

Chaperone Packet

Please copy and distribute to all chaperones.

Chaperone Responsibilities

CELP instructors and school chaperones form a team that provides a safe and enriched learning environment for all students. CELP instructors take on primary responsibility for teaching all scheduled activities. School chaperones are expected to support CELP instructors during scheduled activities and provide primary student supervision during free time.

- Chaperones should come prepared to participate in all activities, learn and have fun
 - Chaperones do not need prior experience snorkeling, hiking or climbing a wall
 - Unless prior arrangements are made, all chaperones are required to snorkel with their groups
 - During program hours, chaperones are asked to assist students with gear, help with student behavior management, and provide additional supervision.
 - Outside of program hours, chaperones supervise students during meals, free time and cabin time
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Medical Care

- Medical care, such as dispensing medications or caring for sick children, is the responsibility of the visiting group. In the event of an emergency, camp directors will assist the school in making arrangements for 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 sunscreen.
- CELP staff members are lifeguards with First Aid, CPR, AED, and Emergency Oxygen certifications trained to handle emergencies during CELP-managed activities.
- Twenty-four hour emergency medical care is available in the city of Avalon and by LA County Baywatch paramedics located in the nearby port of Two Harbors.

Boat Travel

- Chaperones are responsible for the conduct of students while traveling on the boat. Students must remain seated while the boat is underway, be respectful of other passengers, and follow all directions from the Catalina Express or Harbor Patrol staff. Please prevent your students from running while on the boat. Please review the

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. Shirts and shoes are required in the dining area.
- 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. This includes the beach, sports areas, cabins and shower area.

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 into their cabins. Snacks can be kept in the camp office.

Daily Schedule

7:45AM	Breakfast		
9:00AM	Morning Activities	5:45PM	Dinner
12:15PM	Lunch/ Free Time	7:00PM	Evening Program
2:00PM	Afternoon Activities	9:30PM	Quiet Time
5:00PM	Free Time	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 or marijuana products are permitted at any time.

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) 625-0233 after business hours. **Cell service is very limited on the island. Camp phones are available for emergency and school communication.** Phone use for essential personal communication must be prearranged with the camp staff. Visit our website for more info: **www.celp.net**

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!

CELP Packing List

Clothing:

warm jacket (nights are cool)
sweatshirt or sweater (preferably with hood)
rain gear (we will be outside rain or shine)
hiking shoes
tennis, running, or walking shoes
t-shirts
under clothing
swimsuit(s)
jeans or long pants
shorts
warm pajamas
several pairs of socks
hat with brim for sun protection
sandals with a backstrap that can get wet or old gym shoes

Optional Items:

beanie hat, gloves (for colder weather)
inexpensive camera, film
underwater camera
playing cards
writing materials, stamps, pen
books
rashguard
snorkel, mask, fins, wetsuit (CELP **does** provide)
money for store, in small bills (store sells t-shirts, postcards, souvenirs, toiletries, etc.) Store clothing ranges in price from \$12-\$50

Personal Gear:

warm sleeping bag (temps to 45°)
pillow
towels (**1 bath, 1 to 2 beach**)
sunglasses
day pack
soap, shampoo
toothbrush, toothpaste
sunscreen
lip balm with sunscreen
flashlight

Rain Gear: It does rain on Catalina!

Rain Gear (raincoat, waterproof pants and/or plastic poncho)
Extra Sweatshirt or Sweater
Extra pair(s) of socks

Not Recommended:

iPods, iPads, mp3 or CD players, etc.
cell phones, laptops, DVD players,
expensive clothing, jewelry, etc.,
food, drinks, candy, gum (camp has a no gum policy)

Summer and Family Programs

Jean-Michel Cousteau Family Camp: A five-day retreat of adventure, discovery and fun camp activities with Jean-Michel Cousteau and his staff on Catalina Island. For information, call (626) 296-4040, email info@catalinaislandcamps.com or visit www.catalinaislandcamps.com/our-programs/jean-michel-cousteau-family-camp/

Catalina Island Camps Summer Program: Resident camp for boys and girls ages 8-16 that provides unique opportunities for children to develop life-long skills in a fun and cooperative group living environment. For information, call (626) 296-4040, email info@catalinaislandcamps.com or visit www.catalinaislandcamps.com

Chaperone Health Form

This form will be used by medical professionals in the event of an emergency. Please take the time to fill it out thoroughly and completely.

School _____

Chaperone Name _____ Birth Date _____

Street Address _____ City, State, Zip Code _____

Emergency Contacts

Name/relation _____ Phone 1 _____ Phone 2 _____

Name/relation _____ Phone 1 _____ Phone 2 _____

Important Health Information:

For the following categories, please describe pertinent medical history and any restrictions, treatment, or special accommodations required on site. Use the back of this sheet as needed.

Allergies (food, medication, bee stings, etc): _____

Physical restrictions (injuries, disabilities, etc): _____

Social/Behavioral (phobias, anxiety, etc): _____

Any medication currently taken (prescribed & over-the-counter): _____

Other medical conditions (diabetes, asthma, heart conditions, etc): _____

Dietary restrictions (vegetarian, kosher, etc.): _____

Insurance Information

Name of Your Insurance Company _____ Policy # _____

Address of Insurance Company _____ Phone # _____

Authorization

The information on this form is correct and complete as far as I know. The person herein described has permission to engage in all CELP activities except as noted. I hereby give permission to the personnel at CELP to provide routine health care and seek emergency treatment including ordering x-rays or routine tests. I agree to the release of any records necessary for insurance purposes. I give permission to the camp to arrange necessary related transportation. In the event I am unable to provide consent in an emergency, I hereby give permission to the physician selected by the camp to secure and administer treatment including hospitalization for myself.

Signature _____

Printed Name _____ Date _____

This original form will be kept on file at CELP

Catalina Environmental Leadership Program
Allergy/Food Intolerance Form

You will be sent a link to fill out this form ONLINE. Please submit form ONLY if there is an allergy or food intolerance that requires advance planning and/or special meal preparation.

Chaperone Name: _____

School: _____

If we have further questions about this allergy/food intolerance, how can we contact you:

Please provide as much detail as possible when completing this form. An allergy is an immune system response to a substance known as an *Allergen*. For example, allergens can be foods, insects, medication and plants. A food intolerance is an unpleasant digestive response to a food.

Please list any known allergies:

What is the reaction to the allergen(s)? (For each one, please give as much detail as possible)

What treatment should be provided if exposed to the allergen?

Any EpiPens, inhalers or emergency medication will be the responsibility of the school. Chaperones must know the location of EpiPens, inhalers, or emergency medications at all times.

If the allergen is food, what would be the reaction if you:

- Touched the food: _____

- Ingested the food: _____

- Ate items processed in the same factory as the allergen: _____

Please list any known food intolerances and provide information as to how the intolerance is managed.

We will do our best to accommodate your allergies. If the allergy is complex, requires an entirely different diet or is extremely severe, we may ask that you provide food for the duration of your trip. **If you have any questions or would like more information please contact a CELP Director at wellness@catalinaislandcamps.com or call (626) 625-0233.**