

# **PARENT HANDBOOK:**

## **FROST VALLEY ENVIRONMENTAL TRIP**

Trip dates: May 24, 25, and 26 2010

**3 Parts**

**Part I- Frost Valley Information (Please Keep at Home)**

**Part II – Trip Contract, Permission Form, Medical Forms  
(Please return these forms together as one packet)**

**Part III – Frost Valley Handbook of Rules**

**Part I**  
TO BE KEPT AT HOME BY PARENTS

CAMP            FROST VALLEY YMCA  
                  Oliverea, NY 12462  
                  Phone #: (845) 985-2291

SCHOOL        Haworth Public School  
                  Phone #: (201)-384-5526

For more info on Frost Valley go to, [www.frostvalley.org](http://www.frostvalley.org)

**Please note: There is no cellular phone service in the Frost Valley area. Students should bring a pre-paid phone card if they plan to use a pay phone to call home. They will not be able to make collect calls from the Frost Valley pay phones. Time will be available for calling in the evening.**

#### Trip Finances

The cost of the trip is \$230 per student.

This money will cover the expense of lodging and meals.

Should a medical emergency arise the expenses will be borne by the parents of the child to whom the medical care is administered.

If anyone is to be returned home for illness or serious infraction of the rules, the expenses involved will be the responsibility of the parents. Please stress to your child that the decision of chaperones is final and that rules must be obeyed.

**PART II**  
**TO BE RETURNED TO SCHOOL AS SOON AS POSSIBLE**  
**Some forms require a doctor's signature, please return all forms together.**

Dear Parents:

It is of the utmost importance that all parents of students participating in the 7<sup>th</sup> Grade Frost Valley Trip carefully read this letter and discuss its contents with your son or daughter.

A tremendous amount of responsibility is assumed by the chaperones that accompany this trip. It must be clearly understood by all parents and students that these chaperones have complete authority over all the students for the duration of the trip.

The rules and procedures will be discussed with the students and their participation in this trip implies that they agree to abide by such rules. In most cases, violations of the rules will be dealt with immediately by the chaperones. However, in some cases punishment may be delayed until after the student has returned to school. The rules enumerated in the school's discipline manual will be applied while on this trip. We have no desire whatsoever to be punitive. I can assure you that our primary concern is the safety and welfare of your son or daughter.

All students will be given two booklets, the Parent Handbook and the Student Handbook covering the rules dealing specifically with the Frost Valley Trip. We respectfully request that the booklets be read and that the importance of the rules of behavior be discussed with your child.

We would greatly appreciate your cooperation in completing this form and returning it to the school as soon as possible.

Sincerely,

Mrs. Anna McGhee,  
 Trip Coordinator

My son/daughter \_\_\_\_\_ realizes the importance and necessity of adhering to the rules set up for the Frost Valley Trip. I recognize and accept the condition that, if for a good and sufficient reason it becomes necessary to send my child home, notification by phone will be immediate REGARDLESS OF THE TIME, and it will be my responsibility to pick up my child. In case I cannot be reached, an alternate name and telephone number are given below.

**Parent Signature**

**Alternate Contact Name**

\_\_\_\_\_  
**Telephone Number**

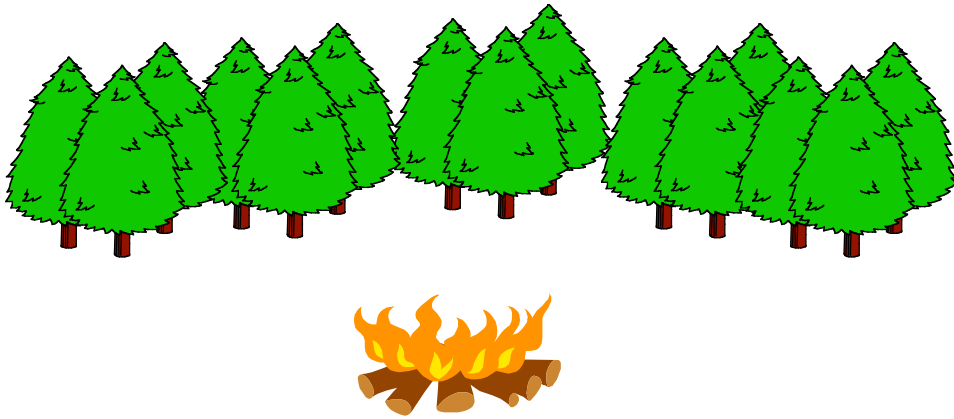
\_\_\_\_\_  
**Alternate Telephone Number**

\_\_\_\_\_

\_\_\_\_\_

Part III

S T U D E N T H A N D B O O K O F R U L E S  
For the  
O U T D O O R E N V I R O N M E N T A L  
E D U C A T I O N T R I P  
to  
F R O S T V A L L E Y



### BEHAVIOR ON THE BUS

1. Students must sit in their assigned seats while on the bus. As a safety precaution, students will remain seated and not kneel or turn around in the seat.
2. Students inside the bus will not shout.
3. Litterbags will be available for disposal of waste materials. These bags will be brought to the seats.

### BEHAVIOR IN THE DINING HALL

1. Seats will be assigned. Chaperones will not be at the students' tables unless necessary.
2. Once a student is seated, he/she is to remain seated except for a necessary trip to the rest room. There will be no visiting from table to table.
3. Voices are to be as quiet as possible. There will be no shouting from one table to the next.
4. People finishing their meals early are required to remain seated. Students will be dismissed after clean up and when all announcements have been completed.
5. Announcements will follow each meal. Silence will be required at this time.

### GENERAL BEHAVIOR AT FROST VALLEY

1. Safety rules will be observed at all times and in all places.
2. Equipment should be handled with care. Any damage must be paid for.
3. Respect the rights and property of others.
4. No student will be allowed in the lodges without the permission of a chaperone. Boys will not be allowed in the girls' lodge and girls will not be allowed in the boys' sleeping area. A tour will be given to students only if escorted by a teacher.
5. Televisions are not to be taken on the trip as there is no reception at Frost Valley. Also there is no cellular phone service at Frost Valley.
6. The following will not be tolerated:
  - a. Leaving a group or the area without special permission from a teacher or chaperone.
  - b. Smoking
  - c. Drinking of alcoholic beverages
  - d. Littering or rock throwing
  - e. Shouting, hollering, or any other loud noises
  - f. Picking, removing, or destroying plants or animals
  - g. Collecting and/or taking home any specimens (live or dead)
7. The time for "lights-out" will be announced at the end of the evening activity.

### WATERFRONT REGULATIONS

1. There must be a certified waterfront person on duty.
2. Only Frost Valley Staff Personnel may be in the boathouse to distribute equipment.
3. ALL persons must wear a proper sized life jacket while in boats and canoes and have them properly buckled. No equipment will be issued to those without jackets properly affixed.
4. Absolutely no "horseplay" will be tolerated.
5. Two people to a canoe - three people to a row boat - one person per seat.
6. Canoers must kneel - no sitting on seats.
7. All must return immediately to shore on a 3-whistle signal.
8. No small craft near dock area.
9. No docking or beaching except at boathouse.
10. No food or drink at waterfront.
11. Absolutely no cans or bottles.
12. All equipment will be properly returned and put away at the end of each activity period.

### DISCIPLINE PROCEDURES

1. Procedure for Infraction of Rules:
  - a. Loss of free time will result after the first infraction.
  - b. In the event of a serious incident such as leaving the area without special permission from a chaperone, or smoking, parents will be notified.
2. Punishments for Infraction of Rules:

For infractions of rules, punishments may be handed out at the discretion of the chaperone. These punishments may include such things as:

  - a. being deprived of free time and writing of the student rules
  - b. being sent home from Frost Valley.
  - c. being suspended from school and/or school activities when the class returns from the trip, at the discretion of the administration.

## DINING HALL PROCEDURES

1. Each student will know his or her table assignment prior to arrival. STUDENTS WILL SPEAK QUIETLY AND REMAIN SEATED DURING MEALS. ALL STUDENTS, WITH THE EXCEPTION OF TABLE SETTERS, MUST WAIT TO BE CALLED INTO THE DINING HALL.

### TABLE SETTERS

2. Table setters will be assigned for each meal. All table setters and a chaperone will report to the dining hall before each meal. The table setters will wash their hands and set the table. Upon completion of their chores, the table setters and the chaperone will remain in the dining hall.
3. A few minutes before mealtime, the entire group, in an orderly fashion, will enter the dining hall and proceed to their individual table assignments.
4. Before the first meal, a Frost Valley Staff member will give dining hall instructions to the entire group. Table serving and clean up procedures will also be coordinated by the staff. Students will be expected to use proper manners and not to shout or talk loudly. Failure to respond to requests for maintaining proper dining hall conduct will result in the removal of students from the dining hall and the loss of free time.
5. Serving dishes are used on the table so that each individual may serve himself/herself. The table setter does not serve, but he/she may take serving dishes to the kitchen for a refill as needed. Do not clean up until you have had dessert and clean up instruction have been given
6. While everyone else at the table helps to scrape, separate, and stack the dishes, the table setter returns all serving dishes with untouched food to the food counter. Dishes must be thoroughly scraped and stacked at the table. Silverware must be separated at the table to avoid congestion at the dishwasher. Separate containers are provided at the dishwasher for each particular dish or utensils. The table is wiped with a soapy sponge provided from a central area in the dining hall.
7. No food may be taken from the dining hall by students under any circumstances; the same applies to dishes and silverware.
8. All announcements will be made after clean up has been completed.

### RULES FOR THE LODGES

1. No girls are allowed in the boys cabin and no boys are allowed in the girls cabin at any time.
2. Students must remain in their assigned room for the duration of the trip there will be no changing of rooms. Students must remain in their own beds throughout the night.
3. No students will be allowed outside the cabin after lights out. At lights out all students **MUST** stay in the cabins, no exceptions. If there is a problem in the cabin let the chaperones know and they will contact the teachers.
4. Students are not allowed in any cabin without a teacher or a parent chaperone.
5. All food and drink in the cabins must be stored in a closed secure container. Animals will get into the cabins if food is left out.