



Welcome to NatureBridge Golden Gate!

NatureBridge has been teaching and inspiring youth since 1971. Welcome to a rewarding week with your students. Thank you for taking on the incredibly important role of being a NatureBridge chaperone. Your efforts are essential to our program's success. *Please read this over thoroughly and bring it with you on your NatureBridge trip.*

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 NatureBridge. They are responsible for a wide range of tasks before the program begins, including:

1. Sending a packet home with the students and chaperones including a packing list and registration forms.
2. Holding a pre-trip meeting 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 activity time.
3. Submitting paperwork essential to NatureBridge planning for your program including Planning Questionnaire, Learning Group Lists, and Registration Forms.

Attending Coordinator Responsibilities

During the Program: The Attending Coordinator acts as the liaison between the Site Manager, Lead Educator and the rest of your group. It is part of their 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.

Alcohol: NatureBridge prohibits the use of alcoholic beverages and controlled substances on campus or at any activity involving student participants.

Site Manager

The primary role of the NatureBridge Site Manager is to act as a liaison between your school, NatureBridge and our park partners and coordinates the logistics on campus. Please feel free to approach the Site Manager for any reason.

During meals the easiest way to reach the site manager. They are available in the Dining Hall at breakfast and dinner. You may also radio them from the Owl's Roost on Channel 6. The Site Manager will provide further details during an orientation following your arrival on site.

Chaperone Responsibilities

Chaperones are with their students almost 24 hours a day. The most successful chaperones are actively involved in their role. You can prevent, solve and address many of the issues that arise by being visible and present for your students. It is your responsibility to enforce NatureBridge policies, demonstrate a positive attitude and model inclusive behavior.

Before Trail (Before 9:00 a.m.)



6:45 a.m. Lights out ends.

7:00 to 9:00 a.m.

- Breakfast: Walk with your students to breakfast at their assigned meal times, supervise them in the Dining Hall, ensure their tables are bussed dismissing students and return with them to their dorms.
- Prep for Trail: Please ensure that students are on time to the morning meeting with daypacks ready to go so that they can depart after morning meeting (a full water bottle, sun protection, extra layers, rain gear, journal & pen or pencil). No cell phones, candy, extra books, iPods or extra weight.
- Meet the Site Manager at the assigned location for 9:00 a.m. meeting.

On Trail (9:00 a.m.-4:00 p.m.)

A chaperone's positive attitude and active participation affects the students' attitudes and willingness to take part in new challenges. Students look to all adults as role models in demonstrating compassion for all students, a respect for the natural world and enthusiasm for learning. Part of your responsibility is taking an appropriate, engaged role in field activities, group challenges and discussion during the daily hikes.

Cell Phones may be used to take pictures while on trail and should only be used for calls or texting in the event of an emergency while with a group.

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 not above 2,000 ft. Most days groups will cover between 3-7 miles, with some longer challenge hike days. Adult chaperones are part of the group and also an important safety resource should there be an emergency, they must remain with the group.

Your Educator

- The Educator decides on the day's destination based on the planning questionnaire provided by the Group Coordinator, fitness of students as a whole, weather and other objective hazards and logistical constraints.
- Please work with your Educator to support their plan without letting your personal goals interfere with the program.
- Your Educator will discuss your role in the learning group during your first meeting on arrival day.
- You will return to campus each day by 4:00 p.m.

After Trail, Before Evening Program (4:00-7:10 p.m.)

After an amazing day of learning, your students will have some activity time.

- Please ask students to put their daypacks in their dorms.
- Be visible and present in common spaces. You are responsible for your students. Check bathrooms frequently during high volume use.
- Accompany students to the beach, volleyball court, basketball court, and in the dogbone on campus or while in the dorms.
- Dinner: Walk with your students to dinner at their assigned meal times, supervise them in the Dining Hall, ensure their tables are bussed dismissing students and return with them to their dorms.



- Evening Program: Each night you will have a program that begins at 7:10 p.m. in the Cypress Room.

After Evening Program (until 9:15 p.m.)

Please help your students' transition for sleeping.

No Showers after Evening Programs.

9:15 p.m. Lights out begins. Your students are quiet and (at least pretending to be) asleep.

Safety

Group safety is the primary responsibility of the Educators on trail. *You are a crucial source of support should an accident or emergency occur.* The educators hold a Wilderness First Responder Certification as well as Epi-Pen Auto-Injector Certification. They carry a first aid kit, two auto-injector Epi-Pens and radio, from which they can contact our campus education, operations, and kitchen teams for support.

Medical Facilities

Location information of the nearest medical facilities are available in the Owl's Roost room depending on the insurance provider that you have (Kaiser or other).

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. We ask that all school groups bring one personal vehicle to act as a transport for students or chaperones in need of medical care.

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 at the Golden Gate Campus. MOST medications should NOT remain in the student's possession during the program. NatureBridge staff can administer over the counter medications from their first aid kit to participants within the limitations of their training.

Students Who Can't Participate 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. 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 program with NatureBridge staff and to attend evening programs.