

CANOE ISLAND FRENCH CAMP GROUP PROGRAMMING POLICIES

This information packet includes all of the details necessary to plan and execute a fun and educational program on Canoe Island. We have compiled a list of the most important policies and procedures to ensure that the program is as successful as possible. If you have questions about any of these points, please contact the Director.

- Canoe Island's role is primarily instructional. Student supervision is primarily the responsibility of the school/group. Students must be monitored by school/group representatives at all times, including instructional activities, recreation, meals, and tipi time. The school/group is responsible for student actions, and the consequences of those actions, during the program.
- Canoe Island staff will supervise all specialized recreational activities, pool and waterfront activities, and Canoe Island rules and policies will be followed by all participants. Canoe Island will provide boating activity leaders and lifeguards.
- There must be one school/group representative designated as the Lead who will make all final decisions and plans for the group. Though many teachers might be involved, one must be designated as "in charge". This person must remain on site at all times, be visible and available, and participate in all aspects of the program.
- The Lead person should set clear academic and behavioral goals prior to the program to insure that the students and chaperones are prepared to benefit as fully as possible from the program. S/he should meet at least once prior to the program with all participants to clarify any questions or concerns about those goals and any other aspects of the program.
- The school/group will need to arrange for additional help/supervision for any participants with exceptional medical, behavioral, or emotional issues. Examples include severe food allergies, diabetes, epilepsy, "at risk" youth, and other special needs. Please inform the Camp Director of these situations and any other issues at least two weeks before the program starts.
- Chaperone ratios to campers/students follow American Camp Association policies:

6-8 years of age	1:6
9-14 years of age	1:8
15-18 years of age	1:10
- At least one adult chaperone, teacher, or counselor accompanies each instructional group in the field to help with safety and management. Instructors will also require the assistance of one or more adults during all scheduled activities including morning walks, interest group activities, and evening programs.
- Please select a "health officer" (preferably a teacher, group leader, or school representative) who is responsible for all medical forms and insurance information **for each student and adult**, collecting all medication and ensuring and documenting that each camper receives medication as appropriate. These forms should include names and addresses, emergency contact names and numbers, allergies or health conditions requiring treatment, restriction or other accommodation while on site, and a signed permission to seek emergency treatment or a signed religious waiver. This person is also responsible for keeping the Director informed of dietary and medical concerns. Any medical costs or related insurance matters are to be covered by the group and not by Canoe Island French Camp.

- Medical supplies, medications, and medical forms brought by the group will be kept in the infirmary in locked storage. One chaperone or teacher should sleep in the infirmary or other designated location to be able to immediately respond to any medical emergency. Whenever a sick child or adult is housed in the infirmary, the “health officer” needs to supervise the infirmary. The directors who have Wilderness First Aid certification will help to the extent of their training.
- Group leaders will be oriented to Canoe Island French Camp emergency procedures and reporting requirements. Emergency information is located by each phone in camp and in all buildings. EMS services are through central county 911 dispatches.
- Canoe Island French Camp will provide transportation to and from Canoe Island and will provide transportation to Lopez Island if an illness or injury requires professional medical attention.
- Canoe Island French Camp generally provides meals from dinner on the first day through lunch on the last day.
- No alcohol may be consumed by anyone (including adult chaperones), on- or off-site, during programs for minors. There is no smoking on the island. Please do not bring pets, tobacco products or hazardous items to the island.
- Participants who jeopardize their own or others’ safety or well being by breaking any policies listed in the information packets will be asked to leave, with the school/group having responsibility for transportation fees.
- Adult chaperones and counselors are responsible for their tipi of students during rest time and through out the night. Students should **never** be unsupervised. We ask tipi supervisors to enforce male/female boundaries in camp. Responsibilities also include supervising students during meal times, transition times between activities, shower times, lunch making, field preparation, and all clean-up activities. Chaperones should discourage rough play, rude behavior, and unnecessary competition, and include all students in activities.
- Policies maintained by your school administration or group apply while you are participating in Canoe Island French Camp programs.

CANOE ISLAND FRENCH CAMP RECOMMENDED CLOTHING AND EQUIPMENT LIST

PLEASE LEAVE AT HOME:

radios	lanterns
cd/mp3 players	knives (including pocket knives)
video games	hatchets
computers	firearms and fireworks
cell phones (except for travel purposes)	pets
video recorders	candy and gum
matches	snack food of any kind (plenty of food and snacks will be provided at the camp.)
lighters	
candles and incense	

PLEASE BRING TO CAMP

CAMP GEAR: sleeping bag or sheets and blanket (cot and mattress provided)
 small pillow, if desired
 flashlight with extra batteries and bulb (LED headlamp preferred)
 small day pack
 water bottle with lid that seals (at least 1 qt.)
 spiral or bound notebook and pencils/pens

CLOTHING: rain jacket and pants
 2 pairs of long pants
 2 pairs of shorts
 1-2 warm, long-sleeved sweaters, sweatshirts or polar fleece
 1 wool/fleece hat
 1 hat with brim
 2 long-sleeved shirts
 2-3 T-shirts or short sleeved shirts
 socks
 underwear
 1 pair pajamas or night shirt
 1 pair tennis shoes
 1 pair sandals or water shoes
 1 pair flip flops or slip ons to wear to rest room
 swimsuit
 bandanna

PERSONAL ITEMS: toothbrush and toothpaste
 towel and wash cloth
 sunscreen
 lip balm with sunscreen
 sunglasses
 comb or brush
 insect repellent
 personal hygiene items

OPTIONAL camera w/film or digital
 small personal first-aid kit (moleskin, Band-aids, antiseptic)
 binoculars
 hand lens (magnifying glass)
 personal art supplies for journal during tipi time

ALL CLOTHES AND EQUIPMENT SHOULD BE MARKED WITH THE CAMPER'S NAME.
CANOE ISLAND IS NOT RESPONSIBLE FOR LOST ITEMS.

TIPS FOR CHAPERONES/COUNSELORS

(Please review this information with all Chaperones/Counselors before the program.)

We look forward to having you as a part of the Canoe Island program. Thank you for volunteering. The program offers many exciting activities, new experiences, and fun times. As a chaperone you have a demanding yet vital job. Without your participation, these students would not be able to have this experience. We hope that you find it as rewarding as we do!

Canoe Island French Camp staff are primarily responsible for instruction and facility oversight. Teachers/ group leaders, and chaperones/counselors are responsible for student supervision and well being at all times. We've included the following guidelines to give you an idea of your role as a chaperone and to let you know what we expect of you. Upon your arrival, the Director will meet with you to review this information. Please bring any questions, concerns or suggestions along. We look forward to meeting and working with you.

1. As a chaperone, you are a **role model** for the students. As such, you are in the spotlight this week. Think about everything you say and do before you say or do it.
2. An effective chaperone walks a fine line between being the students' buddy and a disciplinarian. By all means, you should have fun this week, but remember that **you are the one in charge** of the tipi(s). Students respond best to **positive encouragement and gentle guidance**. Be firm but not harsh and try to keep your sense of humor. Please make sure that your group is on time or early for activities and that they are supervised at all times. Don't hesitate to ask the teachers or CIFIC staff members for assistance or suggestions.
3. You will be **accompanying a study group in the field**. The camp staff will be primarily responsible for instruction but will welcome your input. You will provide primary student supervision. Often, chaperones bring up the rear of the group on the trail to be sure no one gets left behind and to address concerns at the back of the group.
4. We encourage you to actively participate in the field activities and instructional periods. Feel free to ask questions that will enhance the learning experience for the students. Please encourage students to participate in all aspects of the program.
5. Suggestions for activities to entertain your students during non-instructional time include volleyball, Frisbee, cleaning your tipi, practicing skits or songs for campfire, creating a catchy tipi slogan, picking up litter, arts and crafts, exploring the library, etc.
6. During **meals**, at least one adult must sit at every table. Please help the students serve themselves (if needed) and keep the noise level down. Try to keep food waste to a minimum (i.e. take what you want, but eat what you take). Also, please monitor each student's selection of food to insure that they are eating well-balanced meals.
7. Adult chaperones and counselors are responsible for their tipi of students during rest time, through out the night, and during all other non-instructional blocks of time. Students should never be unsupervised. We ask tipi supervisors to minimize rough-housing and enforce male-female boundaries in camp. Morning chores are another time when your supervision and leadership is required.

CANOE ISLAND RULES AND POLICIES

- 1) If a rule is not stated, common sense and good judgment, courtesy, respect and safety should apply.
- 2) As good citizens, we obey all state and federal laws.
- 3) All living creatures, including people, are to be treated with courtesy and respect. This precludes the use of obscenities, jokes or slurs relating to another's race, religion, sex, or physical or mental limitations.
- 4) Your care in using living and non-living resources helps to preserve our unique environments. Watch, examine, and observe without disturbing.
- 5) Handling potentially dangerous organisms is prohibited.
- 6) A Canoe Island staff member should be contacted immediately if someone is sick or hurt.
- 7) Matches, lighters, fireworks, firearms, and explosives of all types are not allowed. Sharp tools are to be used in a manner that will not injure others.
- 8) Smoking or the use of alcohol by minors is not allowed. The use of any illegal substance will result in immediate dismissal from the program.
- 9) Quiet hours are observed between 10 p.m. and 7:30 a.m. except under special circumstances (astronomy observation and early morning wildlife watch). During this time campers should be in their sleeping area and quiet.
- 10) Separate sleeping areas for male and female students will be strictly maintained. Displays of physical affection will not be allowed.
- 11) Students should not visit others' sleeping areas. This is to avoid problems relating to personal possessions and sleep schedules.
- 12) All personal and camp property should be used only with permission and treated with care.
- 13) Swimming will only occur under the supervision of a lifeguard, and life jackets must be worn during all boating activities.
- 14) Unsafe activities must be avoided at all times (i.e.: running, sliding, or jumping on rough, slick, or poorly lit areas).
- 15) When riding in a vehicle, students will stay seated, wear seat belts at all times, keep their hands and head inside the vehicle, and never ride in the back of a pick up truck. No camper will exit a vehicle until complete directions have been given by a staff member as to where to assemble and what the boundaries are. Drivers of vehicles will be over 21 and trained in driving vans.
- 16) Violation of these policies, particularly those that relate to an individual's physical or mental health and well being, are grounds for immediate dismissal from our programs. In the event of a dismissal parents or guardians are responsible for making transportation arrangements to pick up their child.

CANOE ISLAND FRENCH CAMP BEHAVIOR POLICY

GOALS: To offer the opportunity for each participant to succeed
To insure the safety and well being of all participants
To offer the opportunity to experience the benefits of the learning process
To allow participants to build a cooperative framework in the social and academic aspects of the program

DISCIPLINE ACTIONS:

"Disruptive behavior " is any action by a program participant that disrupts or decreases the learning situation, environment, or social interaction of the group. The following steps will be taken by appropriate Canoe Island French Camp staff in response to disruptive behavior:

- Step one: The group leader talks to the camper to determine if he/she understands the rules and is capable of adhering to them, with the camper receiving a time out if it is deemed appropriate.
- Step two: If the action continues, the camper meets with the Group Leader or Canoe Island Camp Director. A verbal behavior contract may be agreed upon, with time out observed.
- Step three: If the action continues, the camper meets with the Camp Director and Group Leader and a contract is written and signed by the student and the Group Leader. The parents are notified about the situation and the need to pick up the child from the camp if the behavior continues.
- Step four: If the action continues, the parents are called to remove the camper from the program at the parents' or group's expense.

Dismissal of a camper is a very unusual event, but one for which the ground rules must be clearly laid and understood. By signing below you indicate that you have read and understand Canoe Island French Camp's behavior policy. You further acknowledge the importance of following all rules and procedures at camp for the safety of all camp participants. The following are grounds for immediate dismissal:

- a) Camper possession of alcohol or drugs (*All medications, including vitamins, should be listed on the health form and must be turned over to the group's health officer.*)
- b) Camper possession of tobacco products
- c) Camper possession of knives, firearms, or weapons of any kind
- d) Disruptive behavior which consistently demonstrates disrespect for fellow campers or staff, disregard of camp rules, and/or behavior which threatens the physical/emotional safety or health of oneself or of other camp participants (this includes sexual activity, sneaking out at night, and inappropriate language)
- e) Violent acts or threats of violence against students or staff.
- f) Theft or vandalism.

While it is the policy of Canoe Island French Camp to document and discuss disruptive behavioral issues with parents or guardians before a camper's dismissal, the dismissal will be at the sole independent discretion of the Camp Director or Group Leader. There will be no tuition refund in the event of a dismissal.

Group Leader's Signature _____ Date _____