number of students in a short period of time in the showers, students are asked to spend not more than three minutes in the shower. At the recreation area, chaperones watch students to make sure they are using recreation equipment properly and safely. Chaperones will also promote positive behavior. The stream area is off limits during recreation times.

SUPERVISION IN THE DINING HALL

Chaperones are responsible for maintaining order and promoting positive behavior of students at their assigned table during meals. The staff reviews dining hall expectations with the students before the first meal. The use of good manners and quiet voices is essential for a pleasant dining hall experience. Generally, the dining hall groups are not the same as cabin and activity groups. Parents may not be able to sit with their own child during the meal. Finally, chaperones assist students in the post-meal clean-up procedure. Each student has a separate cleaning responsibility at the table.

SUPERVISION IN THE CABINS

Chaperones are responsible for maintaining order in the cabins. Chaperones should expect students to behave appropriately during cabin time. Classroom teachers and staff are available to assist with any management problems that arise. The cabin group moves from place to place in camp as a group and with their chaperone in view at all times. Students will never go anywhere alone—this includes returning to the cabin or meeting area to collect items that have been left behind. At night, chaperones remain with students in the cabin from "Lights Out" until breakfast (with the exception of attending to personal needs or during an emergency situation when help from staff or classroom teacher is necessary). Further, chaperones may be asked to remain in the cabin with a student in the event of a medical or behavioral problem. No student shall ever be left alone in a cabin. Finally, chaperones will not allow students outside a cabin after "Lights Out" unless it is on a visit to the restroom or an emergency situation deems it necessary.

Cabin raids and after hours night hikes are strictly forbidden due to safety considerations.

WILDLIFE AND SAFETY PRECAUTIONS

The Lazy W Ranch is located in the Cleveland National Forest, which is a designated wilderness area. Animal residents of the area that make precautions necessary include mountain lions, bobcats, coyotes, rattlesnakes, scorpions, and bees. While encounters with these animals are rare, both adults and students must be aware of camp policies and procedures. Close supervision of students by the accompanying adults is essential, and strict adherence to the camp rules is necessary.

All teachers, chaperones, and students attending the Chaparral to Ocean California Time Capsule program must read and understand the following wildlife and safety rules before their visit:

- All students must remain in close proximity of an instructor or chaperone. Close proximity shall be strictly defined as “visual contact.” Students are never to go anywhere alone. Students will be advised of the “visual contact” rule and the seriousness of compliance.
- Two adults will accompany each activity group. A California Time Capsule instructor will lead the group and a designated chaperone will follow.
- At least one chaperone will oversee the recreation area during the recreation periods. At least one chaperone will oversee the cabin and shower areas before and after dinner.
- Food (including gum and candy) is not allowed in the cabins or on the trails.
- Shoes must be worn at all times (except for sleeping and showering). Students will be required to wear long pants on trails.
- Littering is not tolerated.
- Students and chaperones must stay with their instructor on established trails. On winding and narrow trails the instructor will stop regularly to allow students to catch up. The distance between the instructor and the adult at the end shall not exceed 30 yards.
- Students should not touch any of the camp animals or pets, including the cats and dogs.
- The stream area is off limits unless accompanied by an instructor during an organized activity.
- Students must remain in their cabins from “lights out” until 7:00 AM, except for bathroom visits. Chaperones must accompany students on night bathroom visits.
- Instructors will carry walking sticks, whistles, and emergency first aid kits on hiking trails. In addition, all instructors are First Aid and CPR certified.
- Cabin raiding is not allowed.
- Students will report any injury or illness to an instructor or chaperone immediately.
- Students are expected to follow established classroom guidelines.

Upon arrival at the program, the on-site administrator will review these rules and guidelines with the students and chaperones. If there are discipline or safety concerns during the program, the on-site administrator will work with the teachers to resolve issues appropriately following the school’s normal procedures.

FREQUENTLY ASKED QUESTIONS

What are my responsibilities as a chaperone?

The most important responsibility of the chaperone is to ensure the safety of the students. Chaperones are also responsible for overseeing a group of students during the times between activities, at meals, in the cabin, and in the dining hall. In addition, chaperones are responsible for accompanying an activity group on the trails during activities with a California Time Capsule instructor.

Will I get any sleep?

The answer to this question varies from person to person. In order to at least be sure that the students get some sleep, and to assist you at the same time, enforce the Lights Out policy. Generally, Lights Out is set for between 9:30 and 9:45 PM. A strategy that works well is to turn off the lights at that time, and then let the children talk quietly until about 10:00 PM. After that, they should plan on settling down for some much-needed sleep. Also effective is to have the students play word games or tell stories as they are settling down for the night. In addition, we have several books and games available for quiet time in the cabins. Finally, encourage the students not to disturb others if they wake up early.

What can I do with the students during recreation and rest time?

We encourage you and your cabin group to spend the recreation time outdoors in the recreation area (weather permitting). The recreation area has a volleyball net, ping pong tables, a basketball court, and playground equipment. In addition, a variety of balls and other equipment are available for the children's use. Word and card games are also suggested.

How do I establish a rapport with nine students I may not know?

When students arrive at California Time Capsule, they will have about one-half hour to organize their belongings in their cabin and prepare for their hikes. Take time to learn the students' names and perhaps their hobbies, then review the California Time Capsule behavioral and safety guidelines, and explain your personal expectations of them.

What are my options for handling an uncooperative student?

The discipline policy is outlined for the students at school and when they arrive at California Time Capsule. In addition, the students will know the rules and the guidelines of the program. Take time to review the guidelines with your cabin group, and expect that they follow these rules and guidelines. Let the students know that you, just as the teachers and the California Time Capsule staff, will implement the "warning system." Please let the teachers and director know if you need assistance with students and discipline/safety issues.

Can I make phone calls from the Lazy W Ranch?

Cell phones and pagers generally do not work at the Lazy W Ranch. We do have a landline that is available in case of an emergency. If you need to make a phone call while at the Lazy W, please let the program administrator know and s/he will direct you to the phone line.

MISCELLANEOUS INFORMATION

- The Lazy W Ranch is located in an area of high fire danger. As a result, smoking is not allowed at the Lazy W Ranch.
- The Lazy W Ranch provides our adult chaperones, teachers, and staff with coffee and hot water in the dining hall. Only the adults are allowed to make use of this amenity.
- Cellular phones and pagers do not operate in our canyon. There is a landline available in our Nature Center for any phone calls that must be made.
- On the trails, students are required to wear long pants. Adults may wear shorts if desired (please be aware that there is poison oak as well as other hazards in the area).
- The Lazy W Ranch can accommodate some dietary needs (e.g. vegetarian or no pork) if notified in advance. Please contact your classroom teacher at least 2 weeks prior to the trip if you have such a need. The Lazy W Ranch cannot accommodate such needs as low-fat or low-sodium diets. Those with special diets or food allergies will need to bring along suitable food substitutions.
- Each of the cabins at the Lazy W Ranch is equipped with a heater and electrical outlets. Chaperones should bring an alarm clock, watch, and flashlight.

ADULT CLOTHING AND SUPPLY LIST

Pack as carefully as possible! Remember, the weather can be unpredictable. Make sure that you are prepared for all kinds of weather. Everyone needs a rain jacket with a hat or a rain poncho. You will also be getting dirty and wet.

- 1 Lunch with a drink for the first day
- 1 Sleeping bag
- 1 Pair of pajamas
- 2 Pair of pants
- 1 Sweater or sweatshirt
- 1 Jacket
- 2 Shirts
- 2 Pair of underwear
- 1 Pair of tennis shoes with good tread (they will get muddy)
- 3 Pair of socks
- Towel and washcloth
- Toilet Kit: soap, toothbrush and toothpaste, comb, etc.
- Rain gear: raincoat, poncho, or waterproof jacket
- Sunscreen
- Hat
- Water Bottle
- Watch and Alarm Clock
- Flashlight

Optional Items:

- Pillow
- Shower shoes
- Camera
- Book
- Hair dryer
- Mittens and stocking cap
- Shorts

Do Not Bring:

- Candy, food other than lunch, gum
- Knives
- Radios, personal listening devices, or electronic games
- Curling irons

ADULT MEDICAL FORM

Name _____

Address _____ City _____ State _____ Zip _____

Home Telephone Number (____) _____ - _____

Age _____ Date of Birth ____ / ____ / ____

Social Security Number _____ - _____ - _____

Closest Relative (to notify in the event of an emergency)

Name _____

Address _____ City _____ State _____ Zip _____

Home Telephone Number (____) _____ - _____

Work Telephone Number (____) _____ - _____

Additional Emergency Contact

Name _____

Address _____ City _____ State _____ Zip _____

Home Telephone Number (____) _____ - _____

Work Telephone Number (____) _____ - _____

Insurance Information

Medical Insurance Group Name and Number _____

Additional Information

Do you have any physical or medical conditions or restrictions?

If yes, please explain _____

Do you have any allergies? Please specify _____

Do you regularly take any prescription medications? Please specify _____

ACKNOWLEDGEMENT OF RISK AND WAIVER FOR ALL PARTICIPANTS

Welcome to the Ocean Institute! We want you and everyone to have a memorable and safe experience.

The Ocean Institute's environment, vessels, facilities, and activities are unique and different from your usual surroundings and activities. There are many inherent risks, dangers, and hazards and everyone must exercise caution at all times in order to avoid or minimize the risk of damage, injury, and death.

Examples of these risks, dangers, and hazards include, without limitation: (a) walking and standing surfaces that may be wet, slippery, moving, irregular, unstable, and rough; (b) open areas such as hatches into which someone could fall; (c) low or irregular lighting, or no lighting at all; (d) objects and equipment that could fall on someone; (e) low ceilings; (f) ropes, chains, and other items that could strike or entangle someone; (g) extreme and variable physical, weather, and ocean conditions, including darkness, sun glare, storms, and hot and cold temperatures; (h) vessels, docks, buildings, ladders, and stairs from which someone could fall; (i) vessels and docks that could pitch, roll, capsize, flood, collide, and sink; (j) gaps between a vessel and a dock that could open or close suddenly and unpredictably; (k) possible encounters with wildlife and plants; and (l) unavailability of medical attention and treatment.

If you attend and Ocean Institute activities, then you must exercise caution at all times to protect yourself and others from these risks, dangers, and hazards. If children or other persons under your care attend any Ocean Institute activities, then discuss these risks, dangers, and hazards with them as they too must exercise caution at all times.

Program Name: _____ Program Date: _____

Participant Information

Last Name: _____ First Name: _____

Birthdate: _____

Guardian Information

Last Name: _____ First Name: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

If you attend any Ocean Institute activities, and/or if others under your care attend any Ocean Institute activities, then by checking the box below you, on behalf of yourself and such other persons, shall be deemed to have read and understood this document and to have irrevocably waived any and all claims against the Ocean Institute and its directors, officers, employees, contractors, volunteers, agents, and insurers for damage, injury, accident, illness, or death occurring during or by reason of such activities.

Additionally, I authorize the use of photos taken of me and others under my care by the Ocean Institute for its promotional purposes.

As the Parent/Guardian, I have read and agree to the statements made on this document.

Signature

Date