

## YOUR RESPONSIBILITIES AT OLYMPIC PARK INSTITUTE

*In a nutshell, chaperones are expected to keep the students punctual for meetings; supervise at meals, during recreation, and in the cabins; and participate as a part of the group in an active, positive manner. Your primary responsibilities with students are in the areas of SUPERVISION, PARTICIPATION, and SAFETY.*

### SUPERVISION

You are responsible for supervising students during their stay at Olympic Park Institute. **Students must be under teacher and/or chaperone supervision at all times!** The head teacher will provide you with the names of students you will be directly responsible. It is probable that you will have two lists: one of students who will share your cabin, and another of students in your instructional group.

**Adult chaperones play a central role in the success of an Olympic Park Institute program.** Classroom teachers and administrators tend to be the most effective chaperones, and parents usually do an excellent job. We strongly recommend two chaperones per instructional group per day, as more adults can distract students. Additional chaperones are welcome, but should be utilized by rotating their time with instructional groups and by supervising recreational activities, dinner and evening program.

**INSTRUCTIONAL GROUPS** - You will join an Olympic Park Institute Educator-led trail group from approximately 9:15 a.m. to 4:00 p.m. each day. During an orientation meeting just after your school arrives, you will meet your Educator and discuss group management and discipline policy, safety protocols, and expectations. Your primary responsibilities while on the trail are to support the Educator by appropriate participation in group activities, positive interactions with and supervision of the students, and assisting in emergency situations.

**CABIN GROUPS** - From 4:00 p.m. to 9:00 a.m. (this includes before, during, and after meals, afternoon and evening recreation times, and in the cabins through the night), you and the other adults with the group are the primary supervisors, with support from Olympic Park Institute staff. The main students to supervise during this time are in your cabin group, although during recreation periods you may be responsible for a larger number of students. Specific responsibilities are detailed in the following pages.

**MEAL TIMES** - Breakfasts and dinners are served in Rosemary Inn's dining room. Lunch will be eaten out on the trail. Meals in the dining room are supervised by chaperones. The Olympic Park Institute's Educator on Program Support will make announcements, provide an educational component, and be in charge of Hoppers. After Hoppers set up the dining room, the rest of the group may enter and be seated. **We request that a chaperone sits at each table.**

**Please do your best to promote respectful mealtime behavior**, particularly if you are sharing the dining room with other groups. To avoid congestion, students and chaperones are served cafeteria-style. Otherwise, each table's Hopper is the only person that should be up until the group is dismissed as a whole by the Program Supporter. Hoppers also bring dessert and bus tables.

### HOPPERS

A handful of students are needed in the dining room to help set up meals and clean afterwards. The Olympic Park Institute Program Supporter will tell teachers how many "Hoppers" are needed for each meal. Teachers will select students and a chaperone to escort them to the dining room ten minutes before their designated meal. The Program Supporter will supervise Hoppers, allowing chaperones to assist remaining students in hand washing and lining up outside the door. As thanks for their help, Hoppers eat first!



**RECREATION SUPERVISION** – Teachers and chaperones have primary supervisory responsibility for students during recreation times (before breakfast until 9 a.m., 4 p.m. until dinner, between dinner and the evening program, and in the cabins). Please work with the head teacher to plan and schedule Chaperone supervision using the RECREATION TIME PLANNER. *Your group will need to bring recreational equipment, art supplies, and games for these periods. Please label these materials.*

**MORNINGS** before the instructional days starts is usually spent getting students ready for the day: tidying cabins, organizing packs, and visiting the restroom. We suggest that the **AFTERNOON** slots be structured for organized recreation. The **AFTER-DINNER** period can be a time for you to focus students on journal writing, sharing the day's highlights, or quiet games and reflective activities. You may use any of Rosemary Inn's downstairs rooms for organized activities during recreational time. When sharing campus with other groups, head teachers and the Olympic Park Institute Program Supporter will coordinate the use of these rooms. The **EVENING PROGRAM**, will go from about 7:30 to 8:30 p.m.

**CABIN TIME** - You will supervise a cabin group in the evenings and through the night. Our campus has six dormitory cabins that accommodate up to 24 people each. It is your responsibility to establish a calm and respectful atmosphere in the cabins. Students can use cabin time to read, write in their journals, or do quiet activities (ask the Program Support for suggestions). At Olympic Park Institute, we work to keep the cabin area a quieter place on campus and try to keep more boisterous activity to the area around Rosemary Inn. *On the last morning of your visit, the cabins will be cleaned by the students and inspected by an Olympic Park Institute staff member to ensure that they are in the condition they were found in.* Clean up procedures are posted in each cabin. Any damage to facilities will be charged to the school or responsible party.

## PARTICIPATION

Upon arrival, Olympic Park Institute staff will meet with your entire group to share expectations and information about your program. In a brief teacher and chaperone orientation, we will review field responsibilities, safety procedures, and our discipline policy. This meeting is one of the few times all adults will meet together and presents a necessary forum for sharing information about medical alerts, behavioral considerations, special needs, etc. You and your Educator will also meet individually to discuss group management.

Throughout the instructional portion of a typical day, you and the students will engage in hands-on study on the local environment. Part of your responsibility is taking an appropriate, engaged role in field activities, group challenges, and discussions during the daily hikes. Your positive attitude and active participation will strongly affect the students' experience. Students are required to go on hikes unless ill, injured, or being disciplined. If a student must stay on campus a chaperone is required to remain behind and supervise the individual. Please alert the Lead Educator to any participants remaining on campus during the instructional day.

### OPI "FOUR STRIKES" DISCIPLINE POLICY



**Strike 1** - verbal warning

**Strike 2** - consultation with student's teacher

**Strike 3** - the student will write and sign a contract about what s/he will do to change the behavior

**Strike 4** - the student may be removed from an activity, asked to call home, or in an extreme case expelled from the program.

## SAFETY

Olympic Park Institute staff will convey emergency procedures and safety precautions to all adults and students during the Orientation meeting. Included among your Chaperone responsibilities is maintaining a safe environment. Please be familiar with and uphold Olympic National Park/Olympic Park Institute rules and regulations as outlined in the CAMPUS GUIDELINES AND EXPECTATIONS. *While acting in your role as chaperone, always err on the side of safety.*

Although group safety is the primary responsibility of Olympic Park Institute Educators, you will be a crucial source of support should an accident or emergency occur. Our Educators hold a Wilderness First Aid certificate. *If you have advanced first aid or medical training, please inform the staff during the Orientation meeting.*

The Storm King Ranger Station is half a mile from Olympic Park Institute. In the unlikely event that professional medical assistance is necessary, trained EMTs stationed there 24 hours a day can provide emergency medical service with a response time of only minutes. If you are near a telephone, dial 911 to reach an emergency dispatcher. Olympic Memorial Hospital is located 25 miles from Olympic Park Institute, in Port Angeles.

**Students taken ill or injured are under the care and supervision of the group's leader and adult chaperones**, who will call to confer with the parent/guardian if the need arises. *The REGISTRATION FORMS contain important medical information and must accompany each student and chaperone in the event that medical treatment is necessary.*



No medication (including aspirin or any pain reliever) will be administered to a participant by an Olympic Park Institute staff with the exception of when it is necessary to address a potentially life threatening allergic reaction or when specific written permission has been given. Epinephrine and an anti-histamine may be administered in these cases under a standing order with a physician.

## MISCELLANY

**Other groups** may be on campus at the same time that your school is here. Each school will have its own instructional groups and Lead Educator. Olympic Park Institute's **Educator on Program Support** will coordinate the sharing of some facilities and programs (including morning meetings, mealtimes, and evening programs). We will notify your head teacher if there will be others sharing the facility.

**Our Scholarship Fund receives support through the sale of t-shirts, sweatshirts, mugs, and a few other items available for sale.** The Head Teacher/Coordinator from your school has been sent a price list of merchandise adorned with Olympic Park Institute's four color logo if your group wishes to order ahead of time. While on campus, **the Olympic Park Institute Host** will make items available for purchase during a recreation time. Students do not need money for any other purpose while at our campus.



**For your convenience...** Chaperones are welcome to help themselves to coffee and tea and relax in Rosemary Inn when not directly responsible for supervision. There is a phone available for use in Rosemary Inn, just let us know if you'd like to use it. Also, public pay phones are available for personal calls on campus at nearby Lake Crescent Lodge and Storm King Ranger Station. *There is no smoking on Olympic Park Institute's campus.*

Thank you for taking time to read this information thoroughly! We appreciate your effort to make Olympic Park Institute program rewarding and memorable for both students and adults. Please contact us at (360) 928-3720 with questions or concerns.