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253-692-4161
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www.rainierinstitute.org

Dear Chaperone,

Thank you for volunteering to participate in overnight 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. Gentle discipline of students will sometimes be required of you during the program and during the evening hours when Mount Rainier Institute staff are not be available. If you are prepared, 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 are 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 posted in each cabin and in the Dining Lodge.
- 3) Your enthusiastic participation throughout the program is essential to its success. We hope to both learn and have fun. 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.. 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

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

Students must sleep in bunkbeds so that their heads are as far away as possible (head-to-toe). Windows are left partially open to allow for air flow.

Assign children who have problems with sleepwalking 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.

Meal procedures may be different during COVID. You will be briefed about special meal procedures prior to arrival or at the orientation meeting.

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 Packing List

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. It is suggested to pack your backpack and luggage as follows;

BACKPACK

- 1 – 2 plastic 1-liter water bottles
- Rain coat and pants
- Sunscreen
- Sack lunch for the first day**

- Winter coat if appropriate
- COVID Masks
- Lip protectant (optional)

OTHER

- Bag for dirty clothes
- Plastic bag for wet shoes
- Travel coffee/tea mug

OPTIONAL ITEMS

- Binoculars
- Camera
- Flashlight
- Reading books

LUGGAGE/DUFFLE BAG

BEDDING AND HYGIENE

- Pillow
- Sleeping bag or blankets (during COVID window may be left open for air circulation. Consider bringing extra warm sleeping bags or blankets).
- 1 Bath towel and washcloth
- Comb or brush
- Soap, toothbrush, toothpaste

- Shower shoes *Optional*

- Bug spray *Optional*

CLOTHING

- 5 - 6 Pairs of underwear
- 5 – 6 Pairs of socks
- 3 - 4 Shirts, at least one long-sleeved
- 2 Extra sweaters or sweatshirts
- 3 Pairs of long pants
- 2 Pairs of shorts (if appropriate for season)
- Pajamas
- 1 Hat (appropriate for season)
- Warm gloves, scarf, etc. for cooler temperatures

FOOTWEAR

- 1 Pair of shoes/boots that can get muddy (Waterproof is preferred but not required)
- Extra shoes

NOTE ABOUT FOOTWEAR: We will be hiking each day at Mount Rainier Institute. Please bring sturdy tennis shoes or boots that can get wet or muddy. These shoes should have been previously broken in by the wearer and have decent foot and ankle support. This will help us greatly in avoiding blisters.

MOUNT RAINIER INSTITUTE-UNIVERSITY OF WASHINGTON
ACKNOWLEDGMENT OF RISK AND CONSENT FOR TREATMENT FOR ADULTS PARTICIPATING IN
MOUNT RAINIER INSTITUTE

This form must be typed or completed in **ink** for all participants attending the Mount Rainier Institute programs.
For questions contact the Mount Rainier Institute Director* 253-692-4161*jhayes90@uw.edu

Participant's Name: _____ Program Date(s): _____

Age: _____ Gender: _____

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

Evening Phone _____ Cell Phone _____ Email: _____

Emergency Contact

Name: _____ Relationship to Participant: _____

Evening Phone _____ Cell Phone _____ Email: _____

Do you have any dietary restrictions? (allergies, intolerances, diabetes, religious, vegetarian, or other dietary restrictions/requirements).

NO, I do not have dietary restrictions

Yes, I have dietary restrictions

IF YOU ANSWERED YES, PLEASE COMPLETE THE DIETARY RESTRICTIONS FORM IN ADDITION TO THIS FORM.

Are there any medical concerns Mount Rainier Institute should be aware of that may affect your ability to participate in the program (example, diabetes, heart conditions, allergies, asthma, physical limitations). Please describe below:

Mount Rainier Institute Students are actively engaged in outdoor activities at the University of Washington's Pack Forest and Mount Rainier National Park. Activities vary from program to program and may include but are not limited to participation in outdoor games of physical in nature; hiking on trails and rough terrain; snowshoeing; stewardship projects (for example plant removal and trail maintenance); research projects; camping in tents; stays in cabins or other lodging facilities; and campfires. The activities involve the use of a variety of educational and science measurement tools. Some programs involve travel in approved buses chartered by the University of Washington. Risks inherent in these activities include bodily injury or illness due to exposure to infectious diseases, including COVID-19; environmental risks and hazards; insect stings and bites; exposure to allergens including food allergens; and unpredictable forces of nature, including rapidly changing weather conditions.

ACKNOWLEDGMENT OF RISK AND CONSENT FOR TREATMENT

I acknowledge that there are certain risks inherent in this program, including but not limited to those indicated above. I acknowledge that not all risks can be prevented and I assume those risks beyond the control of the University staff. I represent that I, with or without accommodation, am able to participate in this program, am able to use the equipment and/or supplies described above, and have obtained any required immunizations.

Should I require emergency medical treatment as a result of accident or illness arising during the activity, I consent to such treatment. I acknowledge that the University of Washington does not provide health and accident insurance and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment. I will notify the activity leader in writing if I have medical conditions about which emergency medical personnel should be informed.

Signature (please print and sign)

Date

Print Name

PRIVACY CONSENT FORM-UNIVERSITY OF WASHINGTON-MOUNT RAINIER INSTITUTE

The University of Washington ("UW"), an agency of the State of Washington. As described in the Privacy Notice (available at <https://www.washington.edu/online/privacy/>) certain uses of personal data require your consent.

Communications about other UW Youth Programs

Mount Rainier Institute would like to use your **registration and contact information** (such as name, address, phone number, email address, program in which participant is involved, etc.) to send communications about other UW Programs that may be of interest to you.

You may withdraw your consent at any time by using the unsubscribe link at the bottom of emails, etc. If you withdraw your consent, we will not send any communications in the future. Withdrawn consent cannot apply to past communications.

Yes, I give my consent **NO, I do not give my consent**

Sharing, Featuring, and/or Publishing Photographs, Audio Recordings, Video Recordings, and/or Content Created in a UW Program

Mount Rainier Institute would like to use **photographs, video recordings, audio recordings, and/or content created in our program** that identify or can identify the participant. photographs, video recordings, audio recordings, and/or content created in our program will be captured and/or created during the program.

The personal data described above may be

- shared with funders, in requested and optional reporting to demonstrate the impact of the program.
- published in Mount Rainier Institute print materials, to promote MRI education programs. The materials will be public. Once published, personal data contained in the publication may remain public indefinitely.
- featured on the Mount Rainier Institute's website and social media platforms (Facebook, Instagram) to promote the program, recognizing outstanding work, and raising the awareness of outdoor education. The website and social media platforms are public. Once featured, personal data visible on the website and social media platforms may remain public indefinitely.

By checking the box below, you grant permission for the UW to create recordings of the image, likeness, and/or voice of the participant ("Recordings") in connection with the participant's involvement in Mount Rainier Institute. You agree the Recordings may take the form of photographs, films, video and audiotapes, CD-ROMs, DVDs, digital files, and/or any other media now known or later developed. UW may use the Recordings at UW's discretion. You understand that UW's use of the Recordings may include, but not be limited to, the activities described above. You understand that you will be not paid for any uses made of the Recordings pursuant to this grant of permission. You waive the right to inspect or approve of the uses of any printed or electronic copy.

You acknowledge that UW exclusively owns all rights to the Recordings, including but not limited to, any copyright or trademark rights associated with the Recordings. To the extent the Recordings include any content created by the participant as part of the Mount Rainier Institute such as drawings, writings, projects, artwork, and other works or creations ("Content"), you, hereby grant UW a non-exclusive, perpetual, worldwide, royalty-free, and unlimited license to use, reproduce, distribute, display, and perform, any Content. UW is also granted a non-exclusive, perpetual, worldwide, royalty-free, and unlimited license to create derivative works in any media, now known or later developed, from any content, and any clips or portions thereof. UW shall own such derivative works; however, in any instance where UW is deemed not to own such derivative work, you hereby grant UW a license to the derivative works on terms identical to its license granted above.

You hereby waive all rights and release UW from, and shall neither sue nor bring any proceeding against any such parties for, any claim or cause of action, whether now known or unknown, for defamation, invasion of the right to privacy, publicity, or personality or any similar matter, or based upon or relating to the use and exploitation of the Recordings.

You may withdraw your consent at any time by emailing jhayes90@uw.edu. If you withdraw your consent, we will not engage in the activities described above in the future. A withdrawn consent will not apply to past personal data processing.

Yes, I give my consent **NO, I do not give my consent**

By signing below, I confirm that:

- I have read and understood the Privacy Notice for UW Programs available at <https://www.washington.edu/online/privacy/>
- I understand that I am not required to give my consent; and
- I agree to the processing described above for which I marked "Yes, I give my consent"

Signature (please print and sign)

Date

Print Name

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 amye13@uw.edu.

At Mount Rainier Institute, we strive to accommodate dietary restrictions to the greatest extent possible. Please list dietary restrictions 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.

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

This participant **MAY** eat lactose products that:

- Are baked into bread, cakes, cookies
- Are on/in pizza

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 your child's diet, 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.**