

Catalina Environmental Leadership Program

Chaperone Information

Please copy and distribute to all chaperones.

School Teacher and Chaperone Responsibilities

In order to assure an appropriate standard of supervision, each school is required to provide at least one, but no more than two, adult chaperones for each CELP Activity Group. (For example, a school with four activity groups should bring between 4-8 chaperones.) **Chaperones should come prepared to participate in all activities.** You do not need to have any experience snorkeling or climbing a wall; you just have to come ready for a learning adventure. **ALL CHAPERONES WILL BE REQUIRED TO SNORKEL WITH THEIR GROUPS!**

CELP instructors and chaperones form a team that aims to provide the best possible learning environment for all students. Our instructors take on primary responsibility for teaching all scheduled activities. School chaperones are expected to support CELP instructors during scheduled activities and provide supervision at all times while at Howlands Landing.

Specifics

Medical Services

- Medical care, such as dispensing medications or caring for sick children, is the responsibility of the visiting group, as are decisions regarding emergency care.
- General supplies such as bandages will be provided but the group is responsible for bringing any necessary over the counter medications. We strongly suggest the following: motion sickness medication (Bonine is a good one), Tylenol/Advil, cold medicine, cough drops/throat lozenges, and insect repellent.
- CELP instructors are lifeguards with First Aid and CPR certification trained to handle emergencies during CELP managed activities.
- Twenty-four hour emergency medical care is available in the city of Avalon and by local Baywatch paramedics.

Scheduled Activity Time

- The CELP staff provides all activity instruction but rely on school chaperones to assist them with group management, discipline and overall safety of the students during activities.
- Chaperones are required to participate in all daily activities. The ocean water will be cold; we use wetsuits and instructor enthusiasm to help reluctant students get excited about snorkeling. The more active and enthusiastic the adult chaperones are, the better the overall experience will be for the students.

Meal Time

- Chaperones need to help students follow all dining hall procedures and expectations. This includes getting to meals on time in support of our kitchen staff.
- Chaperones are responsible for ensuring that students follow camp dining hall procedures. This includes dismissing students after their area has been cleaned.

Free Time

- The CELP staff is off at this time; therefore school chaperones have responsibility for group supervision and organization.
- We encourage chaperones to take advantage of the many options available to a school during free time.

Cabin Time

- Students must be supervised in the cabin areas at all times. There should never be students alone in the cabin or shower area.
- Schools are held responsible for any property or building damages done by their students during their stay.
- Chaperones are asked to help in water conservation efforts by enforcing our one shower a day rule.
- Quiet hours are from 9:30PM to 7:15AM for all participants. Please help to enforce quiet hours, as it will ensure that students get the sleep they need to participate in program activities the following day.
- Students are not allowed to bring food or drinks to camp.

Daily Schedule

7:30AM	Wake Up	5:00PM	Shower Time/ Free Time
8:00AM	Breakfast	6:00PM	Dinner
9:00AM	Morning Activities	7:30PM	Evening Program
12:30PM	Lunch/ Free Time	9:30PM	Quiet Time
2:00PM	Afternoon Activities	10:00PM	Lights Out

*Schedule may change due to hours of daylight

Time Off

- There is a designated smoking area for adult chaperones that smoke cigarettes. This is the only area where smoking is permitted. Smoking is not allowed for any student.
- No alcoholic beverages are permitted.

Staying in Touch

Please allow at least five days for mail delivery from Los Angeles to the island. Please address mail to:

Your Name, Your School
Catalina Island Camps
P.O. Box 5083
Avalon, CA 90704

We have limited phone lines at our site. In the event that there is an **emergency** and someone needs to reach you on the island they may call our mainland office, (626) 296-4040 during business hours and (626) 625-0607 after business hours. **There is no phone available for you to use while at camp.**

The Catalina Environmental Leadership Program takes place at Howlands Landing, the home of Catalina Island Camps. It is a beautiful spot with access to unique and unspoiled plant and animal life. The marine environment provides for some of the best snorkeling on the California coast. In order to maintain a close connection with the natural world we attempt to keep the site in as close to a natural state as possible, while also providing adequate lodging and program facilities. All participants will find the facility clean and comfortable yet also simple and rustic compared to anything you would find in the city. Please be sure that you are prepared for the outdoor experience that awaits you at Howlands Landing before you commit to a chaperone position. With the right attitude, it can be the experience of a lifetime!

WE LOOK FORWARD TO YOUR VISIT TO HOWLANDS LANDING!