

EXPECTATIONS OF ADULT CHAPERONES

Thank you very much for volunteering your time and energy to make this program safe and fun for the children. It couldn't happen without you! When groups come to Lutherlyn, supervisory adults accompany each activity group. As a minimum, we recommend one adult for every ten students. Adult chaperones are expected to carry out the following duties.

ALL GROUPS

The responsibilities of supervisory adults include:

- Taking action when necessary to maintain a safe, positive learning environment.
- Assisting the instructor to focus each student's attention on the activities.
- Enforcing camp policies with your group of students.
- Disciplining students, or referring them to the teacher for discipline, if they misbehave.
- Supervising students when they are not with an instructor, especially during meals and recreation time.
- Reporting ANY injuries to the LEEP instructor -- no matter how small.
- Making sure that students do not have food, drinks (except water), gum or candy during activities.
- Ensuring that other groups in camp are treated with consideration.
- Ensuring that camp facilities and property are treated with care and respect.
- Being a role model for the students. Pay attention to the staff and avoid distracting the group with side conversations or cell phone use.

OVERNIGHT GROUPS - Additional responsibilities include:

General:

- Knowing where students are at all times.
- Safeguarding the students' well-being by making sure they are properly dressed for the weather.
- Keeping the group on time for scheduled activities.
- Making sure that students do not remove food from the dining area.

Medical:

- Reminding students to take medication on time. The teacher is responsible for keeping any medications required by the students and the Health History Forms during your stay.
- Providing first aid, or referring injured parties to first aid providers, during times when LEEP instructors are not present. You may want to bring your own first aid kit for the evenings, or Lutherlyn can lend you a basic kit, if necessary.

At the cabins:

- Reporting any maintenance concerns to LEEP staff.
- Keeping the cabins clean by leaving muddy footwear near the door or on the deck.
- Making sure the students go to sleep at a reasonable hour.
- Confiscating any food or dangerous items that the students may have packed, and giving it to a teacher. The teacher will decide whether to return it when you get home.
- Prohibiting cabin raids, pillow fights or vandalism (students will be fined for damages that occur).
- Evacuating all residents from the cabin in case of an emergency.

At meals:

- Sitting with or near your cabin group to make sure they are well behaved and follow dining hall rules.
- Encouraging students to take small portions and finish the food they have taken.
- Helping the students scrape and organize dishes during the table clearing process.
- Staying after the meal when your group has been assigned to clean-up duty.

Thanks again for all your help!