



Cody Outdoor Classroom

*Where Learning
Comes Naturally*

Dear Chaperone,

Thank you for volunteering your time as a chaperone. Without your support, we would not be able to provide this experience to students. The Chaperone Packet is designed to prepare you for your adventure with us. It includes important information regarding your role, as well as a packing list and answers to frequently asked questions.

We want to provide a safe experience for everyone at Cody Outdoor Classroom, so please **complete the information on pages 6 – 8** and return it to your student's teacher by the designated deadline (set by the school teachers).

If you have any questions, please feel free to contact us at kristen@codyoutdoorclassroom.com or (603) 539 4997.

Thank you,

The Staff at Cody Outdoor Classroom

Overview of the Program

Cody Outdoor Classroom programs emphasize concepts taught in the classroom and provide an opportunity for students to further explore these through experiential learning. We take an inquiry-based (concepts and processes are explored by the students, rather than told to them by the instructor) approach to help students understand interactions among systems in the natural and manmade world. We are committed to providing a curriculum that addresses a variety of learning needs and builds community among peers and adults.

We work with each school group to help design a program that best fits the needs and outcomes of the group. Although we customize the learning opportunities for each group, each program is rooted in the following components: Science Lessons, Team building, Evening Programs, and Meals and Transitions.

Below is an outline of a typical day at Cody:

7:00 am	Rise and Shine
8:00 am	Breakfast
9:00 am	Transition
9:30 am	Team building
12:00 pm	Lunch
1:00 pm	Transition
1:30 pm	Engineering Lesson
3:00 pm	Life Science Lesson
5:00 pm	Recreation time
6:00 pm	Dinner
7:00 pm	Transition
7:15 pm	Evening program
8:45 pm	Back to cabins, get ready for bed

Cody Outdoor School Merchandise

Each cabin group will have a designated time during the week to purchase Cody merchandise. The purchase of merchandise is optional. Students and chaperones can pay by check (made payable to “Cody Outdoor Classroom”) or cash (exact change is preferred).

Items: hooded sweatshirt (\$30.00), t-shirt (\$12.00), baseball hat (\$15.00), sticker (\$2.00).

Please visit www.codyoutdoorclassroom.com to view our merchandise.

Chaperone Role and Responsibilities

Please read the information below so you understand your role and responsibilities in the Cody community. On arrival day, we will have a meeting to review this information and answer any additional questions you may have.

Nighttime Supervision

One of the chaperone's main responsibilities is cabin supervision. Each cabin is different in size and the number of chaperones in each cabin is determined based on that size.

Once the students are dismissed to the cabin for the night, it is your responsibility to get them settled. They will need time to shower, brush their teeth, and get ready for bed. There will be some "down time" during this process. We encourage you to engage them in an activity like cards, a board game, or a story. Do not allow reckless or irresponsible behavior in the cabin; people get hurt and facilities get damaged when children are rowdy and/or unsupervised. Days at Cody are very long and active, so it is important that you enforce the "lights out" time so students get the sleep they need.

In the morning, chaperones must wake up the students and make sure they are packed and ready for morning lessons. You should wake students up approximately one hour before breakfast to allow enough time for them to shower, get dressed, and pack their day packs.

We ask that chaperones set some time aside each day for students to tidy up their cabins. This will also make the packing and move out process go smoother on departure day.

We encourage you to take some time on the first day / evening to review your cabin expectations with the students. Topics to cover: introductions, shower schedules, cabin clean-up, lights out time, wake up time (and what to do if you wake up early), and appropriate behavior. Setting these expectations will help everyone have a positive experience.

Transitions and Rec Time

Throughout the day there are some transitions, or short breaks, for students to use the restroom, fill their water bottle, or grab something from the bunk that they might need for the next activity. There are also some longer breaks for rec time. During rec time, students may play sports, hang out with friends, or go back to the cabin. Chaperones are responsible for supervising both of these times. Any time students are in the cabin, there must be a chaperone there as well. Students should never be walking alone, they should always have a buddy. Please ensure that students are on time to the next lesson when breaks are over; we cannot start until everyone is present.

Daytime and Evening Lessons

Every chaperone will be assigned to a learning group, which consists of 12-15 students and one Cody instructor. Cody instructors will handle the teaching and discipline during lessons. Chaperones are there to offer support. That could mean providing encouragement, helping set up program supplies, or taking a student to see the medical staff.

Meals

Chaperones eat meals with the students. We encourage you to sit at different tables throughout the week to get to know all the students. During meals, please help keep the students quiet during announcements and model good manners. Students will take turns helping with meal time set-up and clean-up.

Break Times

We appreciate all the work our chaperones do to provide this unforgettable experience to the students. We understand you need some time during the day to shower, contact family at home, catch up on work, and just have some "kid free" time. Chaperones work with the Cody instructor to determine when would be the best time to get this break. Break time will vary each day based on the lessons the group is doing.

Student Behavior Expectations

Cody is a positive learning environment. Our goal is to provide a safe, fun experience for every student. In order to do that, students must be accountable for the choices they make regarding their behavior. Every family will receive the information below and sign an acknowledgement. We will review our expectations with the students on arrival day, along with consequences for negative behavior, so everything is very clear to them. As a chaperone, it is very important that you set the same expectations when you are supervising the students so we have consistency throughout the program. If corrective action is needed, we take a positive, yet firm approach. We keep school teachers aware and involved in all disciplinary actions. If a situation arises during your time with the students, please let us know so we can support you and ensure the proper individuals are notified.

Cody is committed to providing a safe, positive experience for all students. As part of the Cody community, students are expected to be familiar with and follow Cody's behavior expectations. Students who are unable to follow them may be disciplined and sent home at the discretion of the Program Director. Parents are then expected to pick up their child. Please discuss these expectations with your child prior to the field trip.

- Students must remain with their group and Cody instructor or teacher/chaperone at all times. Students should never be alone on camp or leave the property alone.
- Students must remain in the cabins with chaperones after lights-out.
- Students may not have in their possession any prohibited items (please review the Packing List to view the complete list).
- All medications should be given to the school teacher or Cody medical staff.
- Students are asked to take care of the property and report any damages. There are no pranks or graffiti permitted at Cody.
- Students should use equipment for its intended purpose and in a safe manner.
- Students should ask before using or borrowing items that belong to the program or another student, teacher or chaperone.
- Students should listen and follow directions from Cody instructors, teachers, and chaperones.
- Students are expected to respect the plants and animals that also live at camp. Students should not litter or act to harm the natural world.
- Physical fighting or altercations are not tolerated at Cody and will be dealt with firmly, decisively, and at the discretion of Cody and the school teachers and may result in immediate separation or dismissal without refund of tuition.
- Bullying is not tolerated at Cody and all suspected bullying instances will be dealt with firmly, decisively, and at the discretion of Cody and the school teachers and may result in immediate separation or dismissal without refund of tuition.
- All school rules also apply and will be enforced at Cody.

Chaperone Packing List

Arrival day: Chaperones should be ready to participate in activities immediately upon arrival. They should be wearing closed toed shoes and have a day pack ready with sunscreen, a water bottle, and an extra layer.

Weather: Please check the weather for Freedom, NH and pack according to expected precipitation and temperatures. We will be outside (unless there is thunder and lightening).

Important! Prohibited items include:

- Candy, gum, or food of any kind
- Swiss army knives / leathermans or any other weapons
- Illegal substances, drugs, or alcohol
- Lighters / matches
- Personal sports equipment

Please note:

Chaperones and teachers may bring **cell phones** and **computers** to communicate with family at home and keep up with work. Most cell phones work well on camp and we have Wi-Fi. Students are not permitted to bring or use cell phones. Laundry facilities are not available for general use.

Quantities: Adjust the quantity of clothing items based on the length of the field trip.

<p>Clothing</p> <ul style="list-style-type: none"> • Long pants / jeans • Shorts • 1 pair of pajamas • T-shirts • Long sleeved shirt • Sweatshirt or fleece • Warm jacket • Socks (pack a few extra) • Underwear • Hat and gloves • 2 pairs of sneakers (All footwear must be closed toed) • 1 raincoat or poncho <p>Bedding / Linens / Toiletries</p> <ul style="list-style-type: none"> • Sleeping bag or bed roll (sheets and a blanket) • Pillow • 1 towel • Laundry bag / trash bag for dirty clothes 	<p>Toiletries</p> <ul style="list-style-type: none"> • Toothbrush and toothpaste • Soap, shampoo, conditioner • Deodorant • Comb or brush • Lip balm / chapstick <p>Miscellaneous</p> <ul style="list-style-type: none"> • 1 day pack / backpack • 1 reusable water bottle (1 Liter) • Flashlight • Sunscreen <p>Optional Items</p> <ul style="list-style-type: none"> • Flip flops for the shower • Book • Stuffed animal • Bandana • Ball cap • Bug spray • Travel game / deck of cards • Camera (cannot be cell phone) • Twin sized fitted sheet for mattress • Money for Cody merchandise (visit www.codyoutdoorclassroom.com for items and pricing)
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Cody Outdoor Classroom is not responsible for items left behind.

Please complete the following information carefully and return it to the school teachers by _____.

Chaperone / Teacher name: _____ School name: _____

Chaperone / Teacher Contract and Waiver

I have read and completed the Cody Family Packet in its entirety. My child and I understand what is expected of us before and during Cody Outdoor Classroom and we agree to abide by the rules and procedures detailed within. I grant permission for my child to participate in all activities and Cody Outdoor Classroom programs, including but not limited to challenge course, out-of-camp trips by foot (hiking), and out-of-camp emergency transportation by van, bus or other designated vehicle. In the event of a medical emergency, I grant permission for my child to be transported to one of two nearby hospitals: Memorial Hospital in North Conway, NH or Huggins Hospital in Wolfeboro, NH, or other medical facilities as required.

I also understand that during my child’s participation at Cody Outdoor Classroom, she/he may be exposed to a variety of risks and hazards, foreseen or unforeseen, which cannot be eliminated without fundamentally altering the unique character of the program. Those hazards include, but are not limited to, hiking/walking/running/playing outside; ticks, snakes, insects, and large-animals; sunburn and heatstroke, dehydration, hypothermia and other mild or serious conditions or injuries; falling and rolling rock; drowning; lightning and unpredictable forces of nature (including weather that may change to extreme conditions without notice), etc. I am aware of these risks, and I assume them on my child’s behalf. Cody Outdoor Classroom is not responsible for lost, stolen or damaged articles. I, the undersigned, have read and understand my responsibility to complete and submit all necessary forms and fees on time (and that my child will not be allowed to attend the program if any forms in the Cody Family Packet are incomplete).

I authorize Cody Outdoor Classroom to have and use photographs, slides, video, writing, artwork and/or testimonials created by my child and submitted to Cody Outdoor Classroom without seeking remuneration. These shall become the property of Cody Outdoor Classroom, and may be used by Cody Outdoor Classroom for marketing and/or advertising purposes. As a condition of my child’s participation in the Cody Outdoor Classroom program, I acknowledge that participation is entirely voluntary, and I agree to assume full responsibility for the risks that participation may entail. I voluntarily agree to release and hold harmless Cody Outdoor Classroom to the fullest extent permitted by law. It is agreed that any dispute or cause of action arising between the parties, whether out of this agreement or otherwise, can only be brought in a court in the state of New Hampshire and shall be construed in accordance with the laws of New Hampshire. I authorize Cody Outdoor Classroom to add my email to their mailing list.

I HAVE READ THIS AGREEMENT. I FULLY UNDERSTAND IT AND AGREE TO BE LEGALLY BOUND BY IT.

Signature: _____ Date: _____

Email address: _____

Emergency Information

Primary Contact (Name): _____

Street Address: _____ City _____ State _____ Zip _____

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

Email: _____

Secondary Contact (optional): _____

Street Address: _____ City _____ State _____ Zip _____

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

Email: _____

Chaperone / Teacher name: _____ School name: _____

Insurance Information

Doctor's Name: _____ Doctor's Phone Number: _____

Insurance: The following insurance information is required if a doctor visit or entry into a hospital is necessary.

Do you have Health Insurance Coverage?

- Yes
 No

Name of Insurance Company: _____

Address: _____

Name Listed on the Insurance: _____ Policy Number: _____

Medications

Chaperones and teachers may either keep medications (prescription and over the counter) in their locked vehicle or give them to the Cody medical staff who will have them available at all times. For the safety of the students, we ask that no medications are kept in the cabin or on your person except for emergency medications (Epi-pen, inhaler, diabetic medicines).

Is there anything regarding your health (medical, behavioral, emotional) or your medications that Cody should be aware of?

Yes. Please specify: _____

No

Notification of Food Allergy/Intolerance/Needs/Diseases

Our facility is nut free and also accommodates gluten, wheat, dairy, soy, shellfish, egg, lactose, vegetarian, and vegan allergies, intolerances and restrictions. Please contact us with any concerns (603) 539 4997.

Do you have any food allergies or intolerances?

Yes. Please specify allergy or intolerance: _____

No

Do you have any food related diseases (such as Chron's, celiac, diabetes)?

Yes. Please specify: _____

No

Chaperone / Teacher name: _____ School name: _____

Restrictions

Chaperone / teacher is cleared for unrestricted activity with Cody Outdoor Classroom. He/she is cleared for full participation.

Chaperone / teacher is cleared for participation at Cody Outdoor Classroom, but the following restrictions apply:

Chaperone / teacher is not cleared for participation at Cody Outdoor Classroom.

Authorization for Emergency Treatment

Name of Chaperone / Teacher: _____

I hereby give permission to Cody Outdoor Classroom to seek emergency medical treatment. I agree to the release of any records necessary for treatment, referral, billing, or insurance purposes. I give permission to Cody Outdoor Classroom to arrange necessary related transportation for me/my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by Cody Outdoor Classroom to secure and administer treatment, including hospitalization, for the person named above. Information in this paperwork may be given to the physician. I agree to incur all costs related to any medical emergency for the person named above.

Chaperone / Teacher Signature: _____ Date: _____

Acknowledgement

I hereby certify that the above information provided in the Chaperone / Teacher Packet is true and correct to the best of my knowledge.

Signature: _____ Date: _____