Chaperone Information

Please disperse the following documents to your chaperones as you see fit.

All visting adults must fill out

our chaperone release form

Teacher and Chaperone Guidelines

Welcome to the Discocvery 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.

Programs/ Activities

- Help discipline when needed - review our class management system and support the instructor with your group
- 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 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, chaperones are asked to watch students in play areas. Do not allow students to wander from the recreation area without adult supervision.

Emergencies

Review our emergency procedures before your trip.

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 typically carry small first aid kits and can give out basic items (band-aids, bug bite cream, etc.)

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Class Management System

At Camp Allen we envision our program to be an extention of your classroom. While your students are here we give them 2 goals to accomplish:

- Learn as much as they can
- Have as much fun as they can

During our orientation, we will introduce those goals and our **Respect System**.
Respect and take care of:

- **Yourself:** Drink plenty of water, get plenty of sleep, listen to directions to keep yourself safe
- **Others:** Help your classmates, listen to instructors and chaperones
- **Our Equipment:** Anything they might use during activities or free time
- **Nature:** At Camp Allen, nature is our classroom. Please do not litter or destroy anything living (including bugs!)

Chaperone Suport:

Our insturctors will take the lead during activities! They might ask for your assistance when there is a repeated problem with in the group or a potential medical issue that they need to tend to. Please be familiar with our Respect System along with any other guidlines your instructors tell your group.

Often times your chaperones and teachers will know the students better than us. If you see anything that might help our instructors, please communicate that with them.

Consequences:

If students are not acting in a way that follows our respect system, our instructors will act in the following mannor with increasing severety:

- **Verbal warning** and reminders of our expectations
- **Sitting out of an activity** for a certain amount of time (ex. student might miss 1 round of achery if they are not following the instructions)
- **Removal from the group**- a student will be sent back to the campsite with one of your schools chaperones, parents will be called
- **Sending the student home**

Please note: Your students might act differently while in a camp setting. Our instuctors have worked with a wide aray of students and usually will prevent conflicts before escalating to the removal of the student.

Any acts of violence or actions that threaten other students, chaperones or Camp employees are intolerable and will result in the student being sent home imediately.

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Camp Allen Discovery Program

Emergency Preparedness plan (abridged version)

Below is an abridged version of our Emergency proceedures. Camp Allen has a more detailed version for staff that can be shared upon request.

Supervision during activities- Our instructors

During all Camp Allen led programming your student will be with one of our trained Instructors and a chaperone from your school.

Our insturctors are-

- First aid and CPR Certified
- Extensively trained in our emergency plan
- Trained in child safeguarding and abuse prevention
- Over 18 and passed a background check

Supervision Overnight- Your school

Your school's teachers and chaperones are:

- Briefed on our safety protocols before and upon arrival
- Equipped with an emergency radio to reach on site staff members 24/7

24/7 onsite Camp staff available in an emergency:

- Program Director and Assistant Director
- 2 Maintenance and technical staff
- All instructors

Fire

- Evacuate all cabins to the parking lot area
- Sound the bullhorn to ensure all cabins know to evacuate
- Let management know by calling a code "red" over the radio
- Maintain head count of all students
- Once all students are accounted for, evacuate to the nearest emergency meet up point (the pavilion)-- head count again

Thunder and Lightning

- All outdoor activities are stopped if lightning is within 10 miles
- Staff will seek out the closest building or covered area
- Activities resume after 30 minutes of no lightning

Injuries

Life threatening-- Ambulance will be called

- Call 911 ASAP
- Alert camp staff via radio or phone
- Camp will send personnel to the front to lead EMS to location
- Parents are notified

Non Life threatening-- Hospitalization or doctor required

- Parents are notified
- School will keep an emergency vehicle at camp
- Either parent will pick up the student or school will transport student to nearest doctor

Tornados

Watch- All of the conditions for a tornado are present

- All instructors and chaperones are notified via radio
- Students are moved indoors for all activities

Warning- A tornado has been spotted in the area

- An emergency code “yellow” is announced over the radio
- Students are moved to the closest designated safety area

Flooding

Camp Allen is at a low risk for flooding, here’s why:

- Not located in a flood plain
- 15 miles from a major river
- Elevated and hilly terrain
- Strategic building placement
- Emergency drainage for our lakes
- Even in years with flooding in surrounding areas, water has never been close to encroaching on any structures

Flooding continued...

Our Plan:

- Notify all staff and guests if heavy rain is expected
- Monitor updates on the emergency radio
- Move all guests to an elevated indoor facility (the dinning area of your campsite)
- Evacuate if necessary

During Business Hours: (936) 825-7175

Emergency After Hours: (979) 209-2125

discovery@campallen.org

1800 FM 362 Navasota, TX

CAMP ALLEN

DISCOVERY PROGRAM HEALTH & RELEASE FORM–ADULT CHAPERONE

General Information	
Your Full Name:	Preferred Name:
School:	Your role (circle one): Teacher Parent
Gender:	Date of Birth: _____/_____/_____
Emergency Contact Information	
Name:	Relationship:
Cell Phone:	Work Phone:
Secondary Emergency Contact	
Name:	Relationship:
Cell Phone:	Work Phone:
Health History	
Insurance Company:	Policy Number:
Current medications:	
Pertinent Health History: *Please list any conditions that may affect you while attending Camp Allen*	
Dietary Restrictions: *Camp Allen can accommodate most diets with proper notice. If you have severe restrictions we recommend packing additional food.*	
Allergies: *Please list any treatments next to the allergy*	
Permission to Provide Necessary Treatment or Emergency Care: I hereby give permission to the medical personnel selected by Camp Allen to order X-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for me. In the event of an emergency and an effort to reach my emergency contact fails, I hereby give permission to the physician selected to secure and administer treatment, including hospitalization, for the participant named above. Signature: _____Date: _____ (The signature above acknowledges the permission to provide necessary treatment and acknowledgment of risk)	

Please fill out both sides of this form

CAMP ALLEN

DISCOVERY PROGRAM HEALTH & RELEASE FORM–ADULT CHAPERONE

Your safety is important to us. Please read this document carefully. It affects the legal rights of you and any child of yours who might be a visitor to Camp Allen. This document must be signed by all adults (eighteen years and older) and the parents of all minor visitors before participating in any activities at Camp Allen which include horseback riding, nature walks, aquatic activities and challenge course elements among others.

I understand that the event or activity may itself present certain hazards and risks which may involve the user of Camp facilities and equipment and the services of the Camp staff, all of which may include the possibility of harm or loss to me, or the child. I am the parent or guardian of a child who is visiting the Camp. I have discussed these activities and risks with the child, who understands them. I acknowledge that I have fully satisfied myself as to the nature of the activity or activities that I will be participating in, the risks associated with each activity, and my responsibility to know my limits and comply with the safety standards.

Agreement of Release and Indemnity

I affirm that my health or that of the child is good and that I know of no reason why participation in the activities might cause harm to the child, others, or me. I have chosen to participate in an activity and accept full responsibility for my choices. I agree for myself and, if I am a parent or guardian of a visiting child, on behalf of that child, to release and agree not to sue the Camp Allen Camp and Conference Center, The Episcopal Diocese of Texas, and the affiliate, Governing Boards, staff and contractors of each (released parties) from any claim which I may have for injury, death or other loss incurred in any way related to my visit to the Camp.

Parents sign this agreement for him or her and, to the maximum extent allowed by law, on behalf of each minor child who is a visitor. The acknowledgement and assumption of risks and the agreements of release and indemnity include losses and claims arising in whole or part from the negligence, but not the gross negligence or intentionally wrong conduct, of a released party.

I, _____, hereby hold harmless all employees of the Discovery Program, Camp Allen, and volunteers thereof, and do give my permission to participate in all Discovery activities, which may include but are not limited to water activities such as canoeing or swimming; equestrian activities such as horseback riding; and/or adventure activities such as high ropes courses or archery.

_____ _____

SIGNATURE OF PARTICIPANT DATE

☐ I give permission for photographs or videos to be made of my child and for the resulting images to be used in the marketing of Camp Allen programs.

☐ I **DO NOT** give permission for photographs or videos to be made of my child and for the resulting images to be used in the marketing of Camp Allen programs.

Please fill out both sides of this form