



## **Thank you for volunteering!**

We want to thank you for taking the time to be an integral part of your child's educational experience at the Pigeon Point Environmental Education Program (PPEEP). As a parent chaperone, you are an important part of the success of the students' experience at PPEEP. Because your role is so vital to the program, you are considered a member of the staff. We

want to thank you in advance for sharing the responsibility for the students' welfare and supervision, for helping inspire their enthusiasm and adventure, and for handling their momentary discomforts. Please review this information so that you can be informed about your specific responsibilities and help us create a successful educational experience.

### **Specific Responsibilities**

**SAFETY AND SUPERVISION IS YOUR PRIME RESPONSIBILITY AT ALL TIMES.** In order to ensure a safe experience for all participants, adults must remain focused on safety throughout the entire program, day and night. Please help us anticipate hazardous situations and to act on them before they become a problem.

As a parent chaperone, you will be responsible for some of the following on a rotating schedule. When you arrive, you will be scheduled to assist with certain activities, chores, and areas to supervise combined with blocks of time off throughout the day.



## Responsibilities at the Pigeon Point Lighthouse:

- **Meal Preparation:** Check in with staff to find out how you can provide support and guide students through the meal preparation process. The areas of supervision that are most important include encouraging students to keep clean hands and maintain sanitary practices, as well as guiding students to use knives and stoves in a safe and organized manner.
- **Mealtime:** We ask one adult to sit at each table during meals to help keep kids mellow & seated, quiet them during announcements, and maintain appropriate table manners and conversation.
- **Meal Cleanup:** Chaperones are responsible for helping wash dishes and cleanup after meals on a rotating schedule. The ocean view out of the window over the sink helps make this an enjoyable task!
- **Recreation Time:** You are the primary supervisors during recreation time each day. Students will be given clear boundaries and you will be assigned a specific location to supervise. If you are supervising the recreation field, please encourage safe play. Students will be informed that “If there is not an adult, you are out of bounds.”
- **Down Time:** There is a short amount of free time between meals and activities in which your supervision is appreciated. You can help by delegating chores or suggesting games to occupy students.
- **Final Cleanup and Move Out:** In the spirit of hostelling and taking responsibility to leave a place cleaner than it was found, we clean the dorms when moving out on the final day. Chaperones help delegate chores to students and supervise and review their work.
- **Tidepooling:** We ask your assistance in creating safe boundaries in which the students are free to explore.

## Bedtime Guidelines

A SUPERVISING ADULT NEEDS TO BE IN EACH BUILDING AT ALL TIMES. You may arrange a schedule or agreement among the chaperones in your house, as long as there is constant supervision. Naturalist staff is on-call at the lighthouse overnight in case of an emergency. You will be sleeping in the dorms and in certain cases in the same rooms as the students.

### Here are some bedtime basics:

- Students should use bathrooms, change their clothes, and brush their teeth before lights-out time, which is typically at 9:30.
- Student may keep a book (early risers can read quietly), flashlight, and shoes by their bed.
- All students should get into bed 15 minutes early so they can wind down in time for lights out.
- Students should not be using flashlights or whispering after lights out. Feel free to change sleeping arrangements or confiscate flashlights if needed to keep students quiet.
- Stay in bed until 7am. The only reasons they are permitted to get up after lights out is to use the bathroom or if they feel ill. All students should remain in the house until 7:30am, unless otherwise notified.
- Bedtime is often when homesickness issues arise. In extreme cases, calm students by talking about the adventures they will enjoy. You can always find the teacher or a chaperone they are close with for extra support.
- Feel free to tell a story or read a book before lights out to students. Please discourage scary ghost stories so that everyone is comfortable.



The key to success while in the dorms at the hostel is to STOP ROUGHHOUSING BEFORE IT STARTS. If you hear loud voices and noises coming from another room in the dorms, go to the source of the noise immediately. Often your brief presence is enough to remind students that they are still being supervised and are expected to act safely and appropriately. Help enforce the “Open Door Policy” in dorm rooms.

## Transportation

You may be responsible for the safe transport of students to and from the lighthouse and field study locations. Consult with the teacher for additional regulations and procedures required by the school or district.

- All participants must wear seat belts whenever they are traveling in a vehicle.
- Have an accurate list of all students traveling in your vehicle, including their medical forms.
- Have a full tank of gas at the beginning of the trip; arrange rest stops with the teacher or with other drivers in an area where students will be supervised when they are out of the vehicles.
- Do not leave the field trip, the caravan (if the teacher is keeping drivers together) or make unplanned stops unless you have checked in with the classroom teacher or naturalist staff.
- Unless you have made arrangements with the teacher, do not try to use a different travel route. The teacher has specific directions to the site and it is important that we know the route that you are traveling in case of an emergency.
- If an unforeseen situation occurs and you must stop, set up supervised boundaries for the students and, if at all possible, contact another driver or the teacher immediately. If you cannot reach another vehicle, call the Pigeon Point site office at (650) 879-1835; even if you only get a voice-mail, leave a message and the Pigeon Point staff will help you try to contact the teacher.

## **Telephone and Internet Use**

- You will have time to make telephone calls throughout the day when you have time off and after the students go to bed. Please check in with the naturalist staff for the best times to do so. We kindly ask that you refrain from using your cell phone during activities or when your direct supervision is required.

- Cell phone service at the Pigeon Point Lighthouse is available yet unreliable. You may find that quality and availability of service vary daily due to weather and the remote location. You may use the office phone to place or receive calls. The office number is (650) 879-1835.

- Cell phone service will not be available for our elephant seal tour at Ano Nuevo State Reserve or for our redwood walk at Memorial County Park.

- Wireless Internet service is available at the Pigeon Point Lighthouse on your personal laptop computer after the students go to bed and during your free time.

## **First Aid**

The safety and well being of our students is our top priority at PPEEP, and your role as a parent chaperone is very important in helping us ensure that we are proactive in preventing unsafe situations for our participants. PPEEP naturalists are First Aid and CPR certified and carry a fully equipped first aid kit at all times. The dorms at the Pigeon Point Lighthouse have a first aid supply area at your disposal. In general, the PPEEP staff handles most first aid issues; but as a parent chaperone, you are encouraged to provide assistance with very basic issues if you feel comfortable doing so. It is important that all medical concerns, however minor, are reported to the classroom teacher and PPEEP staff. It is very important for us to record any and all medical attention in the medical logbook on site. Please let us know when you arrive if you are a professional health care provider.

Teachers are in charge of administering Over-The-Counter and prescription medications. We ask that you do not administer any medication to students and defer these duties to the classroom teacher unless specifically instructed otherwise.

## **The Chaperone as Counselor**

We appreciate your participation both in the dorms and on site at the Pigeon Point Lighthouse, as well as on trail for the various hikes, lessons, and activities. Here are some of the highlights to helping optimize the educational experience for the students:

- Get involved in the activities; join in the circle, pay attention to announcements and lessons.
- Learn the names of the students as quickly as possible, especially in your chore group and trail group.
- Assist the naturalists keep the group together on trail by positioning yourself at the end of the line and encouraging students who may be slower walkers.
  - Help a student that you notice by themselves by engaging with them and check in to see how they are doing.
- Assist in getting the attention of the group during instructions and lessons; silent clues such as positioning yourself between unfocused students or putting a hand on a student's shoulder who is talking are effective without being disruptive.
- Utilize positive discipline techniques that focus on giving encouragement and positive reinforcement to students who are following directions.
- Comment on the positive behavior of all:  
“Good observation!” “You’re a great cook!” “Thanks for your help!”

## **Please Refrain From...**

- Smoking near students. Check with naturalist staff about private locations for smoking on the hostel grounds.
- Holding a parent conference, or discussing students, teachers, parents or naturalists in a negative way when “on duty” or where students can overhear. If you have concerns, please communicate them to the classroom teacher or naturalist staff.
- Becoming too involved with your own child. It may make them appear or feel separated from other students and potentially create homesickness among other students.
- Answering questions that are directed at students during activities. Your participation is encouraged, but the experience is primarily intended for the students.

## **Share Your Talents:**

Aside from your well-developed safety and supervising skills as a parent, we would love for you to share your skills, strengths and talents with the group. You can organize students in your dorm, chore group or trail group with activities, games, or creative projects during down time. Ask the naturalists if you would like to sing or play a song, tell a story, or share something special with the group. We would love for you to participate in this way.

## **Ready, Set, Go!**

We truly value the time that you have taken to review these chaperone guidelines and for the time that you will spend volunteering as a parent chaperone at the Pigeon Point Environmental Education Program. Please come prepared for the experience with the equipment and items that are listed on the packing list sent home with your child.

You can find the list of what to bring, a sample schedule of the trip, and additional information about Pigeon Point on our [website](#).

You can also feel free to pack your favorite board games, storybooks, or additional non-electronic recreational supplies that you can use to occupy students during free time. Other than the items listed, be prepared with a smile and be ready to share an experience that will create memories that will last a lifetime!

Please feel free to contact us with any additional questions.

Program Director: [chelsea@exploringnewhorizons.org](mailto:chelsea@exploringnewhorizons.org)

Office Phone: (650) 879-1835

Thank you again for helping us make this a successful experience for your child's class!