

# Chaperone Information

## 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 creative risk taking and join in all of the activities.**

When you register, you have agreed in the terms and conditions that your student will abide by the Student Contract. 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.

**Chaperones are advised that cell phones are not welcome in class at any time.** If you need to catch up on work, please arrange to do so outside of class time.

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 your dorm counselor, or another Centrum representative in 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.