

PARTICIPATING ADULT INFORMATION



We ask you to follow and help our staff enforce Headlands Institute's Campus Rules:

1. Except for lunch on the first day or in the case of pre-arranged special dietary needs, food, candy or drinks are not allowed to be brought to the Headlands Institute campus. If allergies or other conditions require special arrangements, please call our office for information.
2. Electronic equipment (video games, CD players, etc.), with the exception of alarm clocks for adults only, is not allowed on our campus at anytime. Cameras are permitted.
3. Participating adults are responsible for student supervision at all times. We require at least one adult of the same gender per 20 students in the dorms with students overnight and whenever students are present. **There are no exceptions to this rule.**
4. Absolutely no one without Headlands Institute consent is allowed on-campus.
5. Lights Out and Quiet Time begin at 9:15 pm and end at 6:45 am the next morning. Please respect the needs of others during this time.
6. Swimming, wading, playing wave tag or otherwise purposely getting wet in the pond, lagoon or ocean is not allowed.
7. Students cannot leave campus without an adult from their school or from the Headlands Institute. An *Early Departure* form must be filled out if a student does need to leave the program prematurely.
8. Students cannot use the phone on campus without an adult present or without adult consent. It is up to each school or group to determine if their students are allowed to use the phone.
9. Taking any natural objects out of the National Park is prohibited.
10. Cell phones are not allowed to be used from 9:00 am until 4:00 pm.
11. Weapons of any kind are not permitted on campus.
12. Smoking is not permitted on campus.
13. Controlled substances are not permitted on campus.
14. Alcohol in any form is not permitted on campus.
15. Students and adults must abide by all National Park Service rules and regulations.

* Please refer to and be aware of additional campus rules included on the *Student Responsibilities* sheet.

PARTICIPATING ADULT INFORMATION (continued)



ACTIVITY TIME SUPERVISION

Outside the 9:00am - 4:00pm time period, student supervision is the responsibility of participating adults. When the students are not involved in meals, evening programs, hiking day preparation, bedtime preparation or sleeping, we call it “Activity Time.” This Activity Time is generally any unstructured time in which Headlands Institute is not providing programming.

Like any other time, Activity Time supervisory responsibilities include keeping track of your students, watching out for their safety and keeping them well behaved in all campus and park areas.

If indoor space is needed, please ask the Campus Coordinator to reserve one of our campus meeting rooms. Plan to have an adult responsible for orchestrating the clean up of these rooms. Space may be limited.

We highly recommend planning for Activity Time periods **before** you arrive at the Headlands Institute. Your Lead Teacher/Trip Organizer may have already planned activities, so check-in beforehand to confirm your role as a supervisor. Otherwise, we offer the following popular activities for you to consider.

Participate in ECO-ATHLETICS

If your school has signed up in advance via the pre-trip questionnaire to participate with Eco-Athletics, it is expected that you will provide one chaperone per 16 students to assist. Please bring your entire school group to the Cypress Room or the campfire circle at the beginning of your assigned Eco-Athletics activity day and time.

Go to the BEACH

Play BASKETBALL or VOLLEYBALL or other SPORTS

Write in JOURNALS

Plan an ART ACTIVITY

Play ORGANIZED GAMES

Stay in the DORMITORIES and have some DOWNTIME

PARTICIPATING ADULT INFORMATION (continued)



ADDITIONAL DORMITORY INFORMATION

- Remember that both students **and adults** will likely be sharing the dormitories/bathrooms, dining hall and outdoor activity areas with other schools.
- We ask that all participating adults assist the Campus Coordinator in getting students to bed and imposing the Lights Out and Quiet Time policies by 9:15pm.
- Please note that our facilities staff cleans the dormitories each day while participants are in the field, generally between 9:15am and 4:00pm. If you need to enter the dormitories during that time period, please be aware that you may encounter one of our staff and that they may be **male or female** regardless of which dorm you enter. To avoid embarrassment, please announce your presence before entering. Our staff will be sure to do the same.
- We require at least one adult per 20 students is **required** in the dorms **with students** overnight and whenever students are present. **There are absolutely no exceptions to this rule.**

ADDITIONAL DINING HALL INFORMATION

Our Campus Coordinator will meet each group outside our dining hall entrance before the start of each meal. Special announcements, description of seating arrangements and the dining experience are given at that time. Meals will start either at 7:10 am or 7:55 am for breakfast, and 5:10 pm or 6:05 pm for dinner. Groups need to be in a straight line, orderly and well behaved before they are allowed to enter the dining hall. During meals, at least one adult from each hiking group must be in the dining hall to help supervise their students.

Our Campus Coordinator will dismiss students when the students have completely cleaned up their area of the dining hall, and when at least one adult is available to supervise after dismissal.

SAMPLE DAILY SCHEDULE

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|-------------------|--|
| 6:45am | Wake-up! |
| 7:10 or 7:55 a.m. | Breakfast and clean up or prepare for hiking day |
| 9:00am | Morning Meeting |
| 9:15 to 9:30 a.m. | Begin hiking day |
| Noontime | Lunch in the field (time varies) |
| 4:00pm | Hiking day ends and Activity Time begins |
| 5:10 or 6:05 p.m. | Dinner |
| 7:10pm | Evening Meeting |
| 7:30pm | Evening Program |
| 8:45 | Students prepare for bed |
| 9:15pm | Lights out and quiet time! |

Lost and Found Policy

After your visit, we hope that you return safely home with all your belongings, but if you find that you are missing something, please call our Operations Manager at 415-332-5771 x24. If we find your missing item(s), we will mail it/them to you at your cost. **If items remain unclaimed after two weeks, they will be donated to a charitable organization.**