

Dear Chaperone,

Thank you for volunteering to participate in our environmental education program at Dunes Learning Center. Without your support and enthusiasm, we could not provide our students with this valuable experience.

Your first stop should be www.duneslearningcenter.org/documents. Please complete an Adult Participant form as soon as possible. This form is due 3 weeks prior to your arrival. No individual may participate without a completed form on file.

The program begins immediately upon arrival. Following an opening activity, students are oriented to the program and the rules. Teachers and chaperones have a separate orientation. If you have questions or concerns, this orientation is the ideal time to voice them.

You should be aware of the following program specifics.

- You will be responsible for supervision of students in the cabins and on trails. Gentle discipline of students may be required during the program and/or evening hours when Dunes Learning Center staff are not available. If you are prepared for this it is generally easy to prevent problems before they start. Discipline procedures are clearly defined in both orientation meetings, so that there should be no disagreement about what constitutes appropriate or inappropriate behavior.
- Safety procedures in case of emergency will be discussed during the adult orientation meeting. Emergency services are located within two miles of Dunes Learning Center and are available 24 hours per day through the National Park Service. When students are in residence at Dunes Learning Center, the facility is given top priority by National Park Service rangers. Instructions for what to do in case of emergency are clearly posted in each cabin and in Cowles Lodge.
- Your enthusiastic participation throughout the program is essential to its success. Immersion in the dunes ecosystems will allow students to absorb an amazing amount of information and to have fun while doing it. Your encouragement and assistance in this experience will help students get the most out of the program.

Once again, thank you very much for generously volunteering your time. If you have any questions, please contact your school or Dunes Learning Center at (219) 395-9555. The staff of Dunes Learning Center is looking forward to working with you.

Sincerely,

Dunes Learning Center Program Staff

Dunes Learning Center
700 Howe Road, Porter, IN 46304

(219) 395-9555 during the hours of 9am–5pm
1-800- PARK-TIP (7275-847) during the hours of 5pm–9am

Guidelines for Chaperones

Thank you so much for volunteering to supervise students at Dunes Learning Center. 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:

Children are to be supervised by an adult at all times.

You may want to call a student meeting in your cabin at the first opportunity to go over do's and don'ts. This is a good time to talk with students about issues like shower time and medication procedures.

For safety concerns, do not permit rough play, running, or rowdy behavior in the cabins.

Food is not allowed in the cabins in order to discourage rodents and other unwanted guests. Snacks brought by the school may be stored in Cowles Lodge.

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.

Students are expected to respect other people's belongings and materials. Make sure there is no fighting or hitting, which may result in immediate dismissal of a student. Students should stay in their own cabin and never enter the cabins or rooms of the opposite sex.

Students should enter and exit cabins only through the front door. Please have students remove soiled boots and shoes in this area. All other doors are for emergency use only and should not be used by students.

Do not tell or let other students share ghost stories or other scary stories. These work against our goals and reinforce unhealthy fears and anxieties.

Quiet time is from 10:00 p.m. to 6:30 a.m. We discourage letting students stay up later or getting up earlier, as a lack of adequate rest works against the educational goals of the learning center and makes it more difficult for adults and youth to take full advantage of their time here. Groups should never leave the cabin during "lights out" even if an adult is with them.

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

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

Each morning before breakfast, students will be asked to do some housekeeping chores to keep their cabins clean. Brooms can be found in the bathroom closet of each cabin.

Be aware of other rules as indicated in the Student Expectations and your school's administration.



Telephones are to be used by adults only. Instructions and emergency numbers are posted by each phone. Do not let students call home unless approval has been given by your school's leader or a Dunes Learning Center staff member. Our experience indicates that a student calling home is disruptive and not helpful.

Please remind students who are scheduled for table or weather helpers to meet their leaders 15 minutes before each meal.

Remember to bring an alarm clock (cell phones can be used for this purpose).

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

All medications for adults and students must be stored in first aid room.

Smoking/Alcoholic beverages are not permitted anywhere on Dunes Learning Center's campus or during any part of the program during your visit.

If you have problems with the facility, please notify Dunes Learning Center 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 by the National Park Service Law Enforcement Rangers.

Chaperone Packing List

Frog in the Bog is conducted mostly outdoors. Please come prepared to spend days outside. If you do not have some of the items you may substitute, improvise, or in some cases, borrow equipment from Dunes Learning Center. **Prepare for the weather, it can be warm, cold, windy, rainy, sunny, or snowy in the dunes.** Remember that you will be carrying your own luggage, so do not bring more items than you can carry!

- 1 small backpack
- 2 reusable water bottles
- 1 poncho or raincoat (winter coat if appropriate)
- 1 hat (appropriate for season)
- warm gloves, scarf, etc. for cooler temperatures
- 4-5 pairs of warm socks
- 2 sweaters or sweatshirts
- 2-3 shirts, at least one long-sleeved
- 2 pairs of long pants
- Shoes that can get muddy, plus extra shoes to change into
- Pajamas
- Lip Protectant (ChapStick, Blistex, etc.)
- Sun screen
- Bug spray
- Towel and washcloth
- Soap, toothbrush, toothpaste and other toiletries
- Comb or brush
- Sleeping bag or rolled-up blankets and pillow
- Plastic bags for wet shoes and dirty clothes

Optional Items

- Camera
- Binoculars
- Reading books
- Cabin games for kids
- Head lamp or flashlight (for inside the cabin ONLY)

FOOD AND DRINK ARE NOT ALLOWED IN THE CABINS AT ANY TIME.