

TEACHER PLANNING INFORMATION

Teacher and Chaperone Guidelines:

1. There must be a minimum of 2 adult chaperone for each trail group and a minimum of 2 adult chaperones to supervise each cabin. *The Cahaba Environmental Center desired adult to student ratio is 1:8.
2. One chaperone must drive separately so a vehicle will be at the environmental center in the event that a student must leave early or an emergency should occur.
3. Because teachers and chaperones are responsible for student supervision, we expect that teachers and chaperones will refrain from drinking alcoholic beverages during the entire Cahaba Environmental Center session and, as such, no alcohol is allowed in the cabins or on property. Additionally, tobacco use is not permitted inside any of our buildings.
4. We expect that all adults have undergone appropriate screening regarding the school's and state's policies regarding child protection. All adults should be trained to minimize the potential of being in a one-on-one situation with a child that is not their own. The CEC policy adheres to the "Rule of Three."

Teacher and Chaperone Responsibilities:

1. **Be a positive role model** – Arrive at the Cahaba Environmental Center ready to participate with enthusiasm and a good attitude. Remember that your main role at Cahaba Environmental Center is to provide supervision and interact with ALL students.
2. **Overall preparedness** – Help students be prepared for all activities; several reminders will be needed
3. **Field Study** – Participate fully in lesson activities and follow the lead of the instructor. Assist in reinforcing the instructor's behavioral expectations and encourage active participation by all students in the group. Teachers and chaperones should be able to hike 2-5 miles each day and should be prepared to spend the entire day in the elements.
4. **Medications** – Depending on your school's policy, teachers and/or chaperones may be required to distribute student medications. Cahaba Environmental Center staff are unable to distribute student medications.
5. **Meal times** – Help our staff facilitate an orderly mealtime; assist staff with crowd control and dining hall rules. Assist students and staff with dining hall clean up after meals.
6. **Free time** – **Teachers and chaperones are solely responsible for supervising students during free time: 5:00-6:00 p.m.** Free time areas include the playfield and cabins. During this time we ask that teachers act as transporters for students between these locations.
7. **Cabins** – Supervise students in cabins and enforce lights out. Students are not allowed in cabins unsupervised.
8. **Check out** – Assist students with cabin clean up on the last day. Students may only head to breakfast after they have swept and tidied rooms and packed up their luggage.
9. Please bring an alarm clock, a watch, and a flashlight.

Student Guidelines:

1. All students are expected to participate in the hikes and daily activities unless physically ill. If a student is ill, they will be supervised by teachers or chaperones, or their family will be called to pick them up.
2. Students must stay within Cahaba Environmental Center boundaries at all times.
3. Students will be responsible for keeping rooms and grounds clean.
4. No weapons (including knives), candy, or gum are allowed at the Cahaba Environmental Center. Teachers from each school will determine the electronic policy.
5. Quiet time is 10:00 p.m. to 7:30 a.m. Time for lights out will be selected by the lead teachers. We recommend 10:00 p.m. at the latest, typically earlier for younger students.
6. The teacher will make cabin assignments prior to arrival at the Cahaba Environmental Center; only those students assigned to a cabin are allowed inside that cabin.
7. **Absolutely NO food or drinks (except water) are allowed in cabins.**

CEC TEACHER CHECKLIST

***Teachers, please use this checklist to ensure your school group's information is received by the CEC staff well in advance of your arrival.

As soon as possible

- Submit your Program Contract (page 15) (as well as a deposit)
- If desired, arrange a parent meeting at your school (CEC staff will be happy to attend at an additional fee.)
- Begin to recruit physically-active chaperones (at least one for every field group)
- Arrange transportation
- Collect a deposit from students to secure their spot on the trip (suggested)

2 Months Prior to your Arrival

- Submit your *Pre-Trip Questionnaire* (pages 16-17) to your program coordinator
- Photocopy and send out *Parent Letter*, *Participant Information and Release* forms and *Equipment Checklist* to students
- Schedule a student pre-trip visit for your class with your program coordinator
- Continue collecting payments from students and chaperones

1 Month Prior to your Arrival

- Select chaperones and send them chaperone letters and chaperone role information
- Collect forms and final fees from students and chaperones. Teachers and chaperones also need to fill out *Participant Information and Release forms*.
- Check that *Participant Information and Release* forms (pages 23-24) are completed, signed on the back, and have accurate medical and dietary information. (Students with incomplete forms cannot stay at the Cahaba Environmental Center.)
- Confirm final participant numbers with your program coordinator

3 Weeks Prior to your Arrival

- Arrange with your school's finance office to write a check or purchase order for the total amount of your trip
- Ensure that the completed *Participant Information and Release (PIR)* forms for students, chaperones, and teachers – with coversheet (pages 18, 23-24) – have arrived at the Cahaba Environmental Center.

2 Weeks Prior to your Arrival

- Mail the check or purchase order for the total amount of your trip to the CEC
- Submit the following information to your program coordinator:
 - Completed Trail Group form (pages 19-20)
 - Completed Cabin Assignment forms (page 21)
- Confirm bus transportation arrangements, give schedule and directions to bus driver
- Make copies of the following to bring to the Cahaba Environmental Center for your personal use:
 - *Participant Information and Release* forms
 - *Trail Group and Room Assignment* forms
- Meet with the chaperones:
 - Share trail group and room assignments with chaperones
 - Discuss *Chaperone Responsibilities* (page 13) with chaperones
- With Students:
 - Discuss expected academic goals and behavior expectations. Discuss consequences for students who do not follow behavioral expectations
 - Go over clothing and equipment list, answer questions, and contact Cahaba Environmental Center staff if you expect to need to borrow any items for your class

Arrival Day at the Cahaba Environmental Center

- Make sure each student and chaperone has:
 - Daypack: with water bottle, raingear and extra layers for cold weather
 - Separate bag with everything else on the equipment checklist
 - Remind students NOT to bring weapons (including knives), extra food, candy, gum, etc.
- Bring completed, signed *Participant Information and Release* forms for all participants (for your own use)