

Field Guide for Chaperones

DuBOIS CENTER – NATURE’S CLASSROOM

Overview: Thank you for taking on the role of a chaperone for students from your school while they participate in Nature’s Classroom. Chaperones play a vital role in our program. They work actively with students, supervise free time and provide overnight supervision in the cottages. Students should be under the direct supervision of an adult at ALL times - either a Nature’s Classroom instructor, classroom teacher or chaperone.

Before Heading to Camp:

- **CONTACT** the organizers at your school for:
 - ~ your **Cottage Assignment**,
 - ~ information regarding the **Times to Arrive and Depart** from camp for your shift.
- **PACK WISELY & PACK FUN.** Check the weather (DuBois, IL 62831) & **BRING FUN STUFF** such as games, a deck of cards, friendship bracelet supplies, fishing gear, etc. You may also want to bring a flashlight and a small first aid kit.
- **READ UP.** The Nature’s Classroom **STUDENT ORIENTATION** is included so that you understand the expectations and guidelines for all guests.
- **NOTIFY YOUR CONTACTS.** Cellular service at DuBois Center is spotty for most providers. (Verizon customers, however, generally receive adequate service.)
- **GET DIRECTIONS.** Get a copy of **OUR MAP**. Our address is 2651 Quarry Road; DuBois, IL 62831. If using your GPS, know that it may send you to camp via a few unmarked roads.

Arrival:

CHECK THE SITE MAP. When you arrive at DuBois Center, you will see a sign on your left at the main gate. A map of the grounds will give you an idea of the location of your cottage.

PARK. Pass through the main gate. There are gravel areas to the left and right marked **GUEST PARKING**.

RESTROOMS can be found in the large, stone building with the sign **OAK LODGE**. You will also find restrooms in your cottage and on the backside of **Roadside Cottage**.

DON’T SEE YOUR SCHOOL? The students may be out on an activity. You can check-in at the office or with someone at Oak Lodge, if the office is closed.

General Rules: (See the **STUDENT ORIENTATION** for more specifics.)

- **RESPECT** – for Each Other, Oneself and This Place
- **DO NOT SWIM** or enter the lakes.
- **LIGHTS OUT** at the designated time. Please try to maintain this guideline. The students will be very tired from their active day and need their rest; you will likely be tired as well. Camp days begin at 7:00 a.m. and don’t end again until 10:00 p.m.
- **AVOID DOUBLE STANDARDS** – If the students are not allowed to do or have something while here, please do the same. For example, the “no cell phone” rule is for everyone. If you must use yours, please do so out of the sight of students.
- **KEEP FOOD and SNACKS OUT of the cottages** – they attract critters & bugs. Food items should only be kept and consumed in the dining hall or other designated eating areas.
- **CHECK THE LIGHTS!** Check that inside and outside lights are off when you leave the cottage.

CHAPERONES – The Day and Your Duties:

Morning (7:00 a.m.–12:00 noon)

- 7:00 Wake up your cottage and supervise morning activities within the cottage.
- 7:45 “Hoppers” are due in the Oak Lodge Dining Hall to set the tables.
- 8:00 Breakfast – Everyone should be at the Dining Hall.
- 8:45 After breakfast your group will have a break. At this time they should straighten up their cottage and change into appropriate clothing for their first activity.
- 9:30 Morning Activity Time – Meet at the basketball court or designated area.

During most activity times, you will accompany a group of students. (One chaperone per activity group of 10–16 students is required.) Check with your school coordinator regarding assigned coverage times.

Your job is to assist the instructor as needed, providing extra eyes and hands (sometimes for spotting at the teams course). The instructors may ask for your assistance with behavior issues, first aid or emergency situations.

Please ensure that your group is at its designated meeting spot on time and ready to go. **Students should be prepared with all the necessary equipment, including water bottles, and have already gone to the bathroom.**

- 11:30 Break

During all break times, students should be in sight of a chaperone – at all times. These are good times to take a group for a hike, play games, hang at the basketball court or just relax together.

Be sure to arrive in Oak Lodge early enough to wash hands in the bathrooms before mealtime.

- 11:45 “Hoppers” are due in the Oak Lodge Dining Hall to set tables.
- 12:00 Lunch – Everyone should be at the Dining Hall.

Afternoon: (12:00 p.m.–5:30 p.m.)

- 12:45 Break
- 1:30 Afternoon Activity #1 – Meet at the basketball court or designated area.
- 3:00 Break
- 3:30 Afternoon Activity #2 – Meet at the basketball court or designated area.
- 5:00 Break
- 5:15 “Hoppers” are due in the Oak Lodge Dining Hall to set tables.
- 5:30 Dinner – Everyone should be at the Dining Hall.

Evening: (6:15 p.m.–10:00 p.m.)

- 6:15 Break – Prepare for evening activity.
- 7:00 Evening Program – Meet at designated area.
- 8:30 Snack
- 9:00 Dismissal to cottages – Showers and bedtime prep
- 10:00 Lights Out

DuBois Center Staff will be available 24 hours a day to assist with emergency situations. Check with the leaders of your school’s team regarding lines of communication for challenging or emergency situations.

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