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<http://www.packforest.org/mtrainierinstitute/>

Dear Chaperone,

Thank you for volunteering to participate in residential environmental education program at Mount Rainier Institute. Without your support, enthusiasm, and participation, this program would not be possible. This letter, along with information provided by the school you will be working with, will help you to prepare for your experience at Mount Rainier Institute.

The program begins immediately after the students have unloaded their baggage from the bus. Following an opening activity, students are oriented to the program and to the rules that will be in place while they are at the Mount Rainier Institute. Teachers and chaperones have a separate orientation that is focused on program logistics and general Mount Rainier Institute information. The Mount Rainier Institute recognizes that each school works with its chaperones in different ways. If you have questions or concerns, this orientation is the ideal time to voice them.

You should be aware are the following program specifics.

- 1) You will be responsible for supervision of students in the cabins and on trails. Gentle discipline of students will sometimes be required of you during the program and during the evening hours when Mount Rainier Institute staff will not be available. If you are prepared for this it is generally easy to prevent any problems before they start. Discipline procedures are clearly defined in the orientation meetings so that there should be no disagreement about what constitutes appropriate or inappropriate behavior.
- 2) Safety procedures in case of emergency will be discussed during the adult orientation meeting. Should you need them, emergency services are available 24 hours per day through the Pierce Co. Emergency services located within 6 miles of the Mount Rainier Institute's main campus at Pack Forest. Instructions for what to do in case of emergency are clearly posted in each cabin and in the Dining Lodge.
- 3) Your enthusiastic participation throughout the program is essential to its success. Immersion in the Mount Rainier region's ecosystems will allow the students to absorb an amazing amount of information and to have fun while doing it. Your encouragement and assistance of the students in this experience will help them to get the most out of the program.

Once again, thank you very much for your generosity with your time. If you have any questions please contact the school or the Mount Rainier Institute at (253) 692-4161. The staff of Mount Rainier Institute is looking forward to working with you.

Sincerely,

John Hayes
Director

Guidelines for Chaperones

Thank you so much for volunteering to supervise students at Mount Rainier Institute. Without your commitment and effort, we would not be able to offer this learning opportunity to your children. Below you will find guidelines that we hope will make your job much easier. These guidelines are designed to keep students safe, secure, and add to their learning experience:

Students are to be supervised by an adult at all times. It is also imperative that you are never alone with a student.

You may want to call a student meeting with your cabin at the first opportunity to meet the students and go over do's and don'ts. This is a good time to talk with your cabin about cabin time, free time, and your school's medication procedures. Be aware of other rules as indicated in the Student Expectations and your school's administration.

Cabin Time

Assign children who have problems with sleep walking and bed-wetting to lower bunks (Note: the school leader may have done this already.)

Lights must be out and the cabin quiet from 10:00 p.m. to 7:00 a.m. Don't let students stay up later or get up earlier for any reasons other than to use restrooms.

Food is not allowed in the cabins in order to discourage rodents and other unwanted guests.

For safety concerns, do not permit rough play, running, rowdy behavior, or more than one person on the top bunk in the cabins.

Students are expected to respect other people's belongings and materials. Make sure there is no fighting or hitting. Students should stay in their own cabin and never enter the cabins or rooms of the opposite sex unless invited and there is an adult present.

Please help us keep the students from writing or carving on beds, walls, or dressers. The cost of any damage will be passed on to your school or to the student's family.

Be mindful of students sharing ghost stories or other scary stories. These can work against our goals and reinforce unhealthy fears and anxieties.

Please nominate and remind students who are scheduled for Kitchen Patrol to meet their leaders 15 minutes before each meal at the dining hall.

Help us conserve energy by turning down the thermostat when we are not in the cabins, and making certain all lights are off when cabins are not in use.

General Guidelines

Cell phones are to be used by adults only. Do not let students call home, unless approval has been given by your school's leader or a Mount Rainier Institute staff member. Our experience is that a student calling home is disruptive and not helpful.

Evening supervisors who aren't staying for the daytime program should arrive by 6:30 p.m. and stay until 8:00 a.m.

Smoking/vaping is not permitted inside any building or in the presence of students. Smoking/vaping is allowed only in designated areas. Please clean up after yourself. *(Continued on next page...)*

(Guidelines for Cabin Supervisors continued...)

If you have problems with the facility, please notify Mount Rainier Institute staff.

Leave your car parked in the designated lot unless you are loading or unloading. Cars that are not parked appropriately are subject to ticketing.

Meal Procedures

We appreciate your assistance in making meals a pleasant time for everyone. Your help in facilitating these procedures with the students will do much to enhance your group's experience at Mount Rainier Institute

Only one person may be up from the table at a time. If someone else is up, wait until they return. The adult at the table should remind students of good manners, and keep conversation and behavior appropriate to mealtime. Also encourage students to thoroughly clean up and regulate the amount of students up from the table during this time.

We have a food waste program at Mount Rainier Institute. This program is in place in order to create more awareness around how much food initially goes onto your plate. This is not a competition but simply a mindful activity to draw attention to ways we can have less impact on the earth by creating less waste.

Discipline

Mount Rainier Institute will work cooperatively with school professionals and chaperones to insure a safe and positive learning environment for all students.

Any event of unacceptable behavior will result in the following:

Warning 1-Mount Rainier Institute staff or teacher or adult chaperone talks to student

Warning 2-The student and the adult issuing the strike talks to the lead teacher and Mount Rainier Institute's Director. The parent/guardian of the student is phoned at this time to make them aware of the issue.

Warning 3-The student is withdrawn from activities, asked to notify their parents or guardians to pick them up.

Serious infractions such as fighting, having weapons, or illegal substances will result in immediate dismissal and possible prosecution.

The warning policy is Mount Rainier Institute's basic discipline policy. However, we advise all teachers and chaperones to develop a behavioral code of conduct agreement with students prior to visiting the Mount Rainier Institute.

Teachers, please review this policy with parents, chaperones and students before attending Mount Rainier Institute.

It is the guardian and school's responsibility to arrange for transportation for students that are sent home from Mount Rainier Institute.

Health, Safety, and Emergency Care Procedures

Mount Rainier Institute responsibilities:

The health and safety of our participants is the number one concern of Mount Rainier Institute staff. Our staff receives training and certification in basic first aid and CPR. During the program, Mount Rainier Institute staff will carry cellular phones, radios, and first aid kits. Please be sure to have information about any further insurance coverage required by

your school system. Safety procedures in case of an emergency will be discussed during the adult orientation meeting. Should you need them, emergency services are available 24 hours a day through Pierce County EMS. They are located within 6 miles of Mount Rainier Institute's main campus at Pack Forest.

School/Group responsibilities:

- **Have at least one vehicle on-site for emergency use at all times.**
- **Assign one adult to coordinate and supervise medications needed by the students.**
- **Have one copy of the STUDENT HEALTH AND PERMISSION FORM prepared for each participant. This form MUST be completed and SIGNED upon arrival at the Mount Rainier Institute for each participant.**
- **STUDENTS WITHOUT A COMPLETE AND SIGNED HEALTH AND PERMISSION FORM WILL NOT BE ALLOWED TO PARTICIPATE IN THE PROGRAM.**
- **Listen to health and safety information that will be given during the adult orientation meeting at the beginning of your stay.**
- **Distribute the "Letter to Parents/Guardians" with emergency phone numbers at Mount Rainier Institute.**

Chaperone What to Bring

It is important to remember that you will be outdoors as much as possible during your stay at the center, so it is necessary that you come prepared. If you do not have some of the items **don't think that you need to buy them;** you should substitute, improvise, or talk to your teacher.

Prepare for the weather; it can be warm, cold, windy, rainy, sunny, or snowy in the Mount Rainier region.

Remember that you will be carrying your own luggage, so do not bring more items than you can carry.

- 1 small backpack
- 1 to 2 plastic 1-liter water bottles (can be emptied pop bottles)
- Rain Gear (winter coat if appropriate)
- 1 hat (appropriate for season)
- warm gloves, scarf, etc. for cooler temperatures
- 4-5 pairs of socks
- 2 extra sweaters or sweatshirts
- 2-3 shirts, at least one long-sleeved
- 2 pairs long pants
- shoes that can get muddy
- extra shoes and a bag for the wet ones
- pajamas
- sunscreen
- bug spray
- lip protectant (ChapStick, Blistex, etc.)
- 1 towel and washcloth
- soap, toothbrush, toothpaste
- comb or brush
- Travel Coffee/Tea Mug
- sleeping bag or rolled up blankets and pillow
- extra plastic bags for wet shoes and dirty clothes

Optional Items

- camera
- binoculars
- reading books cabin games for kids

Mount Rainier Institute
ADULT HEALTH AND ASSUPTION OF RISK FORM (page 1 of 2)

A Health and Permission Form must be completed for each participant attending the Mount Rainier Institute (MRI) programs. No participant will be allowed to participate in Mount Rainier Institute programs or activities without a completed and signed form on file.

Please type or print

Name of School (if applicable): _____ **Date:** _____

Participant's Name: _____

Birth Date: _____ Age: _____ Sex: M ___ F ___

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone () _____ Cell () _____

E-mail: _____

In an emergency notify:

Name: _____

Work Address: _____ City: _____ State: _____ Zip: _____

Phone () _____ Cell () _____

Insurance Co.: _____ Policy Number: _____

Phone () _____

Health History (To ensure that you have the most positive experience possible, it is important for Mount Rainier Institute staff to know any medical issues that may impact your experience, or that may arise during the program. Please answer the questions listed below-Attach additional sheets as necessary)

Allergies: (insect stings, medications, hay fever, asthma, other. Please list severity of condition and treatment, (i.e. ice, prescription, over-the-counter medications).

Dietary Restrictions: (Please list food allergies, reaction to food, and any treatment used; also list any religious or vegetarian restriction or requirements).

Continued on the back

(page 2 of 2)

Health and Permission Form continued

Participant's Name: _____

Name of School: _____

Medications: Please list any medications that will be taken while at Mount Rainier Institute:

Please list any serious or chronic medical conditions; or recent illness/surgery that may impact your participation.

Name of family physician: _____ Phone: _____

MEDICAL AUTHORIZATION AND RELEASE STATEMENT (agreement, indemnification, and assumption of risk)

The health history is correct so far as I know.

I acknowledge that there are risks inherent in any outdoor program, including but not limited to injury or death arising from: participation in sports; participant's failure to follow instructions of supervisors; hiking & backpacking; snowshoeing; service and research projects; and wildlife and nature observation; communicable illness; and independent acts of third parties not under the control of supervisors. I acknowledge that all risks cannot be prevented, and assume those beyond the control of the University of Washington staff. I represent that I am able, with or without accommodation, to participate in the Mount Rainier Institute program. Should I require emergency medical treatment as a result of accident or illness arising during participation at Mount Rainier Institute, I consent to such treatment. I acknowledge that the University of Washington does not provide health and accident insurance for Mount Rainier Institute participants and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment.

(Please check one)

- I hereby grant Mount Rainier Institute the right to photograph me and use the photo and/or other digital reproductions of me or other reproductions of my physical likeness or work samples for publication processes, whether electronic, print, digital or electronic publishing via the Internet.
- Please do not photograph me.

Signature _____ Date _____

No, I do not want to receive information about Mount Rainier Institute in the future.

Mount Rainier Institute

Participant Dietary Restrictions



Complete this form ONLY if you as a participant or your child has a dietary restriction.

Please email this form at least 2 weeks prior to your arrival to Amy Wilson at amy13@uw.edu.

At Mount Rainier Institute, we strive to accommodate dietary restrictions to the greatest extent possible. Please list dietary restrictions on the permission slip and on this form. Include any food allergies, reactions to food and the appropriate treatment to be used.

If the restriction is for a medical reason, please be very specific in describing the extent of the restriction. For example, if the participant is allergic to eggs, is it just eggs as a dish (such as scrambled eggs) or does it include casseroles, breads, cakes, etc. that include eggs in the recipe? If the participant takes medication for the food allergy, can the food be eaten as long as the medication is taken? The more information we have, the better we can meet your needs.

Participant Name: _____ School: _____

Dates of Attendance: _____

Please List any **food allergies**, reaction to food, and appropriate treatment to be used here:

If the participant listed on this form is allergic to nuts please check the appropriate boxes below:

Reaction occurs if nuts are:

This participant **MAY** eat products that:

- Ingested
- Inhaled
- Touched

- Are produced in the same factory as nut products so long as there are no nuts listed in the ingredients list.

Please indicate if the participant on this form has a **dietary preference** below:

- Vegetarian
- Vegan
- No Pork
- No Red Meat
- Other: _____

Would you like to be contacted by our Food Service Coordinator? Yes No If yes, please provide the following:

Name: _____ Phone: _____ Email: _____

If you have concerns about the diet of the participant, please feel free to discuss the situation with Mount Rainier Institute's food service department at (253) 692-4171 or (253) 692-4170.

Food is ordered a week before your visit to Mount Rainier Institute. In order to accommodate your needs. **WE MUST RECEIVE THIS FORM AT LEAST 2 WEEKS BEFORE YOUR ARRIVAL DATE.** Please also note any allergies or dietary preferences on the health form that is returned to the teacher.