



Chaperone Policy for CRC Sponsored Youth Retreats

Thank you for taking time to keep our children safe and contribute positively to their retreat experience. Below is information that will outline your duties as a CRC Chaperone.

QUALIFICATIONS: For Catholic Retreats, all chaperones must be VIRTUS-certified and 21 years of age (or older). Ratio of youth/adult is as follows, however your parish may opt for a smaller ratio:

- High School Events: 10:1 ratio for Day Retreat or in Rooms; 7:1 ratio overnight in Lodges
- Middle School Events: 6:1 ratio for Day Retreat or Overnight in Rooms or Lodges

BEFORE YOU ARRIVE: Please inform the students to wear modest & appropriate clothing and to leave all phones, electronic devices, etc., at home (as mentioned in the Letter/Packing List). Asking each student to follow the rules makes it fair for everyone. Plan to hold your youth accountable for their behavior and choices during their time of retreat. (Obviously, no drugs, alcohol, or weapons are permitted.) **Send a list of chaperones verifying they are approved and valid by your Safe Environment Coordinator to kathycarpenter@retreatcentercrc.org. (see website for form)**

WHEN YOU ARRIVE: Check-in at the Lodge Kitchen (to the left of the sidewalk near the lodges). **Bring a copy of all youth and adult Medical Consent/Liability Waivers. Submit copies to CRC staff at check-in.** Chaperones are expected to arrive 45 minutes before to the start of the retreat to open your assigned lodge prior to the youth's arrival. Chaperones are asked to put their luggage on the lower bunk space on either side of the front entrance to the cabin they will occupy. Chaperones must read this document and sign, stating they understand and will abide by the policy set forth.

KEY ASSIGNMENTS:

One Chaperone in each cabin will be assigned a key: _____(your cabin). One Chaperone will be assigned the lodge kitchen key: _____ Only share keys w/ other chaperones. Do not give your key away to students. Do not let students enter lodges or the Lodge Kitchen without adult supervision. Please keep lodges and Lodge Kitchen locked when the retreat is in session. At the end of the retreat, please return your keys to the key box in the lodge kitchen.

LODGE ASSIGNMENTS: A list of names will be provided and clipped outside each respective cabin. This list is created to have everyone accounted for in case of emergency. The names on the list should match each person occupying that cabin. No student is allowed to switch cabins unless, requested by their Youth Minister. Each cabin is gender specific; no males allowed in female cabin & vice versa.

IN THE LODGES: No youth are allowed to be unattended in the lodges, with the exception of when they are in a state of dressing/undressing, or in the showers. Chaperones must leave the cabins during these times (and vice versa). There are chairs on the porch provided for your convenience when you need to step out; please remain in the immediate area whenever youth are in the cabins. A chaperone must never be in a room alone with a youth for any reason.

INTERACTION AND LEADERSHIP: When the retreat begins, please follow the retreat master's cues for the level of involvement desired in small groups and discussion times. *Some retreat teams prefer the chaperones to be only passive listeners* in order to allow the young people to share without feeling inhibited by adult presence, especially if you are a parent. Other retreat teams welcome your mentorship in small groups to help the young people stay on track, and to encourage healthy participation. The important part is that your listening presence and choice of words is always respectful of them as persons. Our retreat team will guide you as to whether your presence should be peripheral or involved in small groups. In some instances, you may be called upon to help with set-up of prayer/activity areas.

PUNCTUALITY: All chaperones are responsible for helping the youth be on time for each activity (i.e.: morning wake-up and prayer, meals, and scheduled discussion sessions).



MEALS: Being on time for meals is extremely important, especially when other retreats are going on at the CRC. The youth will often wish to eat quickly and go to their free time activities. In this case, it is beneficial for the chaperones to be first in line, so they can finish eating and lead the kids to their free time activities. Otherwise, youth will be running off without supervision while the chaperones are still eating their meal. You may want to announce a cut off time for your meals where you can: 1.) Announce group activity opportunities for free time; 2.) Gather in your group; and 3.) Exit together to your point of destination. It is also your responsibility to monitor the students while in the dining room. This includes making sure students clear their trays, dishes, utensils and trash. Please have them scrape their plates before placing trays, plates, and utensils in the dish washing station of the kitchen.

FREE TIME: The CRC is set on 52 wooded acres and includes bayou front property. There are many places that people can go for their free time and activities to enjoy. Please help the students avoid mischief by supervising them during their free time activities. Chaperones need to always work in pairs and never be alone with youth. Use the space below to make sure there are 2 chaperones in each area during free time.

- Exploration/walking trails, stations, going to the bayou _____, _____
- Sports Pavilion and outdoor games _____, _____
- Lodge 1 _____, _____ Lodge 2 _____, _____ Lodge 3 _____, _____
Lodge 4 _____, _____ Lodge 5 _____, _____ Lodge 6 _____, _____
Lodge 7 _____, _____
- Kitchen Lodge for snacks _____, _____

All students must be supervised during their free time, including between evening dismissal and “lights out”. **Any misbehavior should be reported to the student’s youth minister first, then to a member of the Confirmation Retreat Team or CRC Staff immediately. The youth minister is responsible for contacting parents of youth who misbehave and sending the student home for drug, alcohol, fighting, or sneaking out of the cabins.**

NOTES ABOUT NATURE: There is poison ivy and poison oak you will want to avoid during outdoor excursions. If you or a student gets in contact with these plants, wash with warm soap and water, or alcohol. Consider that oils may be present on contaminated clothing, but it should come out in the wash. Though rarely sighted, some indigenous snakes to our region include copperheads, cottonmouths (water moccasins), coral snakes and rattlesnakes. Generally walking away is sufficient to avoid contact. However, in the very unlikely event that someone is bitten, immobilize the limb and make it lower than the level of the heart. Call **Poison Center at 1-800-222-1222**. Do not put ice or a tourniquet. Do not try to capture the snake.

SAFETY: For minor injuries, a first aid kit is supplied in the kitchenette of Oblate Hall. There are icepacks in the freezer for bumps. If you use one, please make sure it is returned. (If there is no ice there, you can find ice in the closet at the pavilion. **In the event of serious injury or emergency, call 911.** In case of fire, gather everyone at the parking lot or some safe place away from harm. If 911 is responding to a call during a time the security gate is closed, please have someone stationed there with the gate code (4659) to let them in quickly. In real emergencies, every second counts. Please let your group leader and the CRC team know if there is a problem. All injuries, emergency calls, and visits from 911 personnel on grounds should be documented and you must notify to CRC staff.

CHECK OUT: Clean-up of cabins and the kitchen lodge on Sunday morning is a shared responsibility. Supervise the clean up and packing. Make sure all trash is taken out to the dumpster; set thermostats to 77°. Turn off all faucets and lights; lock the doors; and please return your keys to the key box in the kitchen lodge.

We hope your time at the CRC is filled with blessings. Thank you for your dedication in helping our young people deepen their relationships with the Lord and each other. ~CRC STAFF

I have read and understand the above policy: x_____