



ANNUNCIATION
HEIGHTS
— COLORADO —



Chaperone Information and Responsibilities

Thank you for being a chaperone for JPII Outdoor Lab Homeschool Week! We appreciate the time and effort you put into making this a great experience for your youth. In addition to your responsibilities as a chaperone, we hope the JPII Outdoor Lab program will give you an opportunity to enjoy the outdoors, to have fun getting to know the homeschool community, and to encounter Jesus Christ in His beautiful creation.

Requirements to be a Chaperone

- Safe environment training through the Archdiocese of Denver
- Signed copy of Archdiocesan Code of Conduct
- Background check (AH provided)
- Commitment to stay all 3 days of the program (10/30-11/1/24)

What is the Role of a Chaperone at JPII Outdoor Lab?

Your role is to preserve the safety and wellbeing of the students attending JPII Outdoor Lab. There will be certain times (*see below*) that JPII OL staff will be with you and your student group and will *share* supervision with you. There will be other times when JPII OL staff will *not* be with your student group and your chaperone team will be *solely* responsible for their supervision. We ask that chaperones aid the instructors in monitoring student behavior and encouraging active participation from the students. Chaperones will be provided with a schedule upon arrival and given more details through a chaperone meeting.

When do Chaperones *Share* Supervision with JPII Outdoor Lab Staff?

1. **Program Lessons and Activities:** JPII Outdoor Lab Field Instructors will teach the lessons during the program. We encourage you to enjoy the lessons and allow the Field Instructor to be the lead teacher. Help with student discipline and with urgent needs that arise to minimize distractions for others. *Our required student-to-chaperone ratio during all lessons and activities is 12-to-1*, not including our staff.
2. **Hikes:** JPII Outdoor Lab Field Instructors will also lead the hikes. As a chaperone, pay attention to all trail signs and instructions from the leader. Ensure all students stay on the trail, behind the leader, and ahead of the sweep.
3. **Small Groups:** JPII Outdoor Lab Field Instructors will lead the small group discussions, inviting students to reflect, pray, and share about their experiences with their peers. Chaperones must be present and are welcome to participate in these discussions, but participation should serve to encourage students' participation and not to detract from it.

When are Chaperones *Solely* in Charge of Students?

Chaperones are solely in charge during the following times. Chaperones are asked to maintain ratio during this time, ensuring that students are not left unattended.

1. **Cabin Times:** Anytime students are in cabins: overnight, morning, evening, and afternoon rest time.
2. **Mealtimes:** Chaperones help supervise students in following dining hall protocols, including getting food and cleanup at the end of each meal. Some Annunciation Heights staff will be available during meals for questions or to assist as needed.
3. **Free Time:** You may be assigned to pre-arranged locations/activities. Students are not allowed in cabins during Choice Time or Free Time to encourage them to spend time outdoors. During this time, restrooms are available in the Alpine building near the Office.

Rule of Three

An adult should never be alone with a minor during JPII Outdoor Lab programs. When the need arises for a student to leave a group (restroom, being picked up early by parents, etc.), **1 chaperone must accompany 2 children OR 2 chaperones must accompany 1 child.**



**ANNUNCIATION
HEIGHTS**
— C O L O R A D O —



Chaperone FAQs

1. Where do chaperones sleep?

- Within each lodge, at least one room will be reserved only for chaperones to sleep in. All our lodges utilize bunkbeds, and each room can sleep anywhere from 6 – 12 people.

2. Where do chaperones shower?

- Each lodge has at least two separate bathrooms. When possible, we try to reserve one bathroom solely for chaperone use. If this is not possible, there will be scheduled times for chaperones to use the showers.

3. Will chaperones have access to the internet and a landline?

- Yes, you will receive the Wi-Fi password upon arrival (*for chaperone use only*). A landline is always available to use in the café and the office.

4. Will there be coffee?

- Yes! We will always have coffee and tea available for chaperones in our guest café. A fridge and microwave are also available to use.

5. My child is also attending the program with me. Will I be in their group?

- We will try our best to have you with your child as much as possible, unless you request otherwise, especially during daytime activities. If you are the same gender as your child, you will be sleeping in the same lodge as your child, but in a separate chaperone room.

6. I have an injury that limits my physical activity. Will I be required to go on the hike?

- No, we will have enough staff to hike with your students. However, we do need some chaperones to attend the hike, therefore please communicate with Annunciation Heights ahead of time so we can plan for this.

7. What is the cost for a chaperone?

- The cost for a chaperone is \$60, which covers our cost of meals. We give you housing for free as a thank you for donating your time to chaperoning this Homeschool program!