



## Ferry Beach Ecology School

8 Morris Avenue, Building One ~ Saco, Maine 04072 ~ ph: (207) 283-9951 ~ fax: (207) 283-4465  
email: [fbes@fbes.org](mailto:fbes@fbes.org) ~ website: [www.fbes.org](http://www.fbes.org)

# FBES Chaperone Booklet

## Introduction

### ***Dear Classroom Teachers & Parent Chaperones:***

Welcome to Ferry Beach Ecology School! Thank you for volunteering to attend our residential ecology education program on the southern coast of Maine. We value the time and effort you are investing to help make the students' week of experiential education at our site a true success. The ***FBES Chaperone Booklet*** is designed to give you the information you will need to know in order to be an effective chaperone during your stay at Ferry Beach. The better you can help the students understand that this is an important school experience for them (and not "camp"), the more success our naturalist teachers will have teaching their lessons.

This manual covers the various procedures and rules of Ferry Beach Ecology School and includes the roles and expectations for chaperones throughout the week. Please review this information thoroughly. All the information herein will be reviewed during the morning of your school's arrival, but having an understanding of the program and your role at FBES prior to your arrival will be helpful. Also, for those chaperones arriving midweek, reviewing this manual will be especially crucial as there is often no formal introductory meeting at Ferry Beach Ecology School after the first day. We ask that all chaperones please coordinate their arrival at Ferry Beach with the coordinating classroom teachers and, if possible, car pool with other chaperones as parking on site is limited.

If you have any questions regarding the rules, procedures, and your duties as an FBES chaperone, please feel free to contact me or the coordinating classroom teacher from your school for further information. Also, FBES staff are available throughout the week to answer any questions or concerns. Keeping the lines of communication open between the school's classroom teachers, parent chaperones and the FBES staff will ensure the program runs smoothly throughout the week.

***See You at Ferry Beach!***

Drew Dumsch  
*Executive Director of Ferry Beach Ecology School*

# The Role of Chaperones at Ferry Beach

As a chaperone, you will be involved in helping to supervise four areas of our program-- in the dining hall, during free time (on the recreation field and in the dormitories), in the dormitories overnight, and out on the lessons. There is a brief description of each of these four supervision areas below, along with a list of expectations and responsibilities for chaperones.

## **Chaperones In the Dining Hall**

The meals at Ferry Beach Ecology School are eaten family style. Students are assigned a table for the week by the classroom teachers. Each table has one student set-up and one student clean-up who set the table, bring food, and clean after the meal. Students will rotate every 3 meals as set-ups and clean-ups. The dining hall will be organized and run by the Dining Hall Coordinator (DHC), an FBES naturalist in charge of the dining hall for the week.

The role of chaperones in the dining hall is to sit with the students (one adult to supervise every table), enforce the dining hall rules, and assist the students during the meals. Adults should rotate to different tables every meal. While the Dining Hall Coordinator is running the meal, it is very helpful for each adult to listen to the DHC and ensure that whatever the DHC requests during announcements is being followed at your table.

- When the DHC raises their hand, please raise your hand and quiet the students at your table.
- Encourage good manners at your table-- no talking table to table, pass politely, etc. Please also monitor and report kids not eating and stop kids overeating.
- Allow only one student up from the table at a time to reduce traffic in the dining hall.
- Listen to the DHC announcements on when the set-up should get seconds, when to start clean-up, and other meal time happenings.

## **Chaperones On Free Time**

Students have free time before and after every meal. The periods of free time range from 20 to 90 minutes. At Ferry Beach, all students are supervised by adults at all times, 24 hours a day. During their free time, students need to be in an area that is supervised, which includes the two main recreation areas (basketball court area or the volleyball court area), Grove Meadow, the beach, or the dormitories. You will be assigned to supervise one of these areas during each free time period and your responsibility during free time is to ensure that students are being safe. If you see any inappropriate behavior, please ask students to stop, be safe, and report the behavior to the coordinating classroom teacher. For safety reasons, do not allow tackle or contact sports, jumping from the swings, or students going down the slide standing up. The dormitories are a quiet area during free time for students that wish to read, write, take a nap, shower, or play quiet games.

If the coordinating classroom teacher approves, the beach may also be open during free time. When supervising the beach, it is important to remember that all students must stay out of the water and keep their shoes on at all times. If any students get wet, ask them to leave the beach immediately. If students are getting wet consistently, the beach will be closed during free time. Also, please be sure to have the students stay within the red flags posted on the dunes so that they do not wander too far down the beach.

## Chaperones In the Dormitories

Students are allowed in the dormitories during their free times and at night after the evening lesson, with the exception of the free time between breakfast and morning lesson. Students need to come to breakfast prepared for their morning lessons as the bathrooms are cleaned by student volunteers in the time between breakfast and morning lesson. The dorms are a quiet area and chaperones are asked to enforce the dorm rules listed below.

On most nights, two FBES naturalists can be made available to be in the dorms after the evening lesson to quiet the students down and get them settled for the evening. At 9pm, the lights within the rooms are shut off and the students need to be quiet and go to sleep. This is done out of respect for those students that are tired while also ensuring that the students are well-rested for the following day's activities. Students should be in their room only. After hours visiting to other rooms is grounds for dismissing students from the program. Also at 9pm, one or more chaperones need to return to the dorms for the evening to relieve the naturalists. Students should be quiet and only out of their rooms to go to the bathroom. In the morning, students need to remain quiet and in their rooms until 7am. At 7:30am, a chaperone can take the students outside to a recreation field (but not before then). The dorm is a quiet area and reminding the students of the dorm rules is always helpful.

### ***Dorm Rules (students learn these rules at the Dorm Orientation during the first morning)***

- Obey the **Stop** and **Go** Signs at dorm entrances. Only enter buildings if a classroom teacher, parent chaperone or FBES staff is present. Chaperones flip the signs to direct students.
- Dorms are quiet areas; no running; nothing loud or overactive inside; no visiting room to room or to other dorms.
- Please keep rooms clean & tidy; classroom teachers/chaperones inspect rooms before breakfast.
- This is your home for the week; show respect for your roommates and their space; show respect for the room itself and the general facility; any vandalism will be charged to you and your parents.
- Be careful raising/lowering and opening/closing blinds. Ask teachers for help in operating.
- To keep heat in buildings, don't leave outside doors or windows open. Don't leave lights on in empty rooms! Only adults are allowed to handle the space heaters-- which are not to be used to dry clothes! Please ask adults to turn off heaters during meals and lessons to save energy.
- Wet and muddy boots can be left on the porch or neatly against the wall in the hallway, but don't block the hallway.
- Wet clothes should be hung up to dry, not stuffed under the bed to rot!
- Keep doors ajar (open at least a fist width) to keep your room well-ventilated.
- Take quick showers (5 minutes or less), keep the shower curtain inside the shower, clean up after your shower (don't leave soap, shampoo, or towels behind).
- Share sinks; don't leave anything behind; knock first if it's a single bathroom; please don't lock doors.

## Chaperones Out On Lessons

Chaperones (both classroom teachers & parents) are highly encouraged to attend lessons. The specific role of a chaperone during a lesson is decided upon by talking to the individual naturalist whose lesson you will be attending. It is best to check with the naturalist at the meal prior to the lesson to let them know you'd like to join them. While on lesson, feel free to be an active participant or an observer, but please don't distract students and allow the students to answer questions and come to their own conclusions.

The first lesson, ***ABCs of Ecology***, introduces the week and allows the naturalist to become acquainted with all the students so we do ask that you not attend this first lesson. The time during the lessons is your free time, but if you do decide to attend several lessons, we ask that you choose to visit with different groups throughout the week. As an additional adult on the lesson, it is helpful to focus the students' attention towards the naturalist while helping the naturalist deal with any disruptive behavior. Also, please refrain from receiving or placing any calls from cellular phones during the lesson or holding conversations with students or other adults. It is also good to have just 1 or 2 chaperones go with each group.

# ***FBES Rules, Policies, & Procedures***

## **FBES Rules for Student Conduct**

The FBES Rules for Student Conduct are designed to guide student behavior throughout the week to ensure a productive time at Ferry Beach Ecology School. As a chaperone, your help in enforcing these rules is greatly appreciated.

### ***Hand Signal***

When an FBES staff member or classroom teacher raises their hand, students are requested to stop talking and pay attention to an upcoming announcement. For consistency, all adults are asked to follow the hand signal rule.

### ***Contraband***

The following items should not be brought to FBES. If a student does bring any contraband items, we will collect them on Monday and return them to the classroom teachers on Friday. If you find any of these items after Monday, please collect them and give them to a FBES staff member.

- \* Battery-operated electronic items (such as cell phones, alarm clocks, Nintendo type games, walkmans, TV's, radios, etc.).
- \* Food, candy or gum (unless for medical/dietary reasons noted on a health form).
- \* Cellular phones, flashlights, knives, jewelry, other expensive items, or money.

### ***Respect***

Students are requested to show respect for the following:

- \* **FBES staff** — this includes listening during lessons and announcements, staying with their group on lessons, and no swearing or other inappropriate, distracting behavior.
- \* **Fellow students** — this includes working together as a group and no name-calling or put-downs.
- \* **The environment** — this includes avoiding injury to any plants or animals.

### ***School Rules***

FBES will do its best to abide by any school rules that the classroom teachers feel need to be enforced while at Ferry Beach.

## **FBES Policies and Procedures of Operation**

### ***Appropriate Clothing and Footwear***

On lessons at FBES, all students must wear close-toed shoes (no sandals) and full-length pants (no shorts or capris). This helps protect students from injury (for instance, while hiking through brushy areas of the forest or climbing on rocks at the tide pools).

### ***Medical Coverage***

The FBES program will provide medical coverage on-site with a registered nurse coordinating first aid and medication disbursement. FBES administrative staff and staff naturalists have first aid and CPR certification. Participating school teachers and/or chaperones will be required to drive students to the nearby hospital for cases not requiring ambulance service. The FBES nurse will organize and supervise in case of this event.

### ***Phone Calls Home***

Students are not allowed to call home unless an arrangement is made through the classroom teacher (and the FBES Directors & Nurse are informed of this arrangement).

### ***Prevention of Child Abuse***

Ferry Beach Ecology School supports all school policies and state laws designed to prevent and report instances of child abuse.

### ***Sexual Harassment***

It is against the policies of Ferry Beach Ecology School, and illegal under state and federal law, for any participant in the FBES program-- whether FBES staff, students, classroom teachers, or parent chaperones-- to sexually harass other participants.

*Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.*

### ***Substance Abuse***

The use of alcohol in any FBES program area (dormitories, lobby, dining hall, or recreational fields) is prohibited. The use of any illegal substance or illegal drugs on the Ferry Beach campus is prohibited and any violations will result in that person being asked to leave the program immediately.

### ***No Smoking or Open Flames***

Ferry Beach prohibits smoking in any building or in the presence of students. Ferry Beach prohibits any open flame (candle, incense, etc.) in any building or program area.

### ***Supervision of Students***

All students participating in the Ferry Beach Ecology School program have 24 hour supervision: FBES staff are in charge of lessons; classroom teachers and chaperones oversee the dormitories at night; and the FBES staff, classroom teachers, and parent chaperones share the supervision of students during recreation and meal times. *Without the express permission of custodial parents/guardians, students are not allowed to leave the Ferry Beach site.* Any visits and/or removal of students from the FBES program (due to appointments, illness, family emergency, etc.) must be arranged in advance with the classroom teachers and the FBES Directors.

### ***Water Safety***

As participants of the Ferry Beach Ecology School, students are not allowed in the water (including ocean, pond, or river) during their stay at Ferry Beach. This includes both during lessons and recreation times, and includes wading or going barefoot on the beach.

### ***Homesickness***

FBES staff naturalists, classroom teachers, the FBES nurse and FBES directors all work together to deal with students experiencing homesickness. Classroom teachers, in consultation with the FBES nurse and directors, make the decision whether a student can call home (it has been our experience that this can often make the situation worse!) and if the student can make it through the week or needs to be sent home.

### ***Medical Coverage & Emergencies***

In the event that a student must be taken to the hospital, at least one classroom teacher is required to go with the child to the hospital. (If necessary, an FBES administrator can accompany the teacher and student to the hospital.) In most cases, the FBES nurse and Directors administer medications (though classroom teachers may be requested to assist with this if a situation warrants it). Classroom teachers confer with the FBES Directors and nurse to make the decision whether an ill student should be sent home or not. If such a case occurs, classroom teachers contact the parents to update them on this situation.

## The 1st Day at Ferry Beach Ecology School

1. Busses pull up in front of Quillen Dorm. You will be greeted by FBES Directors & Staff.
2. Keep students on the busses until a staff naturalist has boarded the bus to give directions. (They will explain the hand signal and the unloading procedure, and also have everyone check under the seats so as not to leave anything behind.)
3. The coordinating classroom teacher should find the FBES Nurse and give them the Box(es) of Medications and any additional Student Health Forms. They also give the FBES Directors the Class List; Registration-Permission Forms; and revised/additional copies of the Dorm Plans, Table Groups, and Study Groups.
4. FBES staff coordinates the unloading of the busses using the fire brigade/assembly line method. Classroom Teachers and Parent Chaperones can help with unloading and then move into their own rooms.
5. While FBES staff naturalists are covering the dorm orientations with the students, classroom teachers and parent chaperones meet with the FBES Directors to cover:  
*The schedule for the week, duties, nurse's office hours, dining hall procedures, Monday night teacher meeting, picnic lunch, and a brief campus tour.*
6. The first evening lesson ends at the dining hall where students have a cider refreshment and then head back to the dorms for put-to-bed. Parent chaperones are requested to help with the put-to-bed while the classroom teachers have a first night meeting with the staff naturalists.

## Last Night & Day Schedule at Ferry Beach

1. After the last dinner at Ferry Beach, the classroom teachers and parent chaperones take the students back to the dorm to finish packing and cleaning. (This process should begin during the 4-5:30 free time.) Students pack their bags (leaving out only what they might need for bedtime and the next day) and then clean and sweep their rooms and the hallways, then empty the trash. FBES staff will facilitate the process and check students out of their dorm rooms before sending them to the last night activity (Skit Night or Game Night).
2. After all students have passed packing & dorm inspections, it's time for everyone to head over to the Skit Night or Game Night at Rowland Auditorium. Teachers and parents are invited to perform their own ecological skit or create an ecology game if they'd like!
3. The last morning, before breakfast, have students pack their bags and do a final clean and sweep of their rooms and the hallways. If the weather is nice, all luggage should be placed alongside the Quillen dorm-- please don't block the driveway! In the event of bad weather, luggage can be left in Rowland Auditorium and on the porches of Underwood and Quillen (please don't block any doorways). Make sure you keep the students moving along at these tasks so you can get over to the dining hall by 7:55AM.
4. During the last lesson, all classroom teachers and parent chaperones meet with the FBES Directors to evaluate the week and make suggestions for next year's program.
5. Lunch on the last day usually starts at 11:30AM, though some schools request an earlier lunch if they need to leave earlier. Thank-yous are expressed at this meal, FBES T-shirts & FBES Field Guides are modeled, lost & found items are "auctioned off", and medications & contraband returned to teachers. Student field notebooks are collected and given to the coordinating teacher to take back to the school.
6. Busses are loaded with luggage, students, and teachers. FBES staff waves good-bye.

**See you next year and thanks for all your help as an FBES chaperone!**

*FERRY BEACH ECOLOGY SCHOOL*  
**CHAPERONE ACKNOWLEDGMENT SHEET**

By signing below, I am acknowledging that I have read the FBES Chaperone Booklet,  
that I understand my role and duties as a chaperone,  
and that I am aware of the Ferry Beach Ecology School policies and procedures.

*All chaperones participating in the FBES program are required to sign this acknowledgment sheet.*

<u>NAME (PRINTED)</u>	<u>NAME (SIGNED)</u>	<u>SCHOOL NAME</u>	<u>DATE</u>
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