

# Field Guide for Chaperones

## DuBOIS CENTER – NATURE’S CLASSROOM

**Overview:** Thank you for serving as 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 and provide **PRIMARY SUPERVISION** during transition/free times, meals times and during the evening and overnight in the cottages.

**NOTE:** 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:
  - ~ information regarding the **Times to Arrive & Depart** from camp for your shift
  - ~ your **Cottage Assignment**
- **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. It’s also good to bring a flashlight or two.
- **READ UP.**  
The Nature’s Classroom **STUDENT ORIENTATION** is included so that you understand the expectations and guidelines for all guests.
- **NOTIFY YOUR CONTACTS.**  
Cell service at DuBois Center is spotty for most providers. (Verizon customers generally receive adequate service.) Internet service can also be challenging due to our location and capacity.
- **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 & map on your left at the main gate. This map of the grounds will give you a general idea of the location of your cottage and Oak Lodge – our primary gathering area.

**PARK.** Pass through the main gate. There are paved/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 will likely be engaged in activities away from main camp. Check the attached schedule and your cottage assignment. You can check-in at the office – if it is open – or meander down to Oak Lodge and wait there.

## **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.

## **Supervision Roles at Camp:**

- **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.
  - + **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.
- **Before Mealtimes:** Keep an eye on your watch, when the bell rings, move students toward Oak Lodge quickly. Upon arriving, they should go immediately to the restrooms and wash their hands.
- **During Most Activity Times:** You will accompany a group of students to their activities. **One chaperone per activity group of 10–16 students is required.** Additional chaperones are welcome, but the focus must remain on the students. If there are an adequate number of chaperones and teachers to provide coverage, chaperones may be assigned an off-duty period. Check with your school coordinator regarding assigned coverage times.
  - + **Your role is critical. It is to assist the Nature's Classroom Instructors as needed, providing an extra set of eyes and hands.** For example, at archery, the instructor must focus on the shooting area and the four students at the line. It's your job to maintain a sense of calm and quiet among those awaiting their turns. During team building or at the teams course, the instructor is the primary facilitator. However your help is often needed to help with spotting.
  - + It is often difficult, especially during team building and teams course, to spot and support without give suggestions. Please understand that working through challenges is part of the learning process for the students. Trial and error, discussion and trying again are all elements of the experiential learning process.
  - + The instructors may also ask for your assistance with behavior issues, first aid or emergency situations.

# **CHAPERONES – The Day and Your Duties**

A typical day of Nature’s Classroom looks something like this:

## **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. Make sure those from your cottage head over by 7:40 am.
- 8:00 Breakfast – Everyone should be at the Dining Hall.
- 8:45 Transition/Break Time - 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.
- 11:30 Transition/Student Free Time (**chaperones supervise**)
- 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 Transition/Student Free Time (**chaperones supervise**)
- 1:30 Afternoon Activity #1 – Meet at the basketball court or designated area.
- 3:00 Transition/Student Free Time (**chaperones supervise**)
- 3:30 Afternoon Activity #2 – Meet at the basketball court or designated area.
- 5:00 Transition/Student Free Time (**chaperones supervise**)
- 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 Transition/Student Free Time (**chaperones supervise**)  
Prepare for evening activity.
- 7:00 Evening Activity – 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 on-site 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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**DUBOIS CENTER**

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