

# OZARK NATURAL SCIENCE CENTER

2016-2017

School Program

Chaperone Packet

*"Enhancing the understanding, appreciation, and stewardship of the Ozark Natural Environment"*

Revised 08/01/16

Participant Name	School	Classroom Teacher	
Mailing Address	City	State	Zip
Date of birth / age	Gender	Current Height	Current weight

**Participant medical history with any of the following\***

- ADD/ADHD  
  Asthma  
  Autism  
  Cancer  
  Diabetes  
  Heart abnormalities  
  High or low blood pressure  
  Seizures  
  Stroke  
**Allergies (check all applicable)** - 
  Food  
  Pollen/Hay Fever  
  Latex  
  Medication(s)  
  Metals/Minerals  
  Plants/Trees  
  Insect bite/sting  
 Other \_\_\_\_\_ (please specify any specific details related to severe allergies, including type of reaction) - \_\_\_\_\_

\* Attach additional medical information pages if needed

**Medications** - (please list ALL medication(s) including inhalers, Epi-pens, over-the-counter medication, etc. participant will bring to ONSC)

Allergy or medical condition	Medication name / Strength (mg/ml)	Dosage instructions	Date began

**In case of minor headache, my child may be given** - (Please choose at least one)

- Tylenol (acetaminophen)  
  Advil (ibuprofen)  
  Call parent first  
  None

**Local Emergency contacts** - (in addition to parent / legal guardian, those listed also have permission to pick-up youth participants)

Parent / Legal Guardian	Telephone #	Email
	Telephone #	Email
Other	Telephone #	Relationship
Other	Telephone #	Relationship

**Permission to Participate** - Please note participant or parent/guardian signature required before acceptance into any ONSC programs.

Media and Education Study Agreement

YES, I grant permission for ONSC to use for public relations purposes, any photos or videos taken of the participant, any artwork, writing or statements made by the participant during programs at ONSC. I further grant permission for the participant to take part in ONSC's education program evaluation studies. Participant names will not be used in any publication of the study.

NO, I do not grant media use permission

NO, I do not grant education study participation permission

Participation Agreement

I assume any and all of the inherent risks and any other risks incidental to the nature of these activities which are not specifically foreseeable. I will hold ONSC harmless from any and all liability, actions, causes of action, debts and claims and demands of every kind and nature whatsoever, whether for bodily injury, property damage or loss otherwise which may arise from mine or my child's participation. By signing this waiver, I release ONSC and its staff from any negligence incurred. I/My child enters into this activity voluntarily, and I take full responsibility for the decision for myself/him/her to participate or not to participate.

Date	Participant name (printed)	Participant / adult signature
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Parent / legal guardian signature required for participants under 18

**Most ONSC school programs include a t-shirt for all student participants. Please select student size -**

Adult or Non-Program T-Shirts and other merchandise may be purchased in our business office or online at <http://www.onsc.us/shop-store.php>

- Youth Large  
  Adult Small  
  Adult Medium  
  Adult Large  
  Adult X-Large  
  Adult XX-Large

**Ozark Natural Science Center**

A non-profit field science and environmental education center and conference facility in northwest Arkansas  
 1905 Madison 1305 • Huntsville, AR 72740 • 479.202.8340 • [www.onsc.us](http://www.onsc.us)

## The Role of Teachers and Parent Chaperones at Ozark Natural Science Center

Thank you for serving as a chaperone in Ozark Natural Science Centers school programming! Whether you are a teacher bringing your class, or a parent, we appreciate your commitment. Please read the following guidelines before your visit. Our program is most successful when our Teacher Naturalists can focus on delivering program content. Therefore, we ask that teachers and parents serve primarily to supervise and maintain safety and good behavior among students during the visit.

While your group's visit to ONSC will certainly be a fun and memorable field trip, it will also be an educational, field science experience that has been developed to enhance the classroom teaching at school. It is important that participants are able to focus on this wonderful outdoor education experience. **It is therefore the policy of the Ozark Natural Science Center that parent/guardian chaperones are not assigned to the same field groups with their own child unless there is a medical necessity.** Please discuss/coordinate with your child's teacher if there is a medical necessity to be with your child on the trail. If it is determined there is a medical need, **additional forms will need to be completed.**

*If you have any questions or concerns about the following guidelines, please contact us at 479.202.8340.*

### **General Guidelines**

- Safety is our top concern. Please enforce the "no running" rule and keep students on the trails at all times (unless led off trail by teacher naturalists). Discourage rough play in the lodges, and never allow the students to go anywhere unattended.
- Medications will be kept in a locked drawer in our Infirmary - with the exception of rescue inhalers and Epi-Pens, which will remain with the student. Teachers will be responsible for distributing medications to students at ONSC.
- Assist Teacher Naturalists on hikes, at mealtime, and during indoor activities – we need full cooperation and engagement of chaperones and teachers to maintain an enjoyable and educational visit for the students.
- Remind students to have appropriate clothing and equipment when leaving lodges.
- Please set a good example in everything you do while at ONSC. **Remember that your enthusiasm is contagious. Students thrive when adults convey a positive attitude.**
- **All tobacco products are prohibited on trails or during classes.** A smoker's area is located in the parking lot for use when you are not engaged in program activities.
- Encourage students to respect themselves, respect others, and respect the environment.
- At the meeting spots before and after activities, please make sure the students are following staff directions and then wait quietly for your instructor. Teacher naturalists may be making last-minute preparations for activities and will arrive shortly.
- Please feel free to ask questions or add to discussions during program activities, but please set a good example and be respectful.
- Please refrain from using cell phones or other electronic devices during programming.

## **An outline of responsibilities by activity for a typical 2-day visit follows:**

### ***Arrival***

Students will be excited and a little bit overwhelmed when they first arrive at ONSC. Please help them unload from the buses and be seated in the pavilion. Encourage them to wait quietly for directions.

### ***Move into dorms***

Teacher naturalists will discuss dorm rules, schedules, and expectations. Note supplies and protocol for cleanup of body fluids under the vanity in chaperone's room. Read instructions for the use of intercoms and radios (radio checks will be conducted immediately after returning to lodges for the evening – please be prepared to respond).

### ***Mealtime Responsibilities***

Chaperones and teachers sit with students at each meal. Teacher naturalists will give instructions regarding serving and cleanup. Listen to the instructions as they are given and make sure children seated at your table understand them. Encourage them to take their time; they will have at least 45 minutes to eat at each meal, as opposed to the more rushed mealtime routines at school. Encourage students to:

- Seat themselves to ensure all tables are mixed-gender.
- Use proper table manners and encourage them to thank ONSC's hard-working kitchen staff.
- Avoid food waste! Our mealtime motto is, "Take what you need, and eat what you take".
- Drink at least a full glass of water at each meal to stay hydrated.

### ***Field Investigations***

Help your assigned teacher naturalists prepare students for the long afternoon hike. Students need backpacks, lunch, rain gear, field journals, pencils, jackets (in season), and full water bottles. On the trail, assist the ONSC staff in maintaining discipline and encourage participation. Follow the field group and make certain that students remain on the trails and adhere to safety guidelines. After breaks or when leaving an area, please scan the ground for personal belongings.

### ***Afternoon and Evening Classes***

Please supervise your assigned field group as they participate in the evening classes. Mingle with the students and assist them with the activities, but don't give them the answers. You may take some time to relax during one of the evening programs, but please make sure there are enough other adults with each group. Please avoid distracting conversations in or near ongoing classes. We depend on teachers & chaperones to make sure students get from one activity to the next.

### ***Campfire Program***

Assist teacher naturalists with "crowd control" during this large-group activity. Students may be tempted to pick up gravel or wood chips and throw them; please discourage this behavior.

### ***Night Hike***

Teacher naturalists, chaperones and teachers will carry provided flashlights and scan the trails for hazards. Assist the teacher naturalist with any concerns or questions from the students. Scaring others is absolutely prohibited and will result in termination of the hike. Please help the teacher naturalists with periodic head-counts.

## ***Return to Dorms/Bedtime***

Make certain that each student takes a quick shower (hot water is limited). Allow students to read or visit before bed if you wish, but please enforce lights out and no noise shortly after showers are completed. Listen for and respond to the radio check as soon as students return to the lodges.

## **Day 2:**

### ***Dorm Check Out***

By 7:15 am, drop off all luggage and personal belongings at the pavilion. Be sure to check rooms for overlooked belongings. Please remain at the pavilion until all students and adults are present and then proceed as a group to the Ewing Centre for breakfast.

### ***Breakfast***

Follow normal mealtime procedures listed above.

### ***Morning Field Investigations***

Follow procedures for Field Investigations above. This hike may include a discussion on stewardship and conservation while on the trail. Please help students think of ways they can conserve natural resources and make a difference in their school and daily lives. Teacher's pick-up meds while the students are unloading backpacks & receiving t-shirts.

### ***Program Evaluations***

You will be asked to complete an evaluation of the program and teacher naturalists at ONSC. Please take the time to complete this survey and provide as much input as you can. We take these evaluations seriously; if there is something we want to visit with you about, we will contact you to discuss your ideas. Your feedback helps us to continually improve our programming. Remember to checkout our website and online store – [www.onsc.us](http://www.onsc.us)!

### ***Merchandise***

**Every participating student receives an ONSC t-shirt as part of the program.** Adults wishing to purchase ONSC merchandise may do so when the program concludes/before loading the bus on the second day or anytime during office hours when there are non-program activities. We accept cash, checks and Visa/Mastercard/Discover.

### ***Group Photo and Departure***

Help ONSC staff to assemble students and other adults for a group photo in the pavilion. This photo is a record of attendance and must include all present adults and teacher naturalists. The photo will also be sent via email to the teachers for dispersal to students and their families.

Students must be on the bus by 12:30 pm, unless previous arrangements have been made with ONSC. Please assist with the departure process.

***Again, thank you for your time and energy as a chaperone! Our programs would not be possible without the help of committed parents and teachers like you!***

The following guidelines are essential for the safety, enjoyment, and well-being of all participants. Students and parents should read the following information *together*.

### **Respect**

- Show respect for other students, ONSC staff, and chaperones.
- Respect ONSC facilities and property; participants will assume financial responsibility for any damages they cause.
- Respect the personal property of others. If it is not yours, leave it alone.
- Respect the environment: "Take only pictures, leave only footprints, kill only time."
- Respect quiet time in the lodges and on trails.
- Respect shared living spaces by keeping your belongings neatly stowed.

### **Readiness**

- Be prepared to participate enthusiastically in all activities.
- Bring a spirit of teamwork and friendship for your fellow students.
- Follow the packing checklist and be familiar with your gear.
- Bring a backpack with water bottle, rain gear, pencil, and extra socks with you to all activities.
- Be on time for all activities.

### **Responsibility**

- Take responsibility for your own personal items throughout your stay. The ONSC is not responsible for lost or damaged personal property.
- Share responsibility for cleaning dining area, lodges, and living spaces.
- Be responsible for your well-being; communicate any questions or concerns to the ONSC staff. They will be happy to listen and assist you.
- Wash hands before every meal and be responsible for personal hygiene.

### **Safety**

- Listen to all safety instructions before and during every activity.
- No running at any time.
- Stay on trails at all times.
- Do not stand on beds. Only one person at a time on top bunks.
- Do not pick up or throw rocks, sticks, or other items.

### **Science**

- Be curious
- Be observant
- Ask good science questions
- Listen to the answers to your questions
- Record your findings in your ONSC-provided journal

All students should understand that their conduct must be appropriate to the standards of ONSC at all times and that failure to abide by the guidelines may result in their dismissal from the program. Visiting teachers, adult chaperones, and ONSC staff will counsel students whenever possible to avoid dismissal.



## ONSC PACKING CHECKLIST

One complete change of clothing for each day, including:

- Long pants or jeans for hiking (no shorts or capri-pants)
- T-shirts
- Long-sleeved shirt or sweater
- Three pair of socks – During winter months, we recommend wool or wool blend socks
- Two pair of comfortable, close-toed shoes/boots - one pair may get wet. Please no new shoes/boots.
- Sleepwear
- Underwear
- Weather appropriate jacket or heavy coat (a sweatshirt is not sufficient during winter months)
- Sleeping bag **or** twin-sized sheets and blanket
- Pillow
- Toothbrush and toothpaste
- Soap, shampoo, deodorant and other toiletries (none are provided by ONSC)
- Towel and washcloth
- Brush or comb
- Plastic or cloth bag for dirty clothes, towel and bedding.
- Water bottle
- Sack lunch for the first day
- (Optional) Money for merchandise in a clear Ziploc bag, labeled with your child's name in permanent ink. Your child will turn this in for safe-keeping upon arrival at ONSC

A backpack will be provided for your child to use while hiking at ONSC

*Please pack the following for your child's use on the trail:*

- Hat or cap
- Extra layer, such as a sweatshirt, sweater or jacket
- One extra pair of socks – During winter months, we recommend wool or wool blend socks.
- Reusable water bottle (32 oz. capacity is recommended; avoid excessively large bottles)
- 2 or more pencils
- Raingear (jacket and pant set or poncho)

### **Do not bring:**

Cell phones, MP3 players, electronic or video games of any kind

- Flashlights
- Alarm clock
- Knives or weapons of any kind
- Hair dryer, curling iron, curlers, perfume or cosmetics
- Umbrellas
- Food, drink, candy, gum
- Jewelry
- Hot Hands or similar hand-warmer packets
- No sandals, flip-flops, open-toed or open-heeled shoes.

**ONSC IS NOT RESPONSIBLE FOR ANY LOST OR DAMAGED PERSONAL ITEMS**