Adult Supervisor Guide

Updated 2/2/2026

♦ Cabin Responsibilities & Hints ♦

Upon arrival…

When settling into your cabins, we encourage you to have your students sleep *head-to-toe* spreading out as much as possible. When feasible, we suggest that you create some ventilation by having windows cracked and fans blowing air out.

******Cannot have fans on and start a wood fire, one or the other.***

Every morning, your responsibilities may include:

- To wake students, the suggested time is **7:00 a.m**.
- To guide the students in completing "**Daily Cabin Cleaning**" as described below.
- To remind students to attend the **Weather Station** before breakfast and before supper.
- To remind students **to bring necessary materials** (bag, pencils, water bottle etc.)
- To guide students in dressing for **weather** and **classes**.
- Gather with your students at the assigned outside area around **7:40 a.m**. for morning medications and for breakfast.

Upon completion of the evening program or when students can be in the cabin:

- We ask that you **remain in your assigned cabin** with the students for whom you are responsible as good supervision is very important during this time.
- Showers will be open for students during this time *until 9:30 p.m.*
- We suggest that students are to be in and out of the **washroom and ready for bed *before* 9:30 pm**. Showers and restrooms will be **closed for cleaning between 9:30 p.m. and 10:00 p.m**.
- We suggest out of respect in community living, that students **pick up all personal belongings before bed**.
- Out of respect, remind students that the cabin should be **quiet between 10:00 p.m. and 7:00 a.m. so as not** to disturb other schools or cabin groups.
- Out of respect, we ask that students stay in their own cabins and not to enter another cabin.
- We ask that all food, candy, gum, and pop is collected upon arrival - it will be returned to the students when departing. This is important in keeping unwanted animals out of your cabin.
- Please support the environmental and conservation practices for your cabin group.
- *Hint:* Turn lights out and read to the students for 15 to 20 minutes – a wonderful way to relax a group.

♦ Greenfoot Challenge ♦

The purpose of this activity is to reduce your cabin's carbon footprint and to become more aware of the importance of our environment. Each cabin will compete against other cabins for points while trying to do as many tasks as possible. The winning cabin is announced on the final day of the program.

The cabin group can choose to complete the following activities:

1. **Taking out a *ceiling* lightbulb** in the main cabin area beginning after supper until breakfast AND not supplementing with flashlights, hydrolights or solar lighting. The adult removes the lightbulb and puts it in a safe place. The concept is using less electricity by sacrificing a little brightness.

2. **3 Minute Showers**- The entire cabin takes a shower in 3 minutes or less per person (average). An adult from the cabin times their cabin; timer starts once the water is turned on until it is turned off. Thought - is it quicker to quickly change showers than adjust water? Reminder: Adults participate as well.
3. **Go Green Quiz**: Available in the folder on the table in the Dining Room. Complete without using a cell phone and turn in before final breakfast. Need 70% for a point!
4. **Games:** One to two games per night may be taken from Dining Hall, please return following morning before Breakfast, use sign out sheet when borrowing a game.
5. **Filling Campfire Water:** With the entire cabin group, fill campfire water jugs from the rain barrels when returning from the Team Hotdog Cookout.
6. **Participate in Djuno:** Win a point for your cabin by entering your answer to the Riddle and being chosen to read the Djuno facts.
7. **Demonstrate your loon call:** Win a point for your cabin by doing a successful loon call.

These activities will be assigned to the cabin:

1. **Solar Lights:** Place light in an optimal spot for charging during the day, if students are struggling, maybe suggest the shoe racks outside of the cabin or post by the dining hall. Return the solar light to the Dining Hall before Breakfast.
2. **Hydrolight:** Foley Staff Member will help you prep the light by soaking the battery in water for 10-12 seconds, **dry completely (IMPORTANT)** and insert into light. The battery should last 12 hours, if dimming, simply soak the battery again. Return to the Dining Hall at breakfast the next day.
3. **Clothes Plunger:** Meet behind the dining room with the entire cabin to receive a bucket of kitchen rags. Fill the plunger bucket ¾ of the way with water, add a small amount of lye soap and rags. Put on the lid and plunge away for a couple of minutes. All students should take a turn plunging. Fill the container with clean water, plunge again and hang on the clothes line.
4. **Composting**: Meet behind the dining room with the entire cabin group to receive your 1 "Green" Bucket of food waste from the kitchen. Head over to the blue compost bins and dump your "Green" Bucket in. Gather and dump in 2 Buckets of "Brown" waste – this is "yard waste" - dried leaves and/or grass clippings (no pine needles). Give the Compost Bin three gentle spins in each direction and YOU'RE DONE! Please don't over spin, this disrupts the decomposition process. An alternative activity will be spreading coffee grounds around baby trees.

Bonus Points or Reductions:

1. **Bonus Points** can be given by Foley Staff Members for noticing cabin groups going above and beyond. An ongoing way to earn bonus points is to pick up any trash you see around the grounds.
2. **Deductions** can be given for leaving cabin lights on, being "soil destroyers", taking super long showers, or having a lot of food waste.

♦ Daily Cabin Cleaning ♦

Community living requires cooperation and responsibility in caring for one's cabin. We ask the cabin group (students and adults) to be responsible for this daily task. Suggestions are as follows:

- **Sweeping**: The floors of the cabin should be sand free; sweeping under furniture. Sweep outside steps too.

- **Personal Gear**: All personal gear, such as clothing and shoes, should be stored in the provided shelves or locker or in one's suitcase. Suitcases are to be placed against the wall or on top of the lockers to keep the aisles free for safety.
- **Clotheslines**: Please place all wet clothing on the clotheslines provided outside the cabin. Bring dry clothing in before retiring at night. *Rafters and ladders on bunk beds are not designed for drying/hanging clothing and towels.*
- **Beds**: Straighten sleeping bags and tuck sheets in.
- **Firewood/Kindling**: We suggest keeping firewood boxes supplied with 4 to 6 pieces of wood and the smaller kindling box full to start fires.
- **Trash**: Empty in large green receptacles located near the bathrooms.

♦ Wood & Kindling ♦

- **Kindling** can be gathered by picking up sticks from the ground around the cabin or in nearby woods. Do not break twigs off trees. Sticks that are good for burning have a "snap" to them. Dead pine needles are not the best kindling - they smoke a lot.
- If in need of a newspaper **or matches**, please ask a Foley Staff Member.
- The **firewood boxes** are to remain in their original locations in the cabin. Please do not move them. The **tile area** around the stove should remain free of wood, paper, clothing, shoes and other items to prevent fires.
- **Cut firewood** is taken out of the open shed by the Storage Center. In being respectful of the boys' privacy, girls need to retrieve any necessary wood after meals. Adults should be present when students are retrieving wood from the shed.

♦ Departure Day ♦

The Night Before Suggestions
- Encourage the students in your cabin to begin to pack.
- Be sure to keep aisles free from suitcases.

Reminders for the Morning
- Students do *not* need to visit the Weather Station if attending a 5-Day program.
- As students finish packing, they **bring their gear** to the designated area for their school and then return to the cabin to help others pack or help in cleaning the cabin.
- Once everyone's personal belongings are out of the cabins, do a run through of **checking** lockers, shelves, behind shelves, around and under mattresses, clothesline and under beds for lost belongings. Bring unclaimed items to the dining room area.
- Bring all **items on loan** from Foley to a table inside of the dining room.
- Do a **final cabin cleaning** with the students helping. Sweep well, check to make sure there are about 6 pieces of firewood, a full box of kindling, and an empty wastebasket.
- Wastebaskets are emptied in the green trash cans located in the cabin living areas.

♦ Academic Class Responsibilities ♦

How It Works
- At each Class Block, there is an assigned Foley instructor or teacher for that class. Your **role is like a teacher's aide**, to assist the leader to the best of your ability.

- Your role is to properly supervise, ensure appropriate behavior, and take care of the students. We ask that all adult supervisors attend the classes of their assigned group.
- All block classes **depart from the benches** in front of the dining hall after roll is taken.
- You **follow the block class** that you are assigned.

Responsibilities for All Classes

- Meet students at benches and take attendance. Help to get classes off to designated areas on time.
- Help to keep students attentive and on task during classes.
- Assist students who are struggling with specific tasks or need encouragement.
- Provide spirit and genuine interest in what is being taught.
- Be another set of eyes to ward off problems - safety or disciplinary ones.
- Work with students in washing or sanitizing hands as needed.
- Help with selfcare as needed – sunscreen, ticking up, hydration, and proper dress.
- The class instructor will inform you of how you can help at each class, specific to the activities involved.

♦ Waterfront Lookout ♦

When at Aquatics (Hidden Lake) or on Whitefish Lake (Rec Time Canoeing), your Lookout responsibilities are:

1. Assisting Foley Staff Member in putting canoes into the water, sizing up paddles, checking that lifejackets are worn correctly, etc.
2. Assisting with getting canoes in and out of the water.
3. Maintaining constant surveillance; counting the students and number of canoes.
4. With inclement weather, check with Foley Staff Member, as to procedures and responsibilities.
5. Assist in supporting the buddy system if students are swimming.
6. Ready to call for additional help – Camp Office 218-543-6161 or Marie 218-330-8105

♦ Recreation Time Responsibilities ♦

During Recreation time or evening program, you will remain with your cabin group as assigned to a location. Some examples of supervision include:

Cabin Time: In your own cabin playing games or visiting with your group.
Archery or Slingshots: Assisting a Foley Staff Member with equipment and safety.
Human Foosball, Gaga Ball & 9-Square: supervising games, returning balls for storage.
Field Games (kickball, ultimate frisbee, softball) or **Court Games** (Volleyball, basketball and tennis) supervising area and perhaps participating with the students; distributing and storing equipment,
Camp Store: Distribute collected money from students for the purchase of items from the camp store.

♦ Shower Supervision & Cleaning ♦

It is recommended that there is **double coverage** in the shower rooms. Adults are responsible for assisting with, adjusting the water temperature, moving students through the showers so that everyone has hot water, checking for ticks, and picking up all items belonging to your group before departing.

- Remind students to **bring as little as possible** with them to the showers because space is limited.
- Remind students to **wash their legs** after muck walking and **to check for ticks**.

♦ Meal Time Responsibilities ♦

To reduce illness and serve safe food, the camp kitchen is off limits to our guests.

Before the Meal

- Arrive and gather your school or cabin group at their assigned area.
- If eating inside, proceed with your cabin or school group to your assigned tables.
- Check to see if you **have all the students** – let your teacher know if they are missing someone.

During the Meal

- Meals are served buffet style.
- Students **remain** at their assigned tables until the group has completed eating and the eating area is cleared.
- The adult is responsible for **scraping** all dishes, and guiding students as tables are cleared according to directions. We ask that the adult wipes off the table if eating inside.
- If a student is on a special diet, make sure he/she is getting plenty to eat.

♦ Medication, Emergency Care & Health of Participants ♦

The school has primary responsibility for the care of its students. The Directors (Marie and Alli) will support the schools in this care. Several Foley Staff are certified in CPR and First Aid. We can also call into a local clinic and hospitals for assistance. If medical attention is needed, a decision will be made to call 911 for transport or to use school or camp transportation. An AED is located outside of the dining hall.

It is the responsibility of the school to handle mediations that accompany their students per school policy. We strongly suggest that medication belonging to adults or students is not stored in the sleeping cabins except for rescue inhalers and EpiPens. We firmly advise that all medication (prescription and over-the counter) is kept in the locked cabinet in or near the dining room when not in immediate possession of the one administering the medication. It is suggested that an adult does not administer any of their personal medications (Tylenol or a decongestant) to any student that is not their dependent.

A First Aid Kit containing common over the counter medication is in the Dining Room for the school's use. Other supplies are available upon request from Marie or Alli.

In case of an incident and/or injury, adult supervisors may be requested to complete a report.

We are advising that participants arrive at Foley healthy and ready to fully participate in the program. Recommendations to remain at home include if an individual needs medication to keep a fever below 101 degrees Fahrenheit, has not been on a prescribed antibiotic for an infection for 24 hours, or is vomiting, experiencing diarrhea, or has an uncontrollable cough. If these symptoms appear once here at Foley, it is recommended that they return home.

♦ Ticks ♦

Wood (dog) ticks and deer ticks do exist at the Center. In helping to prevent tick-borne diseases, we ask adults to remind and assist the students with the following prevention hints while maintaining a calm and relaxed atmosphere so that learning can continue outdoors.

- Dressing: Wear light colored clothing to find ticks more easily. Tuck pants into socks, shirts into pants, etc. since ticks will crawl upward. Apply a DEET repellent spray, at the minimum from waist to shoes.
- Checking: **Every evening,** adults and students should do a routine **check for ticks**. You are responsible for reminding and guiding students through a tick check. Students can help each other check backs and tops of heads.

- Removing: Remove **wood ticks** by grasping the tick and gently pulling the tick out with your fingers. Place ticks on the masking tape provided. Deer ticks that are not attached to the skin, can also be placed on the tape.
- Suspected Deer Tick: If a suspected **deer tick** is found that is attached to the skin, remove the deer tick following the procedures under Tick Removal.

♦ Tick Removal ♦

If you DO find a deer tick attached to the skin, there is *no need to panic*. Not all ticks are infected, and studies of infected deer ticks have shown that they begin transmitting a tick-borne disease on an average of 36 to 48 hours after attachment. Therefore, your chances of contracting a tick-borne disease are greatly reduced if you remove a tick within the first 48 hours. Remember, too, that nearly all early diagnosed tick-borne disease cases are easily treated and cured. Adults are asked to remove ticks following the procedure taped to the cover of the "Tick Kits" or ask a Foley staff member for assistance. "Tick Kits" are in the Dining Room and in the Private Bathrooms. If a deer tick is removed from a student, it will be sent home with the teacher along with some additional information.

♦ Blood borne Pathogens ♦

As a volunteer, you need to protect yourself against blood borne pathogens. These brief guidelines are to assist you.

- Avoid direct contact with any bodily fluids, especially those with blood.
- Help teach self-help skills to the students. Students can wash, dry and put a Band-Aid on a minor cut by themselves. They can also hold the compress and apply direct pressure while medical help is sought for a more major abrasion.
- Don't wipe up a blood spillage; cover with newspaper if necessary and inform Marie or Alli.
- If you do come in contact, notify Marie or Alli immediately for the next steps.

♦ Discipline Policy ♦

Students are expected to behave within the guidelines of their school and the Foley Environmental Center. If an Adult Supervisor is having difficulties with a student, seek the advice of their teacher. The teacher will oversee disciplining the student in accordance with their school's policy. Foley Staff Members can assist the teachers and adult supervisors in discipline problems.

♦ Emergency and Safety Procedures ♦

- At the sound of the bell continuously ringing everyone reports immediately to the benches in front of the dining room for instructions. It is imperative that you come quickly with the students while maintaining a sense of calm. Do not excite students unnecessarily.
- All adults and students will remain with their respective school or academic groups until dismissed or directed to another location depending on the emergency.

♦ Intruders ♦

Generally, unknown individuals in camp are there out of curiosity or to see someone. Those people will gladly go to the office if dealt with politely and directed to the office. Never lead an unknown individual to a

student they request to see. Always accompany these individuals to the office, or, if you are busy with students, visually ascertain that these individuals do go to the office. Venders and service individuals should be in areas that are appropriate for their task. Deal with camp intruders in the following manner:

- Identify yourself and ask if you can be of help. If they are visiting or need assistance, direct them to the office.
- Try to keep these people in "neutral" camp areas, like the center of camp. Discourage unknown people from moving into cabin areas.
- Try not to leave intruders alone, if possible.
- If an intruder refuses to identify themself, depart, or go to the office, notify a director immediately.

♦ Homesickness ♦

The degree to which students are affected by homesickness varies greatly. Homesickness does happen and, as most of us have suffered from it, we should be able to sympathize with these newly afflicted individuals. Every homesick child needs to be dealt with individually, but all are away from home, often for the first time. All children must find a way to be happy when separated from their family. The ways of making the child happy represent the treatment of homesickness. ***It is highly suggested that Adult Supervisors first check in with the child's teacher before promising that a child can call home.***

What the adult can do

- Check in with the student's teacher for helpful information.
- Be "upbeat" and expect them to have a good time.
- Keep the students busy - try to involve the student by engaging him or her into activities.
- *Do not* ridicule, shame or belittle a homesick student. Let them know that homesickness is a common experience for persons away from home.
- Try to ignore hysteria as it usually needs an audience.
- Use your sense of humor! If you can get the student to laugh and smile, they are not able to cry, try as they may – reinforce the opposite behavior.
- Acknowledge their feelings but give the student a message of confidence in his or her ability to cope.
- Keep the student's teacher informed. Teachers can discuss with Marie or Alli about other options.

♦ Phone/Adult Restrooms ♦

- Ideally, we are asking that you "unplug" for your time at Foley**. Cell** phones may be used – by adults only – out of sight and hearing of the students. Avoid placing phone calls in any cabins or washrooms as well. Please turn off the ringers when around the students, so as to not disturb their learning. We ask that students are not on cell phones. To support the "disconnect" we do not have Internet available for our guests.
- There is one adult restroom for women and one for men (complete with a shower) for use by adults in addition to the larger restrooms.

♦ Evening Support ♦

Until 10:00 p.m. Foley Staff Members can be found in the center of the facility – closing the dining room, securing the grounds, or visiting with students and adults. To provide a safe and secure environment, please be where you are supposed to be! You are needed! If you need assistance, call or text Marie 218-330-8105.