



Welcome to NatureBridge in Olympic National Park

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, registration forms, and student expectations document.
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 free time.
3. Submitting paperwork essential to NatureBridge planning for your program including: Planning Questionnaire, Learning Group Lists, and Lodging Assignments.

During the Program: The Group Coordinator acts as the liaison between the Program Coordinator and the rest of your group. It is part of their responsibility to check in with the Program Coordinator 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.

Program Coordinator

The primary role of the NatureBridge Program Coordinator is to act as a liaison between your school, NatureBridge and our park partners. They coordinate the logistics on campus. Please feel free to approach the program coordinator for any reason.

The easiest way to reach the Program Coordinator is at meals or by calling 360-775-1546. Further details will be provided during an orientation following your arrival on site.

Overnight cell

The overnight cellphone can be used to contact the Program Coordinator from 3 p.m. to 8 a.m. the following morning. The cell number is 360-775-1546.

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.)

6:00 a.m. Your students may emerge from cabins

7:00 a.m. Whisper hours end

- Breakfast: Walk with your students to breakfast, supervise them in Rosemary Inn, ensure the hoppers for your meal are at Rosemary 15 minutes before your meal shift begins.
- Prep for Trail: Please ensure that students are on time to morning meeting with daypacks ready to go so that they can depart after morning meeting (two full water bottles, sun protection, extra layers, rain gear, journal & pencil). No cell phones, candy, extra books, iPods or extra weight.

9:00 a.m. Morning Meeting: location to be announced to your Group Coordinator

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 should only be used in the event of an emergency while on trail 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 above 4,000 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 teaching plan, fitness of students as a whole, weather and other objective hazards and other 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 morning meeting.
- You will return to Campus each day between 3:30-4:30 p.m.

After Trail, Before Evening Program (~3:30-6:30 p.m.)

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

- Please ask students to put their day packs in their cabins.
- Be visible and present in common spaces. You are responsible for your students. Check bathrooms frequently during high volume use to ensure proper COVID guidelines are being followed.
- Accompany students on campus at all times. Make sure a chaperone is at the lakeshore/ on the dock when students are present.
- Dinner: Walk with your students to dinner, supervise them in Rosemary Inn, ensure the hoppers for your meal are at Rosemary 15 minutes before your meal shift begins.
- Evening Program: Each night you will have a program. Listen for announcements and look for your schedule on the whiteboard in Rosemary Inn.



After Evening Program (until 10 p.m.)

Please help your students' transition for sleeping.

8:30 p.m. Whisper Hours begin.

9:00 p.m. In cabin time begins. Students are in their cabins for the night.

9:30 p.m. Lights out. 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. They carry a first aid kit and radio, from which they can contact our base of operations as well as the National Park Service emergency response personnel.

Please make sure you are familiar with the NatureBridge [Health and Safety Plan](#) to support our staff and participants in following COVID-19 guidelines/procedures.

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

Medical Facilities

The nearest medical facilities are located in Port Angeles.

The address is: 939 Caroline St, Port Angeles, WA 98362

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. A chaperone can transport an injured student by car to the hospital. 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 on 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 Program Coordinator 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.