

# Foley Environmental Education Center

## Adult Supervisor Pre-Trip Information

Updated 3/23/2021

\*We will continue to update this information with the latest information from the CDC, MN Department of Health.

An Adult Supervisor is a teacher, parent, college student, parishioner, or interested adult who accompanies the school group to the Center. These volunteers are vital to our program, enabling students to participate at a reasonable cost. *You are appreciated!* If you have been asked to be an Adult Supervisor, be prepared for a busy yet rewarding experience. We hope the following information will be helpful in your preparation and understanding of the program.

### Thoughts on Being an Adult Supervisors in regard to COVID-19

As a Supervisor in the Foley Environmental Program, you may have differing opinions about some of the practices that will be in place while in attendance. We understand that schools, businesses, churches and/or you personally, may have different practices. As a residential camp program serving youth, our licensing requirements may vary from the mandates and guidelines from what you are practicing. For your students, we ask 100% compliance from you to make the time at Foley successful. We thank you in advance and will do our best to make you safe and comfortable.

### Before volunteering are you willing to commit to do the following:

1. Can you and are you willing to wear a face mask covering your mouth and nose for an extended period of time?
2. At Foley, we will be using the term "Physically Distancing", will you enforce this as necessary, and keep yourself and your assigned students in their appropriate groupings?
3. Will you supervise appropriate handwashing and hand sanitizing diligently?
4. Are you willing to disinfect the cabin that you are living in, especially highly touched areas at least daily?
5. Will you refrain from coming if feeling ill, exposed to someone who has COVID-19 within the last 14 days and/or if you have a compromised health condition?
6. Are you willing to answer several questions about your health and have your temperature checked daily?
7. Are you willing to help sanitize the equipment used by your students after completing an activity or a class?

### Other changes if you have joined us in the past:

1. Adults are strongly encouraged to come for the entire length of the program to maintain a healthy community, continuity with students, and training of responsibilities.
2. Adults will be with their cabin and/or school groups for their classes, for all meals, and possibly during Rec Time (free time and in the evenings).
3. Adults will be assisting with the disinfecting of equipment used by their group. Meals will be served cafeteria style either inside or outside with a different dining room procedure.

## ◆ What Are My Responsibilities? ◆

Overall, you will be aiding in a variety of ways to help achieve a successful experience. You will be a supervisor, cabin counselor, and an aide during the academic classes. You will also be helping sanitize equipment and living areas used by your cabin group.

**Cabin Counselor:** Cabin/building assignments are worked out with the school. You are responsible for the students in your cabin – their happiness, health, and proper supervision. You are asked to remain in your cabin whenever students are present. You are also responsible for starting and maintaining a wood fire in your cabin stove if chilly.

**Academic Classroom Aide:** Your cabin group will be participating in a variety of classes; your role is like a teacher's aide which is to assist the leader to the best of your ability. Your experiences will be varied from walking in the muck, to canoeing on a pond or sitting quietly in the woods. Come with an open mind and be ready to “play” with the students. It is a busy day as you follow your academic group to all of their classes.

**Recreation Time:** During this time, you will be with your cabin group doing a variety of different things to provide for the needs and interests of the students. Help is needed in the following areas:

- In your cabin and shower supervision
- Organization and supervision of field games
- Assisting Foley Staff Members in archery, or human foosball or at the camp store
- Supervision of whittling or another supplemental activity

**Mealtime:** You will be sitting with your cabin group at assigned tables or outside benches. Food will be served cafeteria style. As with your own family, try to work on table manners while maintaining a pleasant and relaxed atmosphere. Each table is responsible for the dishes. Adult Supervisors help after each meal with sanitizing of tables, chairs, or benches. Help is needed in sweeping the dining room if eating inside as well.

**Hot Dog Roast:** One evening meal will take you to a campfire site with a cabin or school group for an interactive, intentional meal.

## ◆ FAQ'S ◆

**I was just asked to be an Adult Supervisor, where do I go to get more information?** Go to Foley's website [www.campfoley.com](http://www.campfoley.com) under the main tab “[Enviro Center](#)”. All of our forms and program information can be found here.

**What paperwork is needed?** All of our Adult Supervisors need to sign the [Adult Release Form](#) which may have been given to you from your school or can be downloaded from our website.

**What should I PACK?** The [Packing List](#) is on our website. As an Adult Supervisor you will also need the items on the student's packing list and can adjust the quantity based on your own needs. Adults have also found it helpful to bring the following items: **An alarm clock to wake students up in the morning; a coffee/tea travel mug; a flashlight; and personal reading materials for evenings.**

**Are there COVID practices in place?** Yes! They are summarized in **Keeping Participants Safe at Foley** and also found in the **Adult Supervisor Guide 2021**.

**Can I use my CELL PHONE?** Yes, when out of sight and hearing of the students! Due to the learning that is taking place and the “disconnect” atmosphere, we ask that cell phones are silenced, and one adheres to this policy.

**Is there INTERNET ACCESS?** Unfortunately, not! We are disconnecting our Adult Supervisors as well as our students.

**Can I work on my LAPTOP?** Yes, the cabins have electricity and one can use their personal computer in the small room, away from the students in the evenings after the students have gone to bed. Remember that our students are up early at 7:00 a.m. and do not retire until 10:00 p.m. and there is little, if any, free time during the day.

**Can I bring my small DVD player to watch a movie in the evening with the students in my cabin?** Since we are “disconnecting” everyone from electronics we are going to say “No” to this cabin activity along with listening to music, playing video games, etc. You can bring a deck of cards or a board game to share.

**What if there is an EMERGENCY at home and I have turned my cell phone off?** The Center's number is 218-543-6161. The phone is answered as much as possible when groups are present, or the answering machine is checked frequently. Messages will be delivered ASAP.

**How do I GET TO FOLEY?** Travel arrangements are the responsibility of the school and you should check with the teacher coordinating the trip.

**I am driving my own car can you give me DIRECTIONS?** Directions and maps can be found on every page of our website under [Contact Us](#). If using a GPS, type in our address of 9303 Father Foley Drive, Pine River, MN 56474. (We are located 15 miles outside of Pine River and most of you will never go through Pine River)

**Where do I PARK my car?** Personal vehicles may drive into the central area of camp to unload and load returning to the parking area as soon as possible to avoid congestion. The only parking for personal vehicles is in the parking lot. We ask that all vehicles remain on the driveways and avoid pulling off onto the grass due to erosion.

**I am on the BUS, where does the bus go when we arrive?** Buses are asked to back in through the main entrance until reaching the dining hall building. Luggage is unloaded in designated areas and then carried to the cabins by the students once they receive their cabin assignments.

**Are there restrictions to SMOKING, alcohol, and other controlled substances?** Smoking (tobacco, nicotine, electronic cigarettes, vaping) is done by adults in a designated area when students are **not** present. Smoking anywhere else including the woods is prohibited. Alcohol and other controlled substances are not allowed anywhere on Foley property.

**Is there more that I should know?** Please read the **Adult Supervisor Guide 2021** prior to arrival as this contains more details. Marie and Alli are available to answer questions and give suggestions as needed. Marie will meet several times (usually before or after meals) with the Adults.

**What should I do if I am on a special DIET?** Special dietary needs (medical, religious or otherwise) should be discussed with Marie prior to arrival. You can email her at [marie@campfoley.com](mailto:marie@campfoley.com). Unfortunately, we cannot provide non-medical diets for our adults.

**Is there COFFEE and tea available for the Adult Supervisors?** At all meals, coffee and tea will be available for you. If you are a heavy tea or coffee drinker, we suggest that you bring a travel mug to take these beverages outside of our dining room.

**Are there VENDING MACHINES?** No, since it is a candy and pop free experience for our students, we ask our adults to challenge themselves as well.

**What do I do if I need CAFFEINE but do not drink coffee?** You can bring that caffeinated beverage and store it discretely at our dining hall and pour into your travel mug. Having you mentally alert and happy is important to us.

**I am on MEDICATION what should I do?** Foley's policy states that the storage of medication (both prescription and over the counter) is under lock except when in the controlled possession of the person responsible for administering them. For your personal medication, you will need to carry your medication on you **OR** place it in a locked cabinet provided by Foley at our dining room area which you will have 24-hour access to.

**Are there ticks, bugs and spiders?** Yes, DEET repellent is supplied by Foley and participants are encouraged to "tick up" with appropriate dress and applying repellent. Daily tick checks are encouraged.

Once again, thank you for volunteering!