



Dear Volunteer,

Thank you for volunteering for the Arlington Echo program on **(Date)**.

You have been chosen to be a **Chaperone!**

Chaperones:

You will be accompanying one of the groups for the entire day of the program. You are responsible for monitoring the students and encouraging their engagement in the activities.

Chaperones need to be at Arlington Echo at **9:50** on **(Date)**. There is limited space to park at Arlington Echo, so we ask that chaperones please ride the bus or coordinate carpools. Thank you.

Thank you for volunteering. We are looking forward to this outdoor educational experience!

The Fourth Grade Team



## Tips for Chaperones



1. Ride bus (if space allows) or carpool.
2. Smile and introduce yourself.
3. Use a buddy system with students.
4. Review expectations with each group: walk, stay together, and follow instructions.



5. Praise good behavior whenever you see it.
6. Address unsafe or inappropriate student behavior when necessary in a positive and calm way.
7. Get involved with the students and the activity. Assist the activity leader.
8. Make bathroom stops between modules during lunch and during snack.
9. If necessary, take students to health room or office for Band Aids or ice packs.

10. Students should have adult supervision at all times.



11. Try to stay on schedule.

12. Help students treat the environment and facilities with care.



13. Turn cell phone “OFF” or “VIBRATE”.

14. Just a reminder that BOE prohibits use of tobacco, alcohol and drugs on school property

## Protocol for Tick Removal

Statement: A variety of tick species inhabit the woods and fields of our Outdoor Education Centers (Arlington Echo) particularly during the months of May through July. Deer ticks are very small (3mm) and can carry a number of diseases including Lyme disease. Research says that a tick needs **to be attached for 24 hours in order to** transmit the disease. Please be advised that students should do a self check for ticks at the end of the day. If a student does find a tick attached, they should advise an adult who should take them to the health staff. If the health staff is gone for the day, the lead teacher should be informed. The health staff, teacher or an adult chaperone may remove an attached tick only if the tick is on the student's body outside of the area that would normally be covered by a modest bathing suit. If the tick is on an area that would be covered by a bathing suit, do not remove the tick. The health staff or teacher will call the student's parent or guardian.

Follow-up Action by the teacher:

1. If an attached tick has been removed from a student, the parent must be contacted.
2. If the tick is attached to the body in an area covered by a bathing suit, the health staff or teacher will request the parent/guardian to come to the center to remove the tick.
3. **Important Note: If the tick is removed do not destroy the tick.** Place the tick on the sticky side of a small piece of scotch tape to preserve for identification. The tick specimen should be labeled with location and date.

## On-Site Guidelines for Safety and Security-Extended Day Program

### Teachers' Responsibilities On-Site

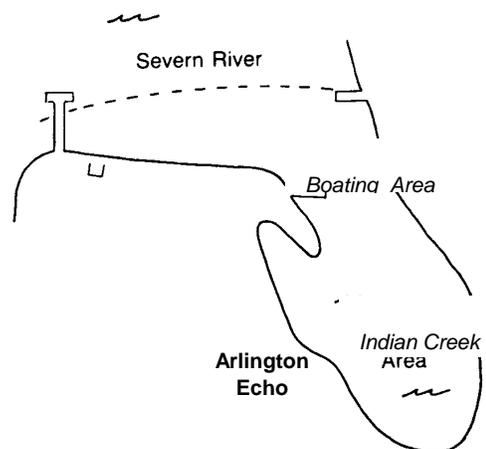
1. Supervise unloading of buses.
2. Attend orientation given by Arlington Echo (AE) staff.
3. Meet with AE liaison to submit list of the students attending the trip with student numbers, Financial Statement and check made out to AACPS. Give Emergency Forms to onsite Health Assistant.
4. Circulate throughout the site to monitor activities and students. Take 50-70 pictures with the camera provided by AE for slideshow.
5. Teach activities if parent volunteers are not available.
6. Store and administer medications as necessary.
7. Before the closing, sign out all students not riding the bus back to school.
8. Inform AE staff of any incidences.

### Inclement Weather

1. Under certain weather conditions (for example, severe temperatures, high winds, lightening) instructional activities may be moved to indoor locations at the discretion of the AE staff.
2. Winds in excess of 25 mph will be moved indoors from wooded areas
3. In the event of tornado warnings shelter in place will be enacted. If there is a tornado watch, AE staff will advise the teachers.
4. AE staff will advise teachers in the event of other advancing weather systems.
5. Emergency Warning radios are located in the business and teacher office which are both in the dining hall. These radios are monitored by AE staff during regular staff hours.

### Small Craft Safety Guidelines

1. Canoes and rowboats are used for instructional activities under the direct supervision of trained activity leaders.
2. Boats should stay within the designated boating area which is marked by floating buoys.
3. All participants (adults and students) must wear a fastened, appropriately sized personal flotation device (PFD) when in boats or on piers.
4. There should be at least two adults present whenever students are at the waterfront. The adult/student ratio is 2 adults/1-12 students.
5. Boating activities may also be cancelled based on water and air temperatures (combined water and air temperatures must be equal to 100 degrees), and wind speed and direction. Alternative activities would be substituted.



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(School Name) E.S. 4<sup>th</sup> Grade Outdoor Education Program Trip  
Arlington Echo Day Activity Schedule

9:50	<b>Welcome from Arlington Echo Staff- Bus / Main Pavilion</b>					
	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
10:00-10:10	<b>Severn Science</b> Introduction (Behind the dining hall)		<b>Our Impact</b> Introduction (Flagpole)		<b>Concerning Climate</b> Introduction (Archery Pit)	
10:15-10:50	Climate Hike (22 )	Microorganism Discovery (21)	Follow the footprints (11)	Sustainable Table (21)	Lots of Watts (3)	Weather Matters (3)
10:55-11:30	Microorganism Discovery (21)	Climate Hike (22 )	Sustainable Table (21)	Follow the footprints (11)	Weather Matters (3)	Lots of Watts (3)
11:35	Debrief (Porch of dining hall)		Debrief (Flagpole)		Debrief (Archery Pit)	
11:50	<b>Hoppers to Dining Hall - All Others to Flagpole</b>					
12:05	<b>Lunch</b>					
12:50-1:00	<b>Concerning Climate</b> Introduction (Archery Pit)		<b>Severn Science</b> Introduction (Behind the dining hall)		<b>Our Impact</b> Introduction (Flagpole)	
1:05-1:40	Lots of Watts (3)	Weather Matters (3)	Climate Hike (22 )	Microorganism Discovery (21)	Follow the footprints (11)	Sustainable Table (21)
1:45-2:20	Weather Matters (3)	Lots of Watts (3)	Microorganism Discovery (21)	Climate Hike (22 )	Sustainable Table (21)	Follow the footprints (11)
2:25	Debrief (Archery Pit)		Debrief (Behind dining hall)		Debrief (Flagpole)	
2:40	<b>Snack</b>					
2:55-3:05	<b>Our Impact</b> Introduction (Flagpole)		<b>Concerning Climate</b> Introduction (Archery Pit)		<b>Severn Science</b> Introduction (Behind the dining hall)	
3:10-3:45	Follow the footprints (11)	Sustainable Table (21)	Lots of Watts (3)	Weather Matters (3)	Climate Hike (22 )	Microorganism Discovery (21)
3:50-4:25	Sustainable Table (21)	Follow the footprints (11)	Weather Matters (3)	Lots of Watts (3)	Microorganism Discovery (21)	Climate Hike (22 )
4:30	Debrief (Flagpole)		Debrief (Archery Pit)		Debrief (Behind dining hall)	
4:45	<b>Slideshow and All Camp Wrap-up in Great Room</b>					
5:00	<b>Load Buses and Depart for School</b>					

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10:15-10:50	Canoeing (19 )	Seining (20)	Follow the footprints (11)	Sustainable Table (21)	Lots of Watts (3)	Weather Matters (3)
10:55-11:30	Seining (20)	canoeing (19 )	Sustainable Table (21)	Follow the footprints (11)	Weather Matters (3)	Lots of Watts (3)
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5:00	<b>Load Buses and Depart for School</b>					



Anne Arundel County Public Schools  
Volunteer Program  
Sexual Harassment and Child Abuse Video Viewing

*Once you have viewed the Sexual Harassment and Child Abuse video online, complete this form and return it to the Staff Liaison for Volunteers at your school.*

I certify that I have viewed the Sexual Harassment and Child Abuse video in its entirety and I understand the information contained in it.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Child's Full Name

\_\_\_\_\_  
Email address/phone number

\_\_\_\_\_  
Date

\_\_\_\_\_  
School