



Blue Ridge Outdoor Education Center  
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Experiential Environmental Education

Dear Chaperone,

Thank you for agreeing to join your students on a fun and educational adventure! The following information is provided to help your stay at the Blue Ridge Outdoor Education Center (BROEC) be as safe and enjoyable as possible. Our program is designed to benefit all participants, so we encourage you to become involved with the classes and other activities. As much as we hope the time you spend with us is relaxing and fun, it is NOT a vacation. We will put you to work. Please read this letter carefully so that you understand your role and responsibilities in the BROEC community. Also, since medical emergencies can happen to anyone, please fill out our medical form and give it to the lead teacher/trip leader.

#### DORM SUPERVISION

One of the chaperone's main responsibilities is dorm supervision. You will be in charge of as many as twelve girls or boys in a dorm and will function as parent, police, and role model.

Please be sensitive to the needs of your children. Many of them may be away from home for the first time. Some may need definite limits set and enforced. Many of them will follow your example in their reaction to responsibilities such as dorm clean-up, quietness, or bedtime. Check with the teachers to learn of any special needs to consider in settling your group.

Do not allow reckless or irresponsible behavior in the dorm; people get hurt and facilities get damaged when children are rowdy and/or unsupervised.

Upon arrival, a staff member will lead all students and chaperones in a short dorm orientation talk. At the first opportunity, you should sit down with your dorm group and discuss specific concerns. The more involved your students get in policy making, the more agreeable they are to those policies. The following is a list of suggested topics:

Introductions	Storage of clothes and supplies
Shower schedules	Lights out time
Morning clean-up	Appropriate behavior

It is mandatory that every dorm be supervised by an adult throughout the night. Chaperones also need to supervise during transition times, recreation time, and after the evening program. Chaperones are responsible for the safety of the children at these times.

Evening classes generally conclude ~9:00 p.m. Students and chaperones are to go back to their dorms at this time and prepare for bed. By 10:30 p.m., lights should be out and students should be quiet. The days will be packed with learning and they will need their rest.

CHAPERONE LETTER

### ABOUT YOUR DORM

Each dorm has 13 single beds, a bathroom (with 2 sinks, 2 toilets, and 2 showers), and heat and fans. A diagram and photos may be accessed at: [www.blueridgeoec.com/facilities](http://www.blueridgeoec.com/facilities).

Students should not go to their dorm without a chaperone, and they should not go into dorms other than their own.

There is no food, candy, or gum allowed in the dorms because these attract insects and animals as well as contribute to litter problems.

Please be conscious of turning off lights and keeping the doors of the dorms shut. Some find it helpful to assign one student this duty. Please close all windows and doors before turning on heat. Only adults should adjust the thermostats. Nothing but toilet paper should be flushed, please! There are trash receptacles in the bathrooms.

### OTHER SUPERVISION REQUIRED

Transition Time – After lunch and before and after dinner, we have time scheduled for students to use the bathrooms, wash hands, and if needed get clothes for an activity. It is essential that you both supervise and keep kids moving during these times so we can start our classes on time.

Dining Hall -- Unless otherwise stated, mealtimes are 8:00 a.m., 12:15 p.m., and 6:00 p.m. Ten minutes before the meal starts, the bell will ring to bring everyone into the Community Meeting Area. A BROEC staff member will dismiss adults first and we ask that you please sit one chaperone or teacher to each table to supervise and chat with the students. Proper manners should be emphasized.

Classes -- You are invited and encouraged to participate in all classes and activities. If you are a parent of a son or daughter on the trip, we ask that you NOT be placed in his or her field group. Please be aware that the students are looking to you to as an example of how to behave in classes. Your positive enthusiasm spills over to them!

Recreation Time – Chaperones are in charge of supervision during recreation time, which is after the afternoon class and before dinner. All students should remain in the courtyard area, unless being directly accompanied by a chaperone to and from their dorm.

### DORM CLEAN-UP

On the final morning, the following clean-up procedures should be done in the dorms by the students:

- Pack all belongings and carry luggage down to the parking lot.
- Sweep the dorm and bathroom floors.
- Pick up any trash and put in the trash can.
- Check for lost-and-found items.

If the entire group contributes, this task can be done in about 30 minutes, but your supervision is necessary.

#### OTHER BLUE RIDGE POLICIES AND PROCEDURES

- No radios, electronic games or similar devices. Part of the Blue Ridge experience is to enjoy spending time with each other and the outdoors.
- Everyone must wear shoes at all times. Poison ivy, sharp rocks, snakes, and scorpions are a few of the hazards of bare feet. Shoes may be removed in the dorms. Flip flops and Crocs are not allowed at any time.
- All medicines must be given to a designated teacher.
- The use of alcoholic beverages and illegal drugs are forbidden.
- Smoking is not allowed in any building at BROEC and smoking areas all have receptacles for cigarette butts.
- Use of the phone by children is not allowed without permission from a school teacher or the BROEC director. Phones (phone card calls only!) are located in Walker Lodge. Also, please be aware that your cell phone will probably not get reception at BROEC. Please use cell phones only for emergencies, as they distract from class. There is a guest WIFI account that you may be able to access the internet from your phone or computer. This can be done in an area designated by BROEC Director to be out of sight of students. We are asking the students to be unplugged during their trip to BROEC, the best thing that we as adults can do is model this for the students.

We hope your time at BROEC will be enjoyable, educational, and a very rewarding experience. At any time during your stay here, please do not hesitate to approach any of our staff with a question or request for assistance. We look forward to seeing you!

Sincerely,

Blake Burks  
Director

Here is a copy of the packing list we sent out to students, so you are aware of what they should have with them and what they should not have:

**PACKING CHECKLIST:**

- \_ 1 sleeping bag or bed roll (sheets and 2 blankets), pillow
- \_ 1 pair of old jeans per day
- \_ 1 pair of shorts per day
- \_ 2 tee-shirts per day
- \_ 1 heavy shirt (1 per day in cold weather)
- \_ 1 sweater or sweatshirt
- \_ 1 warm jacket (cold weather)
- \_ 2 pairs of sneakers (one that can get wet – Chacos and Tevas with a secure heel strap are acceptable to use as water shoes). All footwear **MUST** have a secure heel strap. Flip flops and Crocs are not allowed at any time at Blue Ridge Outdoor Education Center
- \_ 1 change of underwear per day
- \_ 2 pairs of socks per day
- \_ 1 raincoat or poncho
- \_ 1 hat or cap
- \_ 1 pair of pajamas
- \_ toilet articles (soap, shampoo, toothbrush and toothpaste, towel etc.)
- \_ sunscreen
- \_ water bottle (a refillable, reusable bottle— not the throw-away kind)
- \_ plastic bag for dirty clothes
- \_ pen and writing paper

**OPTIONAL ITEMS:**

- small day pack
- camera
- flashlight
- stamped, addressed envelopes

**PLEASE DO NOT SEND:**

- candy, gum, or food of any kind
- knives, hatchets, or any other weapon
- fireworks
- iPods, MP3 players, tablets, electronic games, cell phones, or any other electronics.
- MONEY (except for Blue Ridge merchandise, if desired)
- Flip flops or Crocs

The Camp Mikell Store will be open during your trip to accommodate the purchase of souvenirs. Merchandise may be viewed on our website: [www.blueridgeoec.com/merchandise](http://www.blueridgeoec.com/merchandise).

Make sure all items are marked with your child's name. Only old clothes are needed. New clothes may be ruined by heavy outdoor use.

The Blue Ridge Outdoor Education Center is not responsible for articles left behind.