

School Staff & Chaperone Responsibilities & Information

Please review the following information before arrival at JOY. We depend heavily on the enthusiastic support of our teachers and chaperones. This list is designed to help you understand your role during your stay. If you have questions, please check with your school's coordinator or with JOY.

CABINS: Chaperones are responsible for keeping students safe, organized and practicing respectful behavior in the cabins. Please review the cabin rules with the students upon moving into the cabins. Each cabin has two bunkrooms, two bathrooms and a chaperone bunkroom off a central hallway. Posted on the bulletin board in the hallway is important information for you to review with the students.

- Students are not to be in a cabin for **ANY** reason without a chaperone!
- Students should not visit other cabins.
- Bunk Beds **Cannot be Moved**
- Mattresses **Cannot be Moved**
- Daytime cabin breaks occur around meal times.
- Overnight supervision is from 9:00 pm to 9:00 am.
- If you need assistance during these hours, contact the school teachers. If they determine that JOY staff assistance is required, they can contact the "ON CALL" staff person.

CABIN HEAT: Thermostats are located in chaperone bedrooms or the lobby. If cabins are too hot turn on the ceiling fan or adjust the thermostats, and only open the windows if Heat and AC are turned off.

CABIN INSPECTION: Cabins will be inspected for cleanliness by JOY staff before breakfast on the last day of your visit. Must be moved **out by 8:00 AM (Teachers and Students)**

- Move all luggage to the spot designated by the luggage guru and then clean the cabin.
- Please do not go to breakfast (except breakfast hoppers) until the inspector has approved your cabin.
- Cleaning supplies are located in a closet by the bathroom and there is a chore sign-up sheet on the bulletin board to help you organize the students into cleaning crews.
- Please put trash inside the blue dumpster located behind a privacy fence by the end of the dining hall.

RECREATION TIME : Supervise the students in the field or in the Recreation Center.

- Please put the equipment away when you are finished with it.
- Please keep students off the driveway
- No tackling games or tug of war

MEALTIME:

- Supervise the sack lunch on the day of arrival.
- At all other meals there should be at least one adult seated at each table to supervise and assist the hoppers. Hoppers are students assigned to help at each meal.
- Hoppers sit at the center aisle end of the table.
- Hoppers are the only ones allowed out of their seats during a meal.
- Encourage polite table manners.
- Assist at the clean-up table as needed.
- Make sure Hoppers are **checking for seconds with other tables** before getting extra from the Kitchen.

EVENING PROGRAM AND SNACKS: We welcome your participation in activities. Training will be provided. Please help supervise snack time at the end of the evening program.

ROPES: We cannot offer this class without your help. Training will be provided for "S" Stairs case assistant who will climb 25 feet up the stairs and monitor traffic of students in 2 lines, for "N" Net spotter who will continually spot an individual climber up the cargo net, for "D" Dismount who will check the zip path and cable and disconnect the students from the zip line, and for the "C" Coaches who encourage students to set and reach goals by yelling from the roaming ground positions. Unfortunately we cannot guarantee the opportunity for extra adults to go up on the course.

LIVING HISTORY PROGRAMS: ("Survival on the Underground Railroad" and "Trail of Tears"). In addition to help from the teachers, we need chaperones to play character roles in these historical reenactments. If you are interested in assisting, please sign up. Training is provided at JOY. Observers are not allowed. Only participants will be able to be present for living history programs. **Cameras and video cameras are not permitted during the play.**

MEDICATIONS: The teachers are responsible for dispensing routine medications and for the care of ill students. JOY staff will handle any emergency situations.

TIME OUT: It is helpful to have an adult available to supervise any students removed from class for behavior problems or illness.

CLASS OBSERVATION: Teachers or chaperones are encouraged to join a class, please no more than two adults per Trail Group. Ask the JOY teacher how you can best help class. *We request that parents not accompany their own child during classtime as it often affects the child's behavior.* All classes begin in the Recreation Center. Please escort the students to and from the Recreation Center. Remind them to dress appropriately for the weather conditions and to use the restroom prior to classtime.

Students who aren't dressed appropriately may not be allowed to participate!

ON CALL: A JOY staff person is available between the hours of 5:00 pm and 9:00 am to assist with emergencies. Contact the teachers first. Instructions for contacting "ON CALL" staff are posted on each bulletin board. (937)725-4036.

PHONE POLICY: You are welcome to use the camp phones upon request. Dial 9 – 911 in case of emergencies.

SMOKING: There are two smoking huts on camp as well. One is behind the Dining Hall and the other is behind the P&G center.

SAFETY: Safety is a top priority for Joy and we want to ensure that the right people are on the property. Therefore we ask all participants and chaperones etc to wear the **orange wristbands**. This helps us identify who is supposed to be on property. Emergency Action Plans are also hanging in all cabins and main meeting spaces. A Joy staff will assist you in an Emergency but if you have any questions please refer to the EAP sheets.

VISITORS/LATE ARRIVALS: Everyone must sign in with a Joy staff and sign a Risk & Release form and wear a orange bracelet.

ALCOHOL: Usage of drugs or alcohol is not permitted by guests prior to, or during the duration of your visit.

**WE ARE VERY GLAD YOU ARE HERE! YOUR ENERGY, ENTHUSIASM AND COOPERATION
MAKE OUR PROGRAM GREAT! THANK YOU!**