

## YOSEMITE INSTITUTE GROUP COORDINATOR/CHAPERONE MANUAL

### WELCOME TO YOSEMITE INSTITUTE!

Thank you for taking on the incredibly important role of being a Yosemite Institute chaperone. Your efforts are essential to making this program successful. This manual will be printed out and handed to you by your Group Coordinator. Please read this over thoroughly and bring it with you on your Yosemite Institute trip. Please also be sure to visit our website to gain an understanding of what to expect. There you can find such things as a sample week, information on lodging, information on food, etc. [www.yosemiteinstitute.org](http://www.yosemiteinstitute.org)

### THE YOSEMITE INSTITUTE SITE MANAGER

The primary role of the Yosemite Institute Site Manager is to support you as a chaperone to understand group logistics. Please feel free to approach the Site Manager for any reason. In Boystown, the easiest way to do so is at meals, from 7-8am and 5-6pm. The Site Manager sits near the entrance of the Curry Village Dining Pavilion, available to assist you in any way possible. If the dining pavilion does not work for you, please call the Site Manager's cell phone (209.742.3161). Leave a message if you get the voicemail as messages are checked regularly. At Crane Flat, the site manager can usually be found in the office trailer or in the Dining Hall. The site manager will provide further details during an orientation shortly after your arrival on site.

### THE YOSEMITE INSTITUTE FIELD SAFETY OFFICER

The Field Safety Officer will rove through the cabin areas at night from 6:30 pm -11 pm. His or her responsibility is to keep an eye out for suspicious activity, proper food storage, and to provide you with the support you need to manage your students in Boystown. Please display your Yosemite Institute cabin placards so that our security officer can identify where your students are staying and give special attention to patrolling those areas. Yosemite Institute is invested in the safety of participants and takes measures to insure every participant's well being. Chaperones, however, are the first line of prevention. Please keep an active eye on your students; unforeseen hazards do exist. Keep the students in sight and supervised at all times.

### GROUP COORDINATOR RESPONSIBILITIES

Before the Program: This is the person who has taken responsibility for organizing all of the program logistics for your school or group's program with Yosemite Institute. He or she is responsible for a wide range of tasks before the program begins, including:

1. Sending a packet home with the students and chaperones including a clothing and equipment list, registration forms, and volunteer service agreement forms.
2. Holding pre-trip meetings with both the students and chaperones in order to go over such things as program goals, behavioral expectations, logistics of the program, and a plan and strategy for free time.
3. Submitting paperwork essential to our planning for your program including a Pre-Trip Questionnaire, Trail Group Lists and Rooming Lists.

During the Program: The Group Coordinator acts as the liaison between the Site Manager and the rest of your group. It is part of his/her responsibility to check in with the Site Manager at both breakfast and dinner. This is a time to express concerns, address logistics, do paperwork, exchange mail/phone messages, and facilitate a smooth-running week. It is also the Group Coordinator's responsibility to pass on all pertinent information to other chaperones and/or to the students.

## ADULT CHAPERONE RESPONSIBILITIES OUTSIDE OF TRAIL TIME

Adults provide supervision of students at all hours outside of the hiking day which is 8:30 a.m. to 4 p.m. Students must be under teacher and/or chaperone supervision at all times. This can be a challenge in Yosemite Valley where there are many city-like distractions, but it is no less important at Crane Flat where emergency aid is miles away. Your increased vigilance is required so those students remain respectful of their neighbors and do not disrupt the experience of other visitors.

Meals: As a chaperone you are responsible for ensuring that students arrive on time for meals:

- In Yosemite Valley, dinner and breakfast will be served at the Curry Village Dining Pavilion. Students and chaperones must wear their Yosemite Institute wristbands to be allowed in the buffet.
  - **Dinner** - Please arrive at the Dining Pavilion promptly at your school's assigned dinner time.
  - **Breakfast** - Breakfast is served from 7:00 - 8:00am.
  - Students must be supervised in the dining pavilion; you should sit amongst the students.
  - Check the white board at the entrance of the dining pavilion for announcements that may pertain to your school.
- At Crane Flat, dinner and breakfast times will be announced at your campus orientation, shortly after your arrival. Similar expectations of promptness and supervision are expected at this site as well.

Boystown and Crane Flat Rules: Please work to ensure that these essential rules in Boystown and Crane Flat are followed.

- Whisper Hours are 9-10pm and 6-7am
- Students should be in their cabins or bunkhouse by 9:30pm
- Lights Out at 10pm
- Quiet Hours are from 10pm-6am
- One chaperone must accompany every three students in the store

**\*Alcohol is strictly prohibited at Yosemite Institute\***

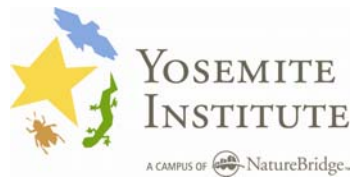
Preparation for the Field Day: As a chaperone, you are responsible for ensuring that students are on time to morning meeting with day packs ready to go so that they can depart after morning meeting (two full water bottles, sun protection, extra layers, rain gear, and journal). **No cell phones, candy, extra books, iPods, or extra weight.**

### Boystown Cabins

- Your school will be charged for damages not reported upon check-in. Check beds, walls, lights, heaters, doors/locks, floor, ceiling, screens, heaters, general cleanliness, etc. Please report any damages to the Site Manager.
- Check that students store all food, snacks, candy, scented toiletries (i.e. lotion, toothpaste, shampoo, etc.) in the bear boxes located outside of your cabins **before** your evening program tonight and throughout the rest of your stay in Boystown.

Student Behavior: It is part of your responsibility as a chaperone to ensure that students are behaving appropriately. Other groups will be participating in Yosemite Institute programs at the same time your school is here. Please be aware of this and help maintain a safe and communal atmosphere during your stay here. Make sure that you are aware of your school's discipline policy and how you are expected to implement it as a chaperone. If student behavior is an issue please be sure to speak to Yosemite Institute staff.

Student Health: The flu is a particular concern to everyone this year. Please help us keep our students safe and healthy by modeling great hygiene awareness and reminding students to do the same. We have also changed our lunch procedures and need your support. All food needs to be served by adults so please work



with your educator to help ensure this runs smoothly. In addition, please notify us of any student that begins to fall ill or develop a fever while attending our program. It is our policy that those students return home as soon as possible.

## **WHILE ON THE TRAIL**

**Positive Attitude:** A chaperone's positive attitude and active participation can have a great affect on students' attitudes and willingness to take part in new challenges. Students look to all adults as role models. For this reason it is especially important that chaperones effectively model compassion for all students, a respect for the natural world, and enthusiasm for the learning. Part of your responsibility is taking an appropriate, engaged role in field activities, group challenges, and discussions during the daily hikes. **\*Cell phones should be off while you are out on the trail with a group and only used in the event of an emergency\***

**Strenuous Nature:** While our program focuses on field science, often strenuous hiking is required to reach our educational locales. It is imperative that chaperones are in strong enough physical condition to hike steep mountain trails at elevations above 4000 feet. Most days groups will cover between three and seven miles, with some longer challenge hike days. Because adult chaperones are not only part of the group, but an important safety resource should there be an emergency, they cannot be left behind on the trail if they become too tired.

## **Your Field Educator**

- It is up to the Yosemite Institute Field Educator to decide on the day's destination based on the teaching plan, fitness of students as a whole, weather and other objective hazards, and other logistical constraints.
- Please work with your Field Educator to support his or her plan without letting your personal goals interfere with the program.
- Your Field Educator will discuss with you your role in the hiking group during your first morning meeting.

## **SAFETY**

While out on the trail, group safety is the primary responsibility of Field Educators. You will be a crucial source of support should an accident or emergency occur. Our educators hold at least Wilderness First Responder Certifications, having completed an 80-hour course in backcountry first aid. He or she also carries a radio from which he or she can contact our Valley base of operations as well as the National Park emergency response personnel.

**Medical Facilities:** There are limited medical facilities in Yosemite Valley at the Yosemite Medical Clinic, which is a 5 minute drive from Boystown and a half an hour from Crane Flat. More serious emergencies must be transported to medical facilities located over 100 miles away. As always, the best treatment for most injuries is prevention. We ask that chaperones do as much as possible to instill a sense of safety and personal responsibility in the students. 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 needed. In Yosemite Valley, a chaperone can transport an injured student by shuttle bus. However, for school groups staying at the Crane Flat campus or Wawona, you should plan to have at least 1 vehicle in the group for emergency transport.

**Student Medications:** Chaperones are responsible for managing student medications. It is each school's responsibility to work with parents to ensure that student medications are properly administered while in Yosemite. Medications should not remain in the student's possession during the program. Yosemite Institute staff can administer over the counter medications from their first aid kit to participants within the limitations of their training. Staff training enables Field Educators to administer epinephrine in emergency cases under a standing order with a physician.

**Students Who Can't Go Out in the Field:** Occasionally students do not go out on hikes due to illness or disciplinary action. When this happens, an adult chaperone must stay back in the cabin with the student. Please be sure to notify the site manager when this occurs. It is necessary that each group brings an adequate number of chaperones for this purpose. Students who stay back from trail must stay on campus. Students can only leave campus for their day programs with Yosemite Institute staff and to attend evening programs.

**Safety Rules:** Please ensure that these safety rules are enforced with all of your students:

- Always use the buddy system
- Stay off boulders
- Open cabin doors only to familiar faces
- No Gum
- In winter: no throwing snow in Boystown and please keep students from playing in the snow in the morning to keep them dry for their hiking day.

## **IN CASE OF AN EMERGENCY**

In the event of a **life or limb-threatening emergency**:

1. **USE A LAND-LINE to CALL 911.** Land-lines are office phones, house phones, and pay phones. Dial 9 to get an outside line on house and office phones.
2. **FROM A CELL PHONE, dial Park Service Dispatch Direct: (209) 379-1992**
3. Notify the Yosemite Institute Site Manager or Field Safety Officer. If it is after 11pm, contact the Curry Village Front Desk and ask them to notify the Field Safety Officer at home. They are on call until 7am.

If the event is **not life threatening**, but needs immediate attention:

- During daytime hours (**7am-8pm**), contact the Yosemite Institute Site Manager, the Curry Village Front Office, or the Yosemite Institute office in El Portal (numbers listed below).
- Between the hours of **7:30pm and 11pm**, contact the Curry Village Front Office, or the **Yosemite Institute Security Officer** (number listed below).
- From **11pm to 7am**, contact the Front Office or the Yosemite Switchboard (numbers below). If necessary, they will notify the Security Officer at home.

\*In the field, your Yosemite Institute Field Educator will direct the response\*

## **IMPORTANT PHONE NUMBERS**

**Dial 9 + local number from house phones**

**Yosemite Institute Security Officer Cell**

**(209) 742-3183 \*no house phone**

**Yosemite Institute Site Manager Cell**

**(209) 742-3161 \*no house phone**

(Housephone connection: 8333)

**\*The site manager hours are Monday - Thursday from 6:30 am – 10 am and from 3 pm-7 pm.**

**Park Service Dispatch Direct**

**(209) 379-1992 (the same as 911)**

Curry Village Front Office (209) 372-8329

Yosemite Institute Office in El Portal (209) 379-9511

Medical Clinic (209) 372-4637

Dental Clinic (209) 372-4200

Yosemite Switchboard (209) 372-1001

\*\*\*Please consider whether or not assistance can wait until morning before calling staff after hours.\*\*\*