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Dear Chaperone,

Thank you for volunteering to participate in overnight outdoor school 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.

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 of 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.
- 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 can be left partially open to allow for airflow.

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 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 (KP) 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 guardians and/or 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 priority 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

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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.