

TEACHER AND CHAPERONE GUIDELINES

Welcome to the Discovery Program at Camp Allen! We are excited to have your school visit our campus. To ensure a safe, educational, and fun experience, we will need your help in a few areas.

Cabins:

- Establish any ground rules with the students that were not covered in the initial orientation. These might include lights out, showers times, etc.
- Make sure the lights are off and the windows are closed if the heat or a/c is on or when you are not in the cabins.
- Report any maintenance needs to a Discovery Instructor. Each cabin should have a plunger, which will take care of many problems.
- Do NOT allow the students to have any food or drinks in the cabin (other than water). Rodents!
- Departing Day: Make sure the students have packed their belongings and the bathrooms are free of toiletry items.

Programs:

- Help discipline when needed- your Discovery Instructor should establish guidelines with you before the start of class.
- Feel free to participate in programs but let the students answer first. We ask that you do not participate in cooperation activities unless prompted by the Instructor.
- Stay with your activity group for the entire period. You never know when you might be needed.

Meals:

- A Discovery staff member will be there to communicate between the kitchen and your staff/students
- Chaperones are responsible for maintaining order in the dining hall and enforcing the our camp standards
- Stay behind after meals to ensure students are properly cleaning up

Free Time:

- Anytime the students are not in class or in the cabins, they are allowed to play in the recreation area or park (unless otherwise decided by the school). As primary supervisors during this time, we still need to have a few adults on watch in play areas.
- Do not allow students to wander out of the recreation area without adult supervision.

Emergencies:

Please have your phone on you to be easily accessible. Most large providers have signal at Camp, but an emergency radio is kept in each campsite in case of signal loss. First aid kits can be found in the adult area of every campsite, along with main activity areas. Discovery instructors carry first aid kits and can give out any needed items.

In the event of an emergency—

During programming hours (8am-8pm)—find a Camp Allen instructor or administrator

After business hours- call the Program Director at (860)-304-0113 or the Camp Allen main line (936)-825-7175 that will direct you to an onsite emergency contact.



CLASS MANAGEMENT SYSTEM

This outline provides information to the teacher regarding The Discovery Program's management system. We hope that by making this information available all expectations will be consistent before your school's arrival.

I. EXPECTATIONS

- A. Accept responsibility for one's actions.**
- B. Display respect for self, others, and the environment.**
- C. Cooperate with other students and teachers.**
- D. Participate when able.**

The expectations will be presented to the students in a more concrete manner. (e.g. The first thing the students will learn is "When any teacher raises their hand straight up in the air, each student raises their hand in response and become ready to listen.")

If the student chooses not to meet the listed expectations, he/she will incur one of the listed consequences. The consequences are listed in sequential order. Certain actions (acts of violence or destruction) however, will dictate immediate removal from class or expulsion from the program. We must maintain a safe learning environment for all participants and staff.

II. CONSEQUENCES (Listed Sequentially)

- A. Reminders (Reinforcement of positive behavior; specific explanation of poor behavior)**
- B. Time Out or a series of Time Outs**
(Each will not exceed 10 minutes)
- C. Removal from Activity Block**
(Student will stay in a designated area with a visiting adult supervisor) A conference will be initiated at the end of the educational block. This meeting will include the student, Discovery teacher, and a Supervising teacher. A written contract may be required before the student reenters class.
- D. Parent Phone Conference**
- E. Parent will remove child from program**