



Outdoor Education Chaparone Packet



Please fill out and return all **FOUR** pages
marked with an acorn (🌰) on the top
right corner.

(Health history form, both pages of the waiver release and
indemnification agreement, and chaperone expectations)

Hello!

My name is Sara Hilf. I'm the Outdoor Education Director at Black Rock Retreat. I am so excited you'll be coming to Black Rock!

This trip is an awesome opportunity for you to spend time with the students and help them grow in their faith.

Thank you for partnering with us. The goal of our Outdoor Education program is to

1. Challenge students to evaluate their personal relationship with God, including how they are living out what they believe.
2. Help students grow academically through hands-on, scientific observation and experimentation in God's creation.
3. To help students develop social skills and maturity through living and working together in the Black Rock community, away from their typical daily environment.
4. To allow students to experience the outdoors in ways that they might not otherwise have opportunity to, in our busy, complex, high-tech world.
5. To inspire students to recognize and fulfill their roles as caretakers of God's creation.

There are a few things we'd like you to do in preparation for your time here.

Step one – Read this packet.

This information is important. You need to know our policies and rules before you come on the trip.

Step two – Fill out the waiver, health history form and the allergy form.

These are found later in the packet. You'll return every page marked with an acorn in the top right corner.

Step three – Come to camp ready to have a great time with the students.

The most important thing you can do on this trip is to be actively engaged with the students. You are responsible for their supervision 100% of the time, which means you need to be WITH them.

Below is a sample schedule and what your role is throughout the day. One of the best things about camp is our ability to be flexible, so please be aware the schedule may look a little different when you arrive.

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Thank you so much for investing in not just your student's education, but in their spiritual lives as well.

Thanks!

Sara Hill

Black Rock Retreat
1345 Kirkwood Pike
Quarryville, PA 17566



Example of a Chaperones Role in the Schedule

- 8:20 AM Chaperone Meeting: While your students hang out in the gym we'll meet and go over the schedule and address any questions or concerns.
- 8:30 AM Breakfast: We will meet with the students in the gym to pray before each meal. Mealtimes are good opportunities for interaction with your students. We ask that there be a chaperone at each table for 1) volume control and 2) an adult example to follow. **Announcements are usually made during mealtimes, and it is very important for all chaperones to be aware of them.**
- 9:15 AM Morning All-Camp Devotions/Session: We will meet as a group to have a time of singing and devotions led by your school or the Outdoor Education staff. We ask that chaperones sit among the students to help keep them focused.
- 10:00 AM Class/Activity Period: During class time we expect chaperones to be role models who will be able to come alongside students and participate with them, **while helping to maintain control and discipline.** Your attitude is key here – if you show interest in class activities, students will be more inclined to also.

Please note: Your school administration/ faculty has chosen the classes your students take part in here at Black Rock Retreat. Feel free to make suggestions to them for future trips if you think students would enjoy certain classes or activities.

- 12:30 PM Lunch: Sitting with the students will help keep the meal running smoothly.
- 1:00 PM Free Time: Your school has chosen what is offered during this time. This could include:

1. Giftshop and Snack Shop

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2. Free time
3. Time in the cabin (to rest or hang out)
4. School led activities.

Chaperones are 100% responsible for free time supervision. You should be with the students the entire time.

- 2:15 PM Class/Activity Period: Remember, you are responsible for behavior management. We'll meet in a central location to break into class groups. Make sure your students have their booklets.
- 4:15 PM Free Time: The Outdoor Education staff relies on chaperones to oversee their students at this time and to be involved with students in group games, hiking, talking or whatever recreational activities are available. This non-structured time is best for simply developing friendships with students. It is a chance to have fun with them. **Chaperones are 100% responsible for students.**
- 5:30 PM Dinner: Please head to the gym by 5:20 PM so we can go over any announcements and start the meal at 5:30 PM.
- 6:15 PM All Camp Activity: We'll visit the nature center or play a large group game.
- 7:00 PM Devotions and Cabin Discussion: In your chaperone manual you will have questions that go along with our devotional theme. This time is specifically and intentionally set aside as an opportunity for kids to engage with the devotional theme. Ask questions and pray with the students.
- 8:45 PM Evening Activities: Whether it be an all-camp game, night hike or the evening campfire, this is another situation where the chaperone's attitude and behavior are crucial factors in the success of the events. Please participate along with the students.
- 10:15 PM In Cabins: This can be one of the most challenging times of the day! Give the students fair warning that "lights out" is approaching and then be firm in keeping them off. Your role in the cabin will have a great impact on the depth of your relationships during the day. It is important to gain control without losing respect. There is a difference between being the "nice guy" and being a friend.

What to Bring: Chaperones

As you start planning and packing, we have a few suggestions / tips for you.

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1. Space is limited. Try to pack so that your luggage includes only a sleeping bag or bedroll and a small suitcase. (linens are NOT provided)
2. We will be outside. A lot. Please do **not** bring new clothes, as we will be spending our time outside, sitting on the ground, and doing other outdoor activities where they will probably get dirty.
3. Temperatures may range from the 40's to the 90's. It is good to plan on wearing layers of clothing that can be added or taken off as the temperature changes. **You can check the weather for Kirkwood or Quarryville PA the week before your trip to help you decide what to pack.**
4. Don't forget your rain gear! We hold classes outdoors, rain or shine!
5. Label your things. Black Rock Retreat is not responsible for lost or stolen items. Lost and found items after your schools' trip will be kept for 30 days. Items can be picked up or shipped after a check to cover costs is received.

A packing list is on the next page!



Packing list

Clothes	
	Socks

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	Underwear
	T-Shirts
	Pants/shorts
	Sweatshirt
	Pajamas
	Jacket/coat
	Raincoat / poncho
	Shoes for walking/hiking
	Shoes for getting wet

Toiletries	
	Towel(s) and washcloth
	Shampoo
	Soap
	Deodorant
	Toothbrush & toothpaste
	Comb or Brush
	Sunscreen
	Bug spray with tick repellent
	Your personal medication

Misc.	
	Alarm Clock
	Phone Charger
	Water Bottle
	Flashlight
	Bible
	Hat or Bandana
	Extra pens/pencils
	Backpack



Linens	
	Sleeping Bag or sheets & blanket
	Pillow
	Towel (maybe two)



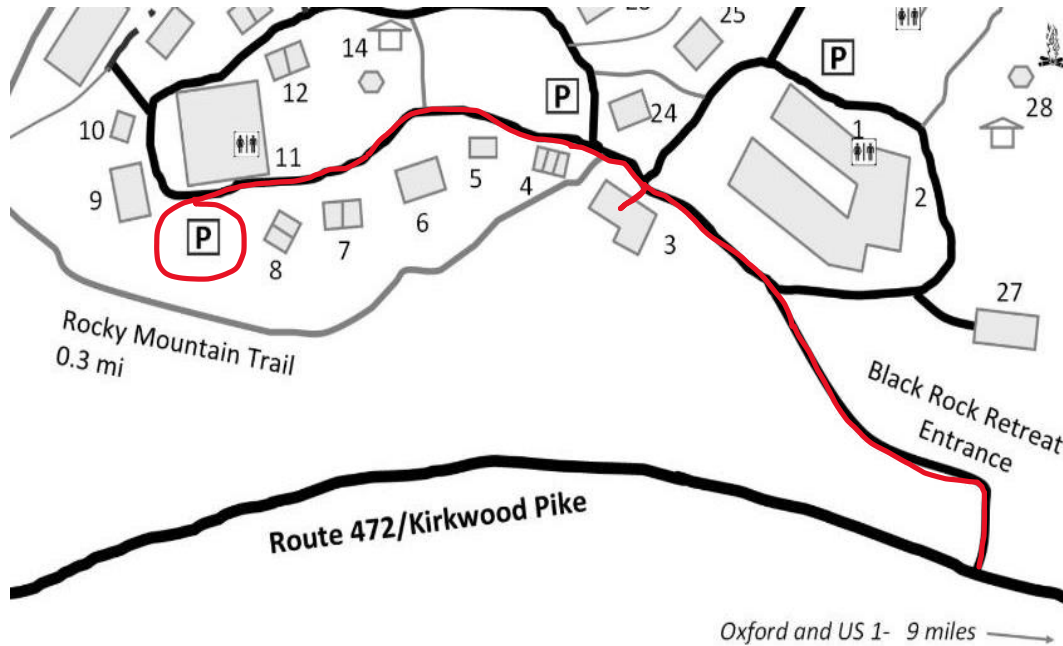
Optional	
	Card game for free time
	Camera
	Money for giftshop/ snack shop (your school will decide if the shops are open)
	Shower flip flops

Arrival Instructions

If you arrive before the coordinating teacher, please stop at the administration building (#3) and then proceed to Oakwood Parking lot. You will be given cabin assignments and further instructions after the coordinating teacher checks in.

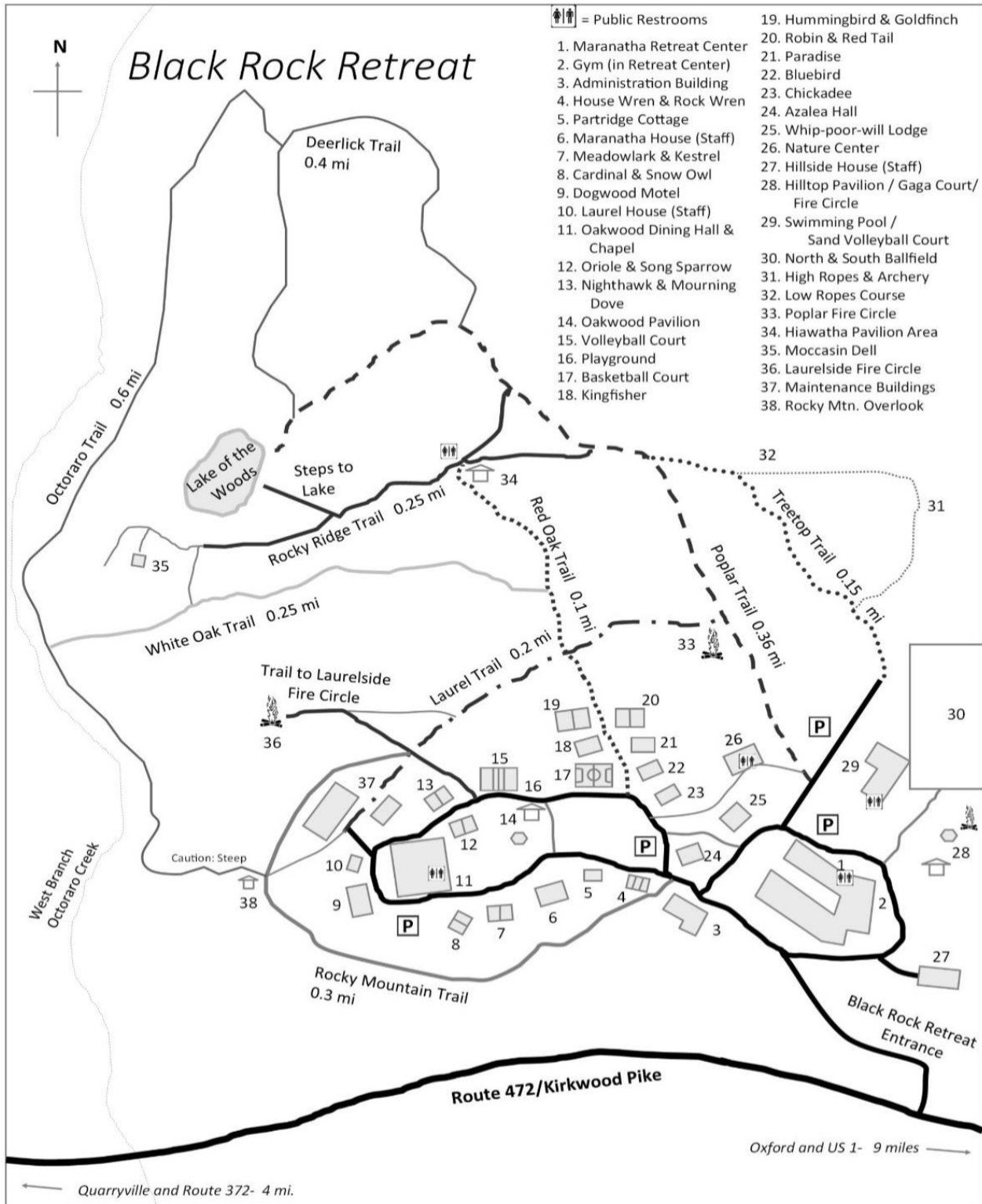
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For schools attending a three-day program, please note that lunch on the first day is not provided by Black Rock Retreat. Everyone should bring their own packed lunches, or the school can choose to stop somewhere along the way to eat before arriving to Black Rock.



Facility Map & Links

Map of our Grounds [download](#) (374 KB) Map of our Trails (below) [download](#) (73 KB)



Trail Guides: Octoraro Trail = Blue Blazes Deerlick Trail = Yellow Blazes White Oak Trail = White Blazes Red Oak Trail = Red Blazes

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BLACK ROCK RETREAT FACILITY GUIDELINES

Black Rock Retreat is owned and operated by an Association of Christians who are committed and dedicated to a ministry based on a Biblical faith, to help meet the spiritual, social, physical, and mental needs of those who use the facilities.

MEALS:

1. Shoes and shirts must be worn at all meals. Please dress appropriately and modestly and be considerate of other guests.
2. Help us to be good stewards by taking only what you can eat and eating what you take.
3. Please do not take food from the dining hall and please do not take food or snacks into guest rooms or cabins.

ACCOMMODATIONS:

1. Please keep individual thermostats adjusted to the minimum for your comfort.
2. Keep doors and windows closed when heat is necessary and switch off lights when not in your rooms.
3. If a fire extinguisher is missing or has been discharged for reasons other than an emergency fire, a \$50.00 fine and damages will be charged.
4. The use of alcoholic beverages is strictly forbidden.
5. Smoking is strictly forbidden anywhere on grounds, except in the designated smoking pavilion located behind the Maranatha Retreat Center.
6. No burning of any kind is allowed in the lodging facilities. This would include, but is not limited to, smoking, candles and incense. If burning has been found to have occurred in sleeping facilities the fine will be \$100.00 per room involved, which will be the group's financial responsibility.
7. Permission to burn candles or incense in the meeting rooms must be requested and granted in advance.
8. Please be in your respective meeting rooms or lodging facilities by 11:00pm. Quiet hours are between 11:00pm to 7:00am.
9. Report any damaged or faulty equipment immediately so necessary repairs can be made.
10. Please request permission before re-arranging furniture in any area.
11. Youth, ages 17 and younger, staying in overnight accommodations must have an adult lodging with them.
12. Special permission must be obtained before using any facility/equipment, etc. that was not previously stated on a contract/detail sheet.

GROUNDINGS:

1. Your cars are safest parked in the parking lots. When staying in the cabins feel free to park in the designated areas.
2. Do not drive motorcycles on hiking trails. If you bring a motorcycle to camp, it will need to remain parked for the duration of your stay.
3. Pets are not to be brought to camp. (This does not apply to assistance dogs.)
4. Please help us preserve the camp wildlife by not disturbing or removing plants and animals.

MEDICAL AND EMERGENCY PREPAREDNESS

Emergencies happen. The best thing we can do is be prepared. We have emergency procedures, and you can help us in the following ways:

1. Bring your ID along with you on the trip.
2. Make sure every **student AND adult** has a properly signed Health History Form allowing medical treatment to be provided if need be. (A copy of our medical form is included that you may photocopy and give to each person attending.) We require that you use the Health History Form we have provided.
3. Make sure to put detailed information regarding allergies, medications, and physical limitations on the Health History Form. (Dietary needs/allergies must be submitted to the kitchen using the online allergy form.)
4. Your school is responsible for all medication distribution, and this should be handled according to your school policy. For each student with medication(s):
 - a) Place individual dosages in small packets and label with the student's name and day and time when they are to be taken.
 - b) Have all medications handed in to the teacher before departure. The classroom teacher assumes responsibility for administering student medications. Teacher may want to give medications to the student's cabin leader for him/her to administer. Students should not keep his/her own medication in his/her possession.
5. Please bring an emergency vehicle (if you arrive by bus and the bus leaves, you must bring another vehicle that remains at camp).
6. Except in obvious, life-threatening situations, we ask that all chaperones refer to the Black Rock staff before calling 9-1-1 for any reason. Our staff is prepared to give the dispatchers all the necessary information to save time, and this will also help reduce "false alarms" or multiple calls.

Lock-down Procedures

This procedure is to be used in any event that is of imminent threat to the students or other guests staying at Black Rock Retreat such as a hostage, kidnapping, or “shooter” situation. All adults and students should go to the most secure location possible indoors or stay where they are if they are already indoors. No one will be allowed to relocate anywhere until the situation has been resolved. This will allow the Outdoor Education staff and authorities to deal with the situation and minimize the potential exacerbation of the number of people involved.

1. If some sort of threat is recognized, the Lockdown Signal will be given by Black Rock staff to communicate the need to enact this emergency plan. The Lockdown Signal will be repeated audible blasts from an air horn as well as communication between staff via radio. It should be noted that once lockdown procedures have been initiated, radio communication should be very limited and only used if absolutely necessary.
2. The Black Rock staff will dial 911 immediately, notifying authorities of the situation and details.
3. All adults and students should immediately move indoors (if they are not already) and do a thorough check and count of all students with them. No attempt should be made to go out and look for missing persons, but rather care for and make a record of anyone who is present and within proximity, having that information ready to be given to authorities.
4. Once inside, doors should be secured/locked, lights turned off, windows covered, shades pulled, and everyone should remain out of the line of sight of doors and windows.
5. All activities must cease, and all adults and students are advised to remain quiet and calm.
6. All adults and students should remain in their location until given further notice by the Outdoor Education staff or authorities, where they will then be relocated to a secure area.

Permission, Release & Health History Form



Participant Name _____ DOB _____
 Last First MI
 SSN (Optional) _____ Age _____ Sex _____
 Parent/Guardian _____ Home Phone _____
 Home Address _____ Cell Phone _____

City _____ State _____ Zip _____
 Emergency Contact if Parent/Guardian is unavailable _____
 Relationship to Participant _____ Phone _____

Medical History *this is for medical emergencies only*

Operations or serious injuries (dates)
Disability or chronic/recurring illness
Physical, emotional or mental handicaps
Activities limited by physician
Current Medication (send w/ instructions)
Family Physican and Phone number
Date of last physical

Allergies (check all that apply)	
Food Allergies are not submitted here.	
<input type="checkbox"/>	Hay Fever/ Poison Ivy
<input type="checkbox"/>	Insect Stings reaction:
<input type="checkbox"/>	Penicillin
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Asthma

Does your family carry medical/hospital insurance? YES NO
 if so: Carrier _____
 Policy/Group # _____

This health history is correct as far as I know. Authorization for Treatment: I hereby give permission to the staff of Black Rock Retreat to administer First Aid or CPR in the event of injury or illness. I also give permission to the medical personnel selected by Black Rock Retreat to order X-rays, routine tests, treatment, and necessary related transportation for me/my child. In the event aid cannot be reached in an emergency, I hereby give permission to the physician selected by Black Rock Retreat personnel to secure and administer treatment, including hospitalization, for me/or my child as named above.

I also agree to allow Black Rock Retreat to use any photographs or video footage taken of me/my child for publicity purposes. **If you DO NOT agree to the media release statement, please state so in writing on bottom of this form with an additional signature.**

Signature: _____ Date: ____ / ____ / ____
 (Parent/Guardian signature if under age 18)

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Black Rock Retreat Waiver, Release, and Indemnification Agreement

Assumption of Risk. I expressly understand and agree that I am personally responsible for my safety and actions while using the facilities and premises and participating in the programs at Black Rock Retreat (the “Activity”). On behalf of myself and as a parent and/or legal guardian of minors participating in any Activity (the “Minor”), I acknowledge that the Activity involves risk and may result in various types of injury including, but not limited to, the following: sickness, bodily injury, death, emotional injury, personal injury, property damage, and financial damage. I agree to comply with all Black Rock Retreat policies and rules, including but not limited to all Black Rock Retreat policies, guidelines, signage, and instructions. I further understand that I am responsible for evaluating the risks that Minor or I may face. I understand that I am responsible for evaluating the risks Minor or I face by using the facilities and premises and participating in the Activity.

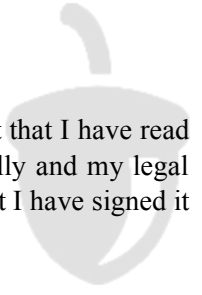
I have done so and by my signature below, by Minor’s or my engagement in the Activity, and by use of transportation to and from the Activity, in exchange for the opportunity to voluntarily use the facilities, premises and programs of Black Rock Retreat, on behalf of Minor and myself, I have assumed the risk for and am responsible for our actions.

Acknowledgement of Safety Measures to be Utilized by Guest and Black Rock Retreat. Black Rock Retreat will take certain safety measures to help prevent, as best it reasonably can, infection or the spread of illness. Black Rock Retreat will also stay apprised of any recommendations from the CDC and will consider action accordingly. In the event that the CDC or Black Rock Retreat recommends additional safety measures, I agree to pursue utilization of such safety measures upon verbal or written request of Black Rock Retreat.

Indemnification and Hold Harmless. I specifically understand that I am personally responsible for Minor’s and my actions and omissions, and any resulting sicknesses or injuries and agree to indemnify, defend, and hold harmless, including from reasonable attorneys' fees and/or any other associated costs, Black Rock Retreat, and its predecessors, successors, assigns, officers, directors, employees, volunteers, agents, and legal representatives (the “Releasees”), from any and all actions, claims, or demands that Minor and I, for ourselves and on behalf of our family, spouse, estate, heirs, executors, administrators, assigns and personal representatives, have or may have for any and all sicknesses or injuries relating to or resulting from the Activity that Minor or I may suffer or sustain, regardless of cause or fault, as a result of our voluntary decision to utilize the facilities and premises of Black Rock Retreat, caused by any act or omission of Black Rock Retreat and/or Minor or by me, resulting from utilizing the facilities and premises of Black Rock Retreat.

WAIVER OF CLAIMS. In consideration of being allowed to utilize Black Rock Retreat’s facilities and premises, on behalf of myself and Minor (individually and collectively referred to herein as "Releasor"), I hereby waive any and all claims, demands, damages, actions, or suits, in law or in equity, whether heretofore or hereafter accruing, or whether now known or not known to the parties, which may arise from any negligent or grossly negligent act or omission of Black Rock Retreat, or the Releasees, including but not limited to claims for negligence, gross negligence, personal injury, and mental anguish, for or because of anything done or omitted, or suffered to be done, directly or indirectly related to Releasor’s use of Black Rock Retreat’s facilities, premises and participating in the Activity. Releasor further waives any and all liability of Releasees for their negligence or gross negligence causing any accident, illness, injury, loss or damage to personal property, or any other consequences arising or resulting directly or indirectly from Guest’s use of and entrance upon Black Rock Retreat’s facilities and premises. Releasor acknowledges and agrees that Releasees assume no responsibility for any liability, damage, or injury that may be caused by the negligent, grossly negligent, or willful acts or omissions committed prior to, during, or after Guest’s use of Black Rock Retreat’s facilities, premises and participating in the Activity. By signing this agreement Releasor is giving up legal rights.

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In signing this Waiver, Release, and Indemnification Agreement, I hereby acknowledge and represent that I have read this entire document, understand its terms and provision, understand it affects my legal rights individually and my legal rights as a parent/legal guardian, as well as the rights of the Minor, that it is a binding Agreement, and that I have signed it knowingly and voluntarily.

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Minor's Name: _____

Parent: _____

Minor's Name: _____

Parent: _____

Minor's Name: _____

Parent: _____

Minor's Name: _____

Parent: _____

Minor's Name: _____

Parent: _____

Dietary Allergies/Restrictions

(Due 2 weeks before arrival)

We want to serve all our guests well. This includes parents, students, and chaperones. We cannot make food accommodations if we aren't aware of the need.

The information submitted in this form will go directly to our food service department and they will be able to process the information to serve the specific individual. This information will be used for food service purposes only.

If you'd like to check out the form and see what information we're asking for, please use the first and last name TEST.

Guests with food allergies are required to fill out the online form and submit it 2-weeks prior to your school's trip. If the form (which has an automatic date stamp) is not received two weeks prior to your arrival at Black Rock, we cannot make meal accommodations and parents will be required to send their own meals. If this were to happen there will be no food refunds given.

If you have any questions or concerns, please reach out to us at 717-529-3371 or outdoor@blackrockretreat.com.

[<<<< Click here to fill out the ALLERGY FORM >>>>](#)

<https://docs.google.com/forms/d/e/1FAIpQLSdFQ1YuPAN8mhoKy9q1xaqhHngTGqGjrQLVnRxZS5gMFLJrNA/viewform>

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Chaperone Expectations



Please take a moment to read the following expectations and the BLACK ROCK FACILITY GUIDELINES. After reading, please sign that you agree to abide by the chaperone expectations and facility guidelines.

1. It is your responsibility to know the Outdoor Education guidelines so that you will know what we expect of the students. These guidelines have been included in the participant packet and will be covered, onsite, during the student orientation. The students will watch and learn from everything you do – good or bad. Please be on your guard and cooperate with all camp policies. Smoking, alcohol, and inappropriate clothing are not permitted.
2. You are responsible to for crowd control of your students during class time and other organized activities.
3. You are responsible for the supervision and leadership of your students 100% of the time you are here.
4. You are responsible for the control and supervision of your students the entire trip especially between the end of each evening activity and breakfast the following morning.
5. This trip is for the students. You will quickly understand that this is a youth event and is not designed for adults. You cooperation is needed to make this a great experience for the students. This includes reading and abiding by all the materials provided by the camp and given to your school. If you did not receive the entire chaperone packet from your school, please contact the school regarding this packet.

By signing this I am stating that I have read and agree to participate by the contents of the entire chaperone booklet.

School/Program you will be chaperone for: _____

Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____