

CHAPERONE REGISTRATION FORM

**If two chaperones are splitting the week,
one form is required for each person.
All chaperones must be pre-registered,
and maximum two per group.
There must be a chaperone onsite at all times!**

Program attending: **EXPLORATIONS** March 1-6, 2015

Name _____ Gender: M ___ F ___

Email address (please print carefully) : _____

Mailing Address _____

City _____ Zip _____ Home Phone _____

Cell phone, if you are bringing one with you _____

Name of School/Community Group _____

School District _____ County _____

Meal preference: _____ Regular _____ Vegetarian

Food issues (check any that apply): _____ Dairy Intolerance _____ Nut Allergy _____ Seafood Allergy _____ Shellfish Allergy

If you are splitting the week with another chaperone, what days/nights will you be in attendance?
Please include arrival and departure times.

Arrive: day _____ time _____

Leave: day _____ time _____

Trading off the week with (name of other chaperone): _____

We do require medical forms from all chaperones.

I have read the Student Contract and the Chaperone Job Description and I understand the expectations for a Centrum chaperone (including the supervision of students during mealtimes and free periods). I agree to support and assist Centrum personnel in insuring adherence to these contract guidelines.

Printed Name

Signed Name

Date

Please mail to:

Centrum, Attn: Registration
PO Box 1158
Port Townsend, WA 98368
or Fax: 360-385-2470

Questions? Please feel free to contact Program Manager Martha Worthley,
360-385-3102 x120 or mworthley@centrum.org

Centrum Chaperone MEDICAL RELEASE FORM

Workshop Attending: _____

Chaperone name: _____

Date of birth: _____ **Male / Female**

Emergency names & contact numbers:

_____-_____-_____
_____-_____-_____

Will you bring a Cell Phone? YES / NO Cell Phone # you will have on campus _____-_____-_____

Allergies: Please list any allergies you have to medications, foods (i.e. seafood, nuts, etc.) insect stings or bug/animal bites, or any other concerns we need to be aware of:

If you carry an EpiPen or allergy kit, please initial here if you authorize Centrum to administer the appropriate medications:

YES NO Other instructions:

Medical Information:

Please list below any medical conditions (or special needs related to medical problems) that Centrum needs to be aware of in order to insure a safe and comfortable experience:

Medications: Please list any medications you are currently taking:

Date of last Tetanus Shot: _____

Insurance Company and Policy Number:

(Please send a copy of your insurance card with this form. It is very important to have this in case of an emergency.)

Subscriber Name/Relationship:

In case of medical emergency, I hereby authorize Centrum staff to act in their best judgment to seek medical attention through appropriate means, including emergency room treatment, as deemed appropriate by attending medical personnel. I also accept responsibility for expenses incurred through such treatment.

If you have a headache or sustain a minor injury while at Centrum, please initial here if you authorize Centrum to administer the appropriate over the counter medications: Tylenol (Acetaminophen), Advil (Ibuprofen), Benadryl, Roloids, or cough drops: YES NO Other instructions:

Chaperone printed name

Chaperone signature

Date

CENTRUM CHAPERONE JOB DESCRIPTION

Thank you for choosing to play a vital role in this workshop. This page will tell you what to expect, and how to prepare for your week at Centrum. All Chaperones must register for the program they are attending so that we can arrange for their food and housing.

The most important role for chaperones is to provide supervision to and from scheduled activities, during meal times and break times, and to ensure that their students follow all Centrum and State Park rules. Chaperones also play an important role when they model risk taking and join in all of the activities.

Included in this registration packet you'll find a Student Contract that students have agreed to in the terms and conditions of their registration. These are the rules that you will be assisting in enforcing. Please keep in mind that all of us together are working to create a positive sense of community in which everyone is safe.

There must be at least one chaperone per group onsite at all times! You will receive a detailed schedule when you arrive, which will help you to direct students to each activity. Please make sure that your students know where to go each morning and each afternoon. The faculty and staff of Centrum will count heads to make sure that they arrive safely.

During the workshop day: We ask that you participate in the workshops with the same spirit as students: that you honor risk-taking in class, and allow creativity to flow. You will be assigned to a workshop team with students and several other chaperones during activity periods. Please be aware of placing student needs first, and supporting the artist faculty. **The artists are experts;** follow their lead. A chaperone who sits on the side without participating gives a message to the kids and faculty that they don't value the activity. **Chaperones are not necessarily paired with their own children.** We try to balance the mix of chaperones and students in each class, and ask chaperones to go where they are needed.

During free time: We ask that you know where your students are at all times. Safety is our first priority, and it is particularly important in and around the buildings. Fire is a major hazard in the Fort's wooden buildings, which means absolutely no smoking, candles, or incense in the dorms. Make sure students exploring Fort Worden are always in groups of 2-3. During the evening, the dorm counselors are on duty beginning at 7pm. Our dorm counselors have plenty of experience with young people. They work to create an inclusive community in the dorm. It is your responsibility to be supportive of dorm counselors, dorm rules, and curfews. We ask chaperones to assist at bedtime, making sure your group is settled at the end of the active day. Help to promote quieter activities at bedtime. **Keep in mind that there is absolutely no alcohol allowed in the dormitories during youth programs.**

Taking participants off campus: No adult is permitted to take any participant under the age of 18 off campus at any time during the program week for anything other than an emergency, **or out of the dorms during stated curfew times**. Such action shows disregard for the mental and physical health, safety and welfare of that minor. **Groups that do not follow this rule will be expelled, without refund**. Missing participants will be reported to the police. In case of an emergency, permission to take any participant under the age of 18 off campus must be granted from the Centrum staff on duty.

Meals: Our dining facility serves three meals a day, and Centrum provides additional light snacks. It is your responsibility to supervise your group during meal times.

If you are job sharing- there must be at least one chaperone per group of 4-6 students **on-site at all times**, from check-in until your whole group is checked out. The first chaperone here should pick up ALL the chaperone packets (one for each chaperone) and will have the key (if a chaperone of a different gender is taking over, they will get a key for a room in another wing in the packet) and a meal ticket to pass along. This should be a face-to-face hand over. After the new chaperone takes over, they should check in with the wing Dorm Counselor and/or the Program Manager, depending on the time of day.

If someone gets hurt: There is a medical kit in the dorm and at the Centrum office. If someone is seriously hurt, please let a Centrum staff member know and arrangements will be made immediately to take care of that child, or take care of your other charges if you wish to accompany the child to the emergency room. The medical forms are on file at the Centrum office and the dorm counselors also have a copy.

Communication: Please bring any issues or concerns to the Centrum Program Manager or The Dorm Night Manager. We are serious about creating a positive, inclusive community and will address any issues that come up immediately.

On the last day, please make sure your group has cleaned up their dorm area. Any signs or posters (and all tape) need to come down. Any trash needs to be picked up, both in the rooms and the hallways. Linens should be folded and placed on the bed. Have students check any drawers and under the beds to make sure they haven't forgotten anything when they pack up (cell phone chargers! Ipods!). **Your keys need to be returned** to the downstairs lounge area (where we checked in).

Last but not least: *Thank you!* We are very grateful for your help in making this week a success. Please remember to take care of yourself as well. We know that it can be an exhilarating, exhausting week.