



## **Cal-Wood Education Center Chaperone Handbook**

2282 County Road 87  
Jamestown, CO 80455  
Local Phone: (303) 449-0603  
Fax: (303) 449-0576

[www.calwood.org](http://www.calwood.org)

## **Welcome to Cal-Wood!**

Cal-Wood's mission is to offer a unique outdoor educational experience to youth and adults. Our founding vision has guided our organization since 1982: to inspire a greater appreciation for the natural world; to offer environmental education to those who would not otherwise experience it; and to provide unique educational opportunities in a special mountain setting.

Cal-Wood Education Center is dedicated to providing a first class outdoor educational experience for all students. By signing up as a chaperone, you are committing to help us achieve this goal by supervising students and maintaining a positive learning atmosphere. We take this responsibility seriously and ask you to as well. Your assistance is integral to the quality of our program. This handbook provides information about our programs and our facility as well as your roles and responsibilities as a chaperone. Please read through it to gain an understanding of how you can help us create a safe and comfortable learning environment for all of our students.

Thank you for volunteering your time to help us maintain the best learning environment possible for our students. If you have questions about anything in this handbook please do not hesitate to ask any of our program staff.

We hope you enjoy yourself and have a fantastic trip!

Thanks again,  
Cal-Wood Program Staff

## Cal-Wood Staff

- **Field Instructors** are the teachers at Cal-Wood. They guide learning groups, lead special activities such as night hikes and campfires, and supervise meals. Each chaperone will be paired with a field instructor for the duration of the learning day.
- **Director of School Programs** (Jared Mazurek) is in charge of the school programs at Cal-Wood. This includes supervising field instructors and assisting teachers and chaperones. Questions concerning the program logistics, cabins/learning groups, gear, and discipline can be directed to him. You can contact him at [schoolprograms@calwood.org](mailto:schoolprograms@calwood.org) if you have any questions before your trip.
- **Executive Director** (Rafael Salgado). Talk to him about Cal-Wood history, renting the facilities, and getting involved in the Cal-Wood Community.
- **Kitchen Staff** cooks all meals from scratch (including desserts) and appreciate lots of ‘thank yous’ and compliments. The kitchen manager (Chris Giegel) is responsible for accommodating food allergies and dietary restrictions.
- **Maintenance** maintains all the buildings and facilities on property. Having trouble with a pilot light on the heater in the cabin? Contact Luke!
- **Natural Resources Manager** (Angie Busby) takes care of our natural resources and is our on-site medical and fire expert.
- **Development Director** is in charge of fundraising, partnerships, and grant writing. She is a great person to talk to if you would like to get more involved with Cal-Wood!

## School Staff

- **Classroom teachers** retain administrative control of their students including discipline, supervising activities, and dispensing medication.
- **Administrator/other school staff** provide support to instructors and supervision of students throughout the day.
- **Chaperones** can read and understand their job description in this handbook!

## SAMPLE SCHEDULE

		Sunday, December 31		Monday, January 1	
Time	Activity	Time	Activity	Time	Activity
		7:00	wake up	7:00	wake up
		7:30	hoppers	7:30	hoppers
		7:45	breakfast	7:45	breakfast
		8:30	moppers	8:30	moppers
		8:45	prep for learning day	8:45	prep for learning day
				9:00	Learning Day
10:00	arrive			11:30	group closing
	hike up			11:45	lunch
	orientation			12:30	hike to parking lot
30 min	move into cabins and get ready for the day			13:00	depart
		9:00	learning day		
45 min	lunch / recess				
	divide into learning groups				
		4:30	B.O.B. time		
5:00	down time	5:00	down time		
5:45	hoppers	5:45	hoppers		
6:00	dinner	6:00	dinner		
7:00	moppers	7:00	moppers		
7:15	prep for evening	7:15	prep for evening		
7:30	<b>Night Hike</b>	7:30	<b>Campfire</b>		
9:00	get ready for bed	9:00	get ready for bed		
9:30	lights out	9:30	lights out		

## Specific Supervisory Duties

### 1. Learning Day

During the learning day Cal-Wood instructors assume primary supervision and have prepared a day of creative, engaging, experiential education. Your primary function is to help facilitate the smooth and safe flow of the day. Specific responsibilities include:

- Staying in the back of the line and ensuring everyone is keeping up with the group and not wandering off.
- Helping the group respond to instructors' directions, e.g. circling up, drinking water, and listening to lessons.
- Readiness to stay with group or go with student to lodge in case of an emergency.
- *Effective communication with field instructor about your specific role during learning activities.*

### 2. B.O.B. (Body on Bunk) time (4:30-5:00 pm)

Students should be in their own cabin, on their own bunk, resting and writing in their journal. As leaders of the cabin groups, Chaperones should be in their cabins making sure students are resting and staying quiet.

### 3. Cabin time (5:00-5:45/6:00 pm)

Decide as a cabin group where you want to hang out during this down time:

- a. Cabin Area- Students can choose to relax in the cabin and play cards or read and rest.
- b. Bear Room- Students can play inside the lodge in the bear room. Please supervise students and make sure they are not being too rambunctious. If students get too wild feel free to send them out to play at the recreation field. Students may play the piano, but if they are banging or being obnoxious please close it. *Remind students to clean up after themselves.*
- c. Recreation Field- Supervise for safety, referee games for cooperation. Keep students in the recreation area and not wandering off into the woods. *Remind students to clean up after themselves before they leave.*
- d. Bathrooms- If students are showering, it is a good idea to have a chaperone near the bathroom area to monitor for appropriate behavior and expediency.

#### 4. Meals

a. *Hoppers* arrive at the dining hall, with hands washed, 15 minutes before the meal. (7:30 am for breakfast, 5:45 for dinner) Check the schedule near the dining hall doors and please accompany your cabin during their hopper/set-up duties.

b. All other students should be lined up seated in the Bear Room by learning group by 7:40 am for breakfast and 5:55 pm for dinner.

c. *Hoppers* will be served first and then the remaining students will be let in one group at a time to get food. Adults should enter with their learning group and sit at least one adult per table. Remind the students that only one person is allowed up from the table at a time and except for seconds or the bathroom, this person will be the hopper. (If a student needs to use the bathroom there is a pass by the door and they may be the second person up at that time.)

d. At end of the meal the students will be dismissed by cabin by Cal-Wood staff after announcements. Please keep students seated and quiet while announcements are made.

e. *Moppers* will help clean tables, stack chairs, and sweep the floor after all other students have been dismissed.

#### 4. Night in the Cabin

- Please sleep in the bottom bunk closest to the door in case of emergency.
- Students have from 9:00-9:30pm to get ready for bed. Remind students to use the bathroom one last time before bed. At 9:30 pm they must be in their cabins for lights out. They may use a flashlight and read quietly on their own bunk if they cannot sleep. Reading to the students is an excellent way to calm them down. (We have books to borrow in the Bear Room). Remind students that they have a big day ahead of them and they should try to get lots of sleep.
- From 9:30 pm to 7:00 am students are not allowed to leave the cabin except to use the bathroom. They will wake up their bathroom buddy, go with their buddy to the bathroom and tell you when they leave and when they return.
- You are the only one allowed to adjust the heaters in the cabin. #1 at night and #3 during the times they are in the cabin during the day are plenty warm unless it is REALLY cold. Adjustment knob is on the back left of the heater. Please do not allow anyone to put anything on the heaters or the brick area. \*If the heater

does not turn on, check the pilot light or find a Cal-Wood staff member. \*\*

## 6. In the Morning

Please wake up students at 7:00 am. Students are not allowed to leave the cabins before that time except for a supervised hike or activity. After 7:00 am, students may use down time areas as long as there is supervision. This is a great time for you to help students get their daypacks ready for the learning day. Please make sure students have everything they need in their daypacks before they leave for breakfast.

## 7. Final Morning

Have students pack everything they do not need for their learning day and put their bags on the front porch before breakfast. Use the time after breakfast to sweep out the cabin. Have students return borrowed Cal-Wood gear to the bins at the bench circle, if they do not need it for the activity that day.

### Packing for the learning day

Students should arrive at their designated meeting location at 9:00 am prepared to embark on a day of learning and hiking.

*\*\*Remember that weather can change quickly and dramatically in the mountains, so please be prepared with a variety of warm layers of clothing. \*\**

Students must be accompanied by an adult in the gear room. If possible, find out the correct size and bring gear to the students, with enough time before the learning day to get dressed and pack up. Please help students be punctual by reminding students before and after breakfast to have their daypacks packed with the following items:

1. Full water bottle:
2. Cal-Wood journal and pens/pencils:
3. Waterproof layer (raincoat or poncho):
4. Warm layers: sweaters, hats, gloves, snow gear if necessary
5. Sun protection: sunscreen, sunhat, sunglasses
6. Positive attitude



## Discipline

We have two rules here at Cal-Wood:

### 1. Be Safe-

- Students are walking unless specifically told otherwise
- Only throwing balls at the rec field (not rocks, pine cones etc.)
- Staying with the group or a buddy

### 2. Be Respectful-

- Of adults (listening, using manners)
- Of other students (being kind, no fighting or roughhousing)
- Of nature (keeping a safe distance from wildlife, staying on trails)
- Of self (drinking water, eating, trying new things)

If a student breaks a rule during the learning day their field instructor will determine the appropriate consequence. During down times and meals teachers will take responsibility for the behavior of students. We expect students to act with the same integrity as they do at school. When everyone follows the rules, we all have a much more pleasant experience.

\*\*If you have issues with any students please do not hesitate to ask for assistance from the lead teacher or a Cal-Wood instructor. You are not expected to give out consequences, but please stop any unsafe or inappropriate behavior and a teacher or Cal-Wood staff member can give out the consequence to those involved.\*\*

Consequences are given in the following order:

- Warning: for the first offense the student is issued a verbal warning letting them know that a certain behavior is not acceptable here.
- First Strike: if a student persists in poor decision making, the student must sit out of a fun activity for 10-20 minutes.
- Second Strike: with continued bad behavior the student must call home and participate in restorative justice (hauling logs, cleaning something, etc.)
- Third Strike: Student's parents or guardians are notified and the student is sent home

If a student makes a particularly bad decision, such as causing physical harm to a peer, students can skip straight to a more severe consequence. Discipline is handed out on a case by case basis by teacher or Cal-Wood staff member. Here at Cal-Wood we assume the best from each student, but we also want to ensure that all students have a positive experience and we take the necessary measures to make that possible. Please, never hesitate to ask for assistance with difficult students.

## Others important notes

### **MEDICATIONS:**

- Cal-Wood staff does not administer any medications of any kind to students. Administration of medications is the sole responsibility of the visiting school.
- There is an emergency/medical room in the lodge across from the bathrooms for first-aid use. This is where students' medical forms will be kept. Please notify Head Teacher before administering any first aid.
- You may be asked to carry medication for a student in your learning group.
- Instructors are trained in CPR and First Aid (some have a higher medical certification) and are aware of all students' medical conditions.

### **LEARNING GROUPS:**

- We require that parents participate in learning groups other than their child's group (see FAQs for in depth explanation).
- We encourage adults to remain with the same learning group the duration of the Cal-Wood visit.
- There is a minimum of one, and maximum of two adults allowed (in addition to the instructor) in each learning group.

### **TRANSPORTATION:**

- If a student needs to be driven off Cal-Wood's property (medical, behavior etc.), it is the school's responsibility to provide the transportation. We recommend leaving one car parked at the lodge.
- All other personal vehicles must be kept in the main visitor parking lot by the pond.

### **COMMUNICATION:**

- There is wifi in the lodge, but be aware that our internet connection can be spotty at times and we request that you do not use electronic devices in the presence of students.
- If you need to take a break to make a phone call, send emails, shower, etc, please make sure your cabin group is supervised by another adult.
- There is a guest computer and phone for your use in the office. Dial 9 + 1+ area code + number to dial out.
- Wifi password is posted on the wall near the guest phone.

## CABIN TIME IDEAS:

- Referee a soccer game, tag football, camouflage, or 4 square tournament at the rec field.
- Play giant Jenga or giant Twister in the Bear Room.
- Have students do quiet journal activities (crossword, word search etc).
- Grab some crayons, markers and paper from our office and have students illustrate moments from their learning day.
- Prepare a funny skit with your cabin group to perform for their friends.
- Write a song related to the Cal-Wood experience.
- Have a sing a long around the piano.

## FAQs

*Will I have any breaks?*

During the learning day you must stay with a group and be present in order to monitor student comfort level and behavior. At the end of the learning day the students have some downtime and must be supervised at all times, however chaperones may make an arrangement to take turns supervising and taking breaks in our office downstairs.

*Why am I not in my child's learning group?*

While we appreciate that you have taken time out of your busy schedule to come on this trip with your child, experience has shown that students are much more willing to push themselves outside of their comfort zones and participate as a group when they do not have their parents in the group. You will have down times, meals and time in the cabin to hang out with your child.

*How demanding is the hiking?*

With 1,200 acres to explore, learning groups have the possibility of covering a significant amount of ground both on and off trail. Instructors will adapt their hikes to suit the needs of the students and chaperones are expected to be comfortable at that level. Come prepared to spend 7.5 hours out in the field away from any indoor facilities hiking on variable terrain and in changing weather conditions.

*Will I have to go to the bathroom in the woods?*

Short answer, yes. Long answer, during the second day of your trip you will be away from indoor bathroom facilities for about 7 hours. Our property is located at about 8,000 feet in elevation and you will be hiking, so it is important to stay hydrated in order to stay healthy. A direct result of drinking water is having to use the bathroom, which, here at Cal-Wood we call "chasing a coyote."

*What's the wifi password?*

The password is posted on the wall in our office next to our guest computer and landline. There is very little, if any, cell phone reception up here at Cal-Wood, so you are welcome to use our guest phone by dialing 9 then 1 then the full 10 digit number. Please do not use your cell phone or electronic devices in front of the students and limit your screen time to a minimum. Please make sure your students are supervised when you come down to use the office.

*Where is the hot tub/when is happy hour?*

Thank you so much for coming to Cal-Wood with your student! You will be working hard while you are here and you will also be supporting the enrichment of student's lives. While you may get tired, please know that your efforts are noticed and truly appreciated! Enjoy your time in the mountains, play games with your child and his/her friends and remember that you can sleep all you want when you get home. 😊

## Final Thoughts

Please let us know how we can make your stay enjoyable. There may be times when students are monitored by other supervisors and we encourage you to take a few moments during these times to:

- Go downstairs and use the guest computer to check email, etc. We have a wireless connection, but **please do not use your smartphones in front of the students!**
- Grab a cup of coffee or tea from the dining hall. Please enjoy your beverage in a non-carpeted area upstairs or in the office, outside, or in your cabin. *Coffee and tea are for adults only.*
- Make a phone call from the cordless phone downstairs (please keep call times short during business hours).
- Take a shower in the downstairs bathroom (towels are located in the laundry room).
- Start a fire in the fireplace and enjoy.

If there are ever any problems or emergencies **all staff numbers are located above every phone.**

If you have any issues with students please talk to your school's Head Teacher.

## Thank You!!

The success of our program depends on your energy, enthusiasm, and assistance. Thank you so much for volunteering your time to come with your child to Cal-Wood. As with any adventure, the more you put into the experience the more you will get from it. It is our hope and goal that the chaperones take as much from this amazing opportunity as our students do. Communication is key here so feel free to talk to any Cal-Wood staff about any issues, problems or questions you may have.

This does not have to be your only visit to Cal-Wood! We are a non-profit and depend on the support of our community! We always accept donations for our scholarship fund and rely on volunteers to help us take care of our beautiful property. You can also rent our facilities for a weekend retreat or staff training! To find our more information or for questions / concerns, email Aaryn Kay at [development@calwood.org](mailto:development@calwood.org).

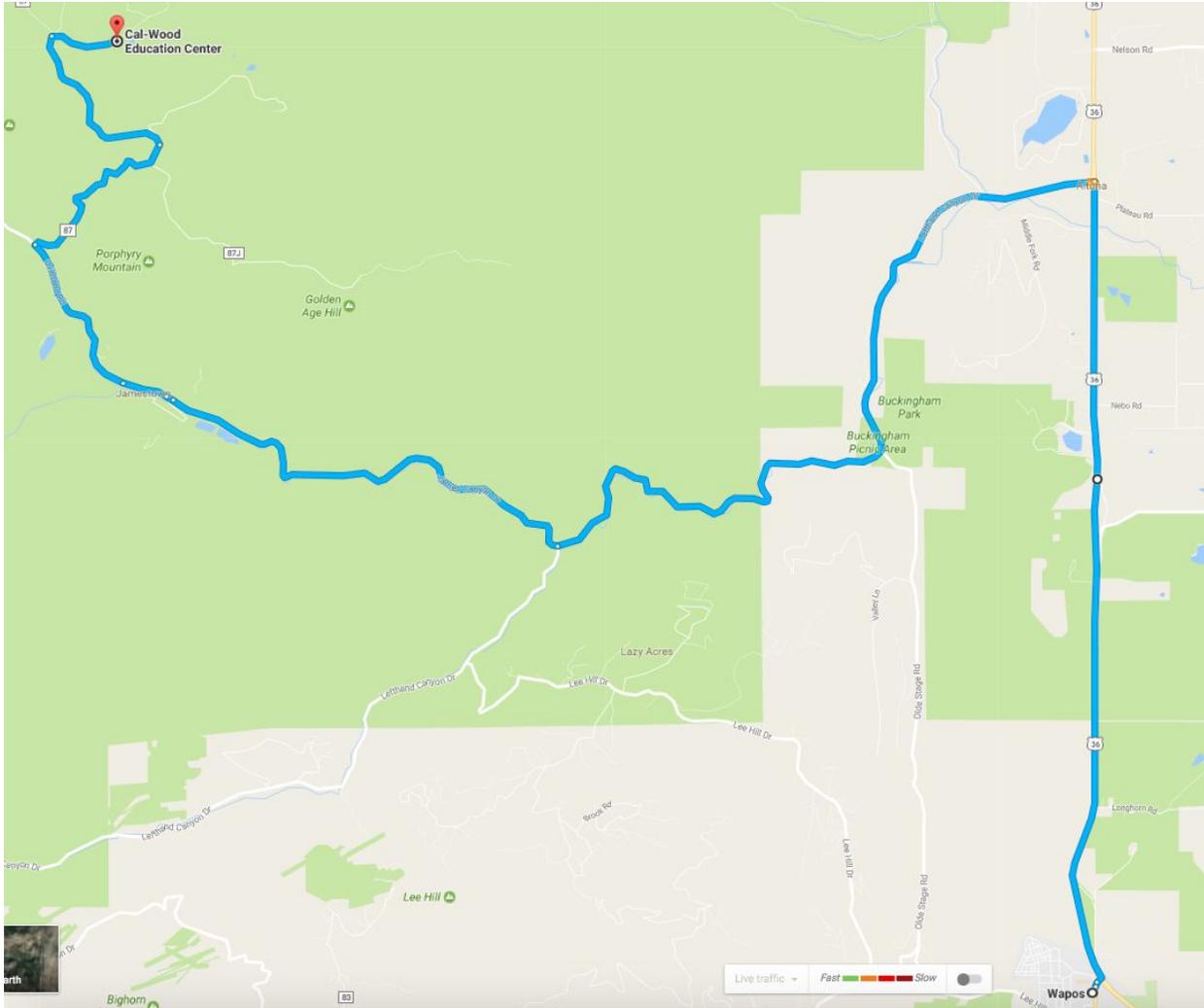
**Driving Directions:** 2282 County Rd 87, Jamestown, CO 80455

**FROM DENVER / BOULDER**

- Take Hwy 36 West (28th street) through Boulder
- From light at the intersection of Hwy 36 and Broadway, continue North on US 36 for 5 miles.
- Turn left (West) at Lefthand Canyon Drive
- Bear right at the first junction (Olde Stage Rd) and right again at the second junction (James Canyon Drive). **DO NOT** go left over the bridge towards Ward, continue towards Jamestown.
- After 3 miles on James Canyon Dr you'll get to Jamestown. When you enter Jamestown you will come to a stop sign. **Please drive slowly (10 mph) as you continue through Jamestown.**
- 1.3 miles past the stop sign, turn right on County Rd 87 (Balarat Rd) - It's a steep dirt road, and about a 10 min drive to our gate. There are a few steep switchbacks. Drive very carefully and stay to the right as much as possible because there is a fair amount of traffic on the road. When passing oncoming traffic don't go too far to the side because possible snow drifts (in winter or spring) may be hiding deep ditches on either side of the road.
- Stay left at the top of the switchbacks and follow signs for Cal-Wood. You'll pass 2 driveways on County Rd 87. The first is Balarat Education Center, the second is a private residence. The third gate you will arrive at is the end of the road, and is our gate. You'll see our sign to the right. Park in the visitors parking near the pond and walk up the lodge trail to the Lodge (about 1/4 mile). We look forward to seeing you!

**Important Information:**

- Please **DO NOT** use a **GPS**. They will give inaccurate directions.
- Plan on a 45 minute drive from North Boulder.
- **Cell phone signal** will cease once you turn off US 36
- There are **no gas stations** after you turn off US 36, so please be sure to fill your tank before leaving town.
- If you are on your way and find the drive up County Rd 87 difficult, please turn back to Jamestown. You can stop at the Mercantile and use the phone to call Cal-Wood (303-449-0603).



## Packing List

**\*\*Cal-Wood is located at an elevation of 7,800 feet. The weather in the mountains is subject to sudden changes. It is important to be prepared for rain, intense sun, and snow. We recommend that you put your child's name on everything. Please do not buy anything if you are missing items on this list, Cal-Wood can outfit students from our extensive gear room.\*\***

...in a **daypack**: (school backpack or other similar. 2 thick straps is a must for daily hiking.)

- Sack lunch for first day
- Water bottle (at least 1 quart/liter)
- Warm layer (wool or fleece is best)
- Sun hat or baseball cap
- Sunglasses
- Sunscreen (SPF 30 or higher—a MUST)
- Pencil or pen
- Journal or notebook
- Warm gloves and hat
- Extra pair of socks
- Rain jacket or poncho (if poncho, be sure it is durable plastic)



...in a **suitcase or large backpack**: *NOTE: Pack in a manageable bag... students will need to carry all their belongings ¼ mile uphill to the cabins.*

- Hiking boots or sturdy shoes (snow boots recommended Oct-April).
- Sleeping bag & small pillow (packed in stuff sack or bag)
- Full change of clothes- pants/shirt/underwear/socks etc.
- Pajamas
- Socks (long socks are best. Preferably a couple warm wool pairs)
- Winter coat or jacket
- Long underwear or a base layer
- Plastic bags to pack wet items OR to cover socks in shoes if no snow boots
- Toiletry bag (ziplock or grocery bag is fine) with:
  - Toothbrush & toothpaste
  - Brush or comb
  - Washcloth & towel
  - Soap



### OPTIONAL ITEMS:

- Bandana, books, camera, flashlight, field guide, binoculars, tissues/handkerchief
- Slippers for lodge (outside shoes are not allowed inside lodge)
- Extra pair of outside shoes in case first pair gets wet
- Rain pants/snow pants (just in case)



### PLEASE DO NOT BRING:

- snacks, junk food, chewing gum, candy (don't want to attract wildlife to cabins!)
- electronics such as cell phones (there is no reception at Cal-Wood), mp3 players, radios, hand-held video games, curling irons, and blow dryers. Being unplugged is an important part of the experience!
- knives, matches/lighters
- money or anything valuable

## Adult Chaperone Registration & Medical Form

School or Group Name \_\_\_\_\_ Program Dates \_\_\_\_\_

### CHAPERONE INFORMATION

Name: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  M  F

### HOME CONTACT INFORMATION

Home address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Additional phone number: \_\_\_\_\_

### ADDITIONAL EMERGENCY CONTACT INFORMATION

Name of emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home address, City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Additional phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

### MEDICAL INFORMATION

Primary Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

A. MEDICAL HISTORY: Describe and provide dates for any known medical history of which Cal-Wood should be aware. (asthma, diabetes, seizures, heart disease, physical injuries, bleeding/clotting disorders, psychiatric treatment, sleep disorders)

\_\_\_\_\_  
\_\_\_\_\_

B. ALLERGIES: List any known source of allergies, including environmental allergies and drugs/medications. (insect stings or bites, penicillin, hay fever, iodine, dogs/cats, diphenhydramine)

\_\_\_\_\_  
\_\_\_\_\_

C. FOOD ALLERGIES / DIETS: List any known food allergies or restricted diets that you must follow at Cal-Wood. (peanuts, tree nuts, shellfish, dairy, etc. / vegetarian, vegan, celiac, no pork, kosher, etc.)

\* Cal-Wood aims to accommodate different dietary needs, but strongly restricted diets may require students to supply their own food. \*

\_\_\_\_\_  
\_\_\_\_\_

D. MEDICATIONS: List all medications, their dosage, and their purpose that will need to be taken while at Cal-Wood.

\_\_\_\_\_  
\_\_\_\_\_

E. PHYSICAL LIMITATIONS: List any physical activity from which you need to be excused and for what reason. (ex.: jumping - injured knee, running - severe asthma, climbing - shoulder surgery, etc.)

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ADULT SUPERVISOR RESPONSIBILITIES:

Please read and initial the following responsibilities agreeing that you are capable and willing to complete each of these tasks. Please contact the Lead Teacher as soon as possible if you are unable or unwilling to perform any of these duties.

- \_\_\_ A. I will be at Cal-Wood for the duration of the program.
- \_\_\_ B. I understand that I am a volunteer and will actively participate and be available as needed.
- \_\_\_ C. I understand that there is no compensation for my participation in this program.

Understanding of Program and My Role as a Chaperone:

I have read the information above and I understand the information concerning my role as adult supervisor for the visiting school. I am aware that I will be needed to supervise students. Furthermore, I declare that I do not have any history of child abuse (physical or emotional) and I will be a positive role model to all students during the Cal-Wood school program.

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Signature

Date

Authorization for Medical Treatment

I assume full responsibility for the information provided about my health. I give permission to Cal-Wood staff to call a doctor or emergency medical service and for the doctor, hospital, or medical service to provide emergency medical or surgical care should an emergency arise. It is understood that Cal-Wood staff will make a conscientious effort to locate the emergency contacts listed on this form before any actions will be taken and I will accept the expense of emergency treatment.

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Signature

Date

Photograph Authorization

I agree that any photographs taken by Cal-Wood staff of the participant shall be the property of Cal-Wood and may be used by Cal-Wood at its discretion for any publicity, marketing, evaluation, and advertising purposes, and I hereby consent to and authorize such use without restriction.

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Signature

Date