

Youth University Educational Field Trips 2012

Chaperone Handbook




Brock University

YEAR END FIELD TRIPS AT
Youth University

Youth University at Brock University
500 Glenridge Ave
St. Catharines, On
L2S 3A1
Tel: 905-688-5550 ext 3120
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Icon key

 Procedures

 Guidelines

 Emergency Information

 Alerts!

Welcome

Welcome to Youth University Spring Educational Camps 2012.

Every year we start planning for your visit in October. Over the eight months from October to May we are planning, hiring, training, ordering supplies, and meeting with the various partners that work to provide a great camp experience for you. We are glad that you're coming and we hope you enjoy your time at Brock University.

This package is intended to provide you with general information about your time at Youth University.

Working Together for a Great Trip...

Our staff are specially selected and highly trained to provide all of the learning modules that start after breakfast and finish with an evening program. You can help us offer the best program possible by assisting us with:

- Monitoring your students during meals and break times
- Ensuring that your residence floors are quiet during night hours
- Ensuring that a teacher or supervisor is with each group in the event that a medical or behavioral concern arises.
- Ensuring that a teacher or supervisor remains with any students with medical or physical concerns.
- Monitoring the change rooms and students during evening swim (if your group is swimming)

Please feel free to participate in the modules with your students. We think this is an excellent opportunity to see your students excel in areas that are uniquely different from their school environment.

"I am always impressed with the leaders, the organization, enthusiasm and structure of the Camp" – Jason Stanat,
Thames Valley District School Board



Arrival and Departure

1

Check IN...

Upon arrival you will be greeted by our staff outside the **Gordon and Betty Vallee Residence** building. The students will unload the bus, and be instructed on how to proceed to check in. You will then be escorted to an area where you and your students can eat the bag lunch which they have prepared. After a chance to eat and unwind from the bus ride, each student's name will be called out and they will be asked to follow one of our instructors to their residence floor. Your student's rooming assignments will adhere as closely as possible to the information that was given to us on the "Accommodations Preference List" which is submitted prior to your arrival.

After a brief introduction from our instructing staff, each student will receive their room key and a camp T-shirt.

Each floor's chaperone will be given a bag containing the keys to the rooms on their floor (s). Each chaperone will be asked to verify the number of keys and initial for them during the room check in. Please keep this bag to collect your keys in at the end of the visit.

Please report any changes to the room assignments to one of our staff members or our Logistics Coordinator.

During our Teacher Orientation the teacher in charge will be asked to verify the final number of students attending, which will correspond with the number of keys distributed to the students.

2

Check OUT...

On the last day of camp all students must move their packed bags from their residence room to the luggage storage room by 8:30/9:00am. It is important that all bags are moved out by 9:00 am in order that rooms can be cleaned in preparation for the arrival of the next group. Please have a designated teacher or chaperone sign out your luggage room key at the North Service desk before breakfast. You will be required to sign the key back in prior to your departure to avoid a service charge to your school.

If individual room keys were distributed to each student:

Using the ziplock bag envelope that you were given upon arrival, please have each chaperone collect the entire floors keys and bring them to the table outside of the dining hall by 9:00 am on the last morning of your visit. At this time each chaperone will be asked to verify that every key is accounted for. Please note that lost keys must be charged at \$140.00 per set to replace.

Are you checking out on Wednesday?

For a Wednesday check out for all luggage will be moved out through **stairwell 18 of Decew Residence**. If you are unsure of where stairwell 18 is located please ask one of our friendly staff. This departure point is used in order to avoid traffic congestion from the groups who will be arriving and moving in through the Vallee main entrance. Please find a spot for your school to gather outside on the grass, the buses have been directed to pick you up there.

"Very professional and well run. Kids loved it!" -
Shanty Bay Staff



Emergency Communications

In case of an emergency please take note of the following ways to get help.

Phones: Are located inside the Phys-ed Building, Campus Security, Conference Services, inside Decew Residence and the Youth University office. Our Camp Director also carries a cell phone which is available to you for emergency purposes.

Emergency Call Boxes: Emergency call boxes are marked with a blue light; call boxes are located at various points throughout Campus. Those closest to areas of the Youth University activities are located at the tennis court end of the Walker Complex, inside the door at Campus Security, and outside the entrance to Thistle across from Alphonse's Trough.

Youth University office 9:00 am to 5:00 pm	905-688-5550 then dial 1, then ext. 3120
Allison Norg: Residential Program Manager	Office 905-688-5550 then dial 1 then ext. 3764 Cell phone 905-401-2403 (May-June)
Conference Services	Ext 3369 please note that the Conference Service desk is open <u>24 hours</u> a day in case of emergency
Intern Coordinator	Cell Phone 289-668-3147 (May-June)
Program Manager	Cell phone 905-401-1463
Fire or medical services:	911 from a pay phone or cell phone 9-911 from a University phone
Campus Police (campus police inner office may be closed, use call box in entrance)	Ext. 3200
Central Taxi 5-0 Taxi	(905) 685 7343 (905) 685 5464

Making a trip to the hospital?

Should you have to take a child to the hospital, please keep us informed by calling the Camp Director or Conference Services.

Procedures on Campus



We value maintaining a controlled and organized environment here at Youth University. We often have a high volume of students participating in our programs, and their safety is of great importance to us. Please review the following guidelines with your students prior to your arrival to ensure their attention.

Residence Guidelines

To make your stay at Brock University an enjoyable one, we ask that you please comply with the following residence guidelines:

1. Quiet hours begin at 10:00 pm for all groups. At that time, please stay in your room or in the lounge area. Excessive noise at any time is not permitted.
2. We ask that when traveling through the halls of the residence; please keep noise to a minimum as there are people working in offices along the main level.
3. Please do not run in the residence.
4. Check-out is by 9:00 am on the last day of camp. Please return your keys to your teacher/chaperone. A room to store your luggage until your bus arrives will be provided.
5. **Lost key sets will cost you \$140.00 per set to replace so please keep track of your keys and do not lose them!**
6. Please do not move any furniture in your room or lounge area - please leave your rooms the way you found them.
7. Please do not use the phones. They are monitored by our front desk staff and you will be charged each time a call is made.
8. Please do not unplug the phones in the rooms from their wall jack.
9. No student may leave campus or skips modules/activities unless permission has been granted by your teacher, at which time, a teacher must be with you at all times.

Helpful Hints:

- Remove the receiver from the students phones to prevent unwanted phone conversations between rooms
- Have each floor's chaperone hold the keys for the floor during the program to avoid lost keys.





Dining Hall Guidelines

1. Please line up in an orderly fashion with a partner along the wall into the dining hall. Please keep the wheelchair ramp clear for those exiting the dining hall.
2. Your camp T-shirt is your ticket into the dining hall; you are required to wear it for entrance to every meal.
3. Enter the serving area slowly, allowing the cashier to count you.
4. Trays and cutlery will be on the right and left hand side as you go in. There are two hot lines with the same food on both sides.
5. Please take one dessert, piece of fruit and beverage at a time. You may come back for seconds.
6. Do not play with food or drinks. This creates unnecessary waste.
7. Please clean the table when you are done your meal. That means pushing your chairs in and taking your trays to the racks.
8. No food is allowed out of the dining hall. This includes ice cream, and soft drinks. (Please fill your water bottles with water only)
9. **MOST IMPORTANT** ... if you have any food allergies and you aren't sure about something **PLEASE ASK**. If you aren't comfortable with the answer, the best thing is not to eat it. Ask for a manager or supervisor.
10. Please respect the others who will be in the dining hall with you.

Helpful Hints:

- The camp T-shirt is your ticket into the dining hall.
- Students are only permitted to enter the dining hall one time, re-entry will not be permitted.
- Make sure your students know ahead of time that they must leave their table clean. Please have them place their trays on the tray rack when finished.

Does anyone in your group have food allergies or concerns?

At Brock University we understand the challenges that children with severe allergies may face when eating in a new environment. We will be sending home a *Medical Dietary Requirements Form* for those participants with **serious and life threatening allergies**. Those participants requiring special assistance with their food choices must return this form before **your 20 day final deadline prior to your group's arrival**. The form will be used by a registered dietitian to call each participant and discuss appropriate meal options. They will also discuss what steps will be in place to manage food-related risks while on campus.

"Administration was very supportive. Safety was no concern! Justifying curriculum ties was no problem either!"
- David Cockburn



Pool Guidelines

General Pool

- Patrons must have a shower on admission.
- Proper bathing suits ONLY - not cut-offs, t-shirts, or shorts/underwear due to Brock Pool Policy.
- Sandals or deck shoes only to be worn on pool deck. Shoes are not permitted.
- No running anywhere in the pool area.
- No food or drinks permitted in the pool area.
- 15 years old and over ONLY in the whirlpool.
- No diving in the shallow area (less than 4 feet)
- Back-dives and flips allowed off boards 1.22m/4 feet or more only.
- Spectators are asked to observe from the gallery area.

Deep & Diving Section

- FOR STRONG SWIMMERS (should be able to swim across width of pool easily)
- Diving off sides allowed in mid 1/3 at all times.
- Swim straight out to the buoy line before swimming to sides when using platform and 3m boards.

Tarzan Rope

- FOR STRONG SWIMMERS (should be able to swim across width of pool easily)
- One person on the rope at any time.
- No swinging back to the ramp.
- Make sure everyone is out of the way before next person swings. Swim immediately to the side.
- Diving boards (1m & 3m) on Tarzan rope side to be closed while rope is in use.

Lifeguards

- Identifiable by blue lifeguard singlet.
- Have the right to refuse entry to those not showing proper stamp, or exhibiting dangerous or improper behaviour

Whistles

- One short blast - patron's attention
- Two short blasts - get other guard's attention
- Long blasts - clear the pool (listen to lifeguards for instructions)

PFD's

- Life jackets may be work by young children in any section of the pool ONLY if accompanied by adult at arm's length. Life jackets are permitted on the 1m diving board only.

Helpful Hints:

- Chaperones who do not wish to swim are required to supervise from the observation deck
- To help account for every student during swim time, please do not allow students back to their residence unattended before the end of the swim.
- T-shirts are not permitted in the pool due to Brock Pool Policy. Should this raise concern with any of your staff or students, please consider your options before arrival or contact us.
- Some schools do not permit the use of the Tarzan rope and diving boards. We ask that you monitor your own students for this reason.

PLEASE FOLLOW LIFEGUARDS' INSTRUCTIONS AT ALL TIMES.

** Please note this swimming program takes place during an open public swim time.

Does your school board require a swim test?

Call our office prior to your visit to book a swim test for your students



Allergy Alert!!

Please note there are vending machines as well as other food services available throughout the university. We ask that you be considerate of those, whether from your school or other attending schools, who have life threatening allergies to the products sold outside of the cafeteria. Our evening snack is a peanut free product and is provided in a sanitized environment. Please control what your students are buying outside of the cafeteria.

Do you have students who require special considerations?

Call the Residential Program Manager to discuss how we can, working together, create a successful trip for all your students.



For Your Convenience:

Bank Machines are located in the Walker Complex (near the food services area), in the General Brock Store, in Thistle lobby next to the main Tim Hortons and in the Thistle corridor next to the bank. A full service bank is open for limited hours during the business day.

Please note that **change machines are not available on campus** and there is no place to get small change. If you wish to let your students to use the beverage vending machines around campus, please advise them to bring small change (loonies, toonies and quarters) to campus with them.

Book Store Hours:
Monday to Friday:
9:00 am to 7:00 pm

Tim Hortons Hours:

Main Lobby:
Monday – Thursday
7:30 am to 7:00 pm
Friday
7:30 am – 4:15 pm

Thistle:
Monday to Friday
8:00 am to 1:30 pm



Background Information

About Brock University:

Located at the centre of Canada's beautiful Niagara Peninsula in St. Catharines, Ont., Brock University is the only Canadian university with the distinction of being part of a UNESCO Biosphere Reserve.

The University offers strong undergraduate, graduate and interdisciplinary degree programs that include co-op and other experiential learning opportunities to a student population of more than 17,000.

Brock University graduates continue to enjoy one of the highest employment rates of all Ontario universities at 96.5 per cent. Brock celebrates the success of its 50,000 graduates who apply their degrees to careers throughout Canada and around the world. The quality of education at Brock University continues to score high marks with students who gave the University a grade of A- in the *Globe and Mail's* 2005 University Report Card.

Our commitment to the individual student and to the highest standards of teaching and research excellence is reflected in the growing numbers applying to Brock. The percentage increase in student applications to Brock continues to rise and is one of the highest among Ontario universities.

Brock students can expect the close, personal attention of a dedicated faculty and the opportunity to explore their academic interests through participation in seminars and labs. The University is expanding the number of programs offered at the undergraduate and graduate levels and is introducing new co-op programs across all faculties. Brock offers one of the largest selections of co-op programs in Canada.

To meet an increasing demand for a Brock education, more than \$87 million in construction has been committed or commissioned to expand the campus. Over the last few years, the University completed construction of academic buildings, the Walker Complex, which is Niagara's largest recreational facility, and student residences. Recently, Brock approved the construction of a \$22.6-million facility to house a new bookstore, provide additional academic space and house the Lifespan Development Research Centre, a facility unique in Canada.

Brock serves the Niagara region as a cultural, academic and recreational centre and offers the community excellent facilities for people of all ages.

Brock's annual economic impact on the Niagara region is \$265 million.

The Brock campus is a safe and friendly environment. The park-like setting of the University, with its wide-open spaces, offers a number of outdoor activities at any time of year.

Opened in 1964, Brock was named for Maj.-General Sir Isaac Brock, who lost his life at Queenston Heights in the War of 1812. His last words are said to be, "Surgite! Push on!" – Which is now the University's motto.



Frequently Asked Questions:

What/Who is Youth University?

Youth University provides innovative summer camps, day programs, and field trips to over 6000 elementary and secondary school students each year.

Youth University is a not-for-profit department of Brock University dedicated to creating and delivering innovative educational opportunities for pre-university aged youth.

We encourage a path of life-long learning by tapping into the natural curiosity of young people. Our programs are meaningful, engaging, active and fun.

Youth University is located on the beautiful campus of Brock University. Classrooms, labs, playing fields, and wooded trails are the setting for each unique learning adventure. Our facilities also include two high ropes challenge courses (one is fully accessible) and an outdoor climbing wall and rappel tower.

"I feel that student safety is of utmost importance and that they are as safe as they could be here!"



What type of Security is there on Campus?

The role of the BROCK UNIVERSITY CAMPUS SECURITY SERVICES is to enhance the quality of life on the campus by working co-operatively with the community. The responsibilities of the Service are Crime Prevention and to preserve the peace of the Campus community. Their duty is to investigate all crimes and disturbances, enforce Federal, Provincial, and University Statutes, apprehend offenders, and provide assistance to the Victims of Crime. These responsibilities are met through the community-based security model, which means that the Service is active within and responsive to the campus community. Other responsibilities of the Service include the opening and securing of all areas of the campus and the operation of a lost and found service. Campus security operates 24 hours a day, seven days a week.

You can call Campus Security for both general inquiries (ext. 4300) and emergency situations (ext. 3200). If you are in need of immediate attention, there are 75 yellow security phones located in and around campus. Simply press the button, wait for the officer to answer, and state your problem. Campus Security can pinpoint your location and provide immediate assistance.



What are the eating arrangements for our visit?

All meals are normally served in the DeCew Residence dining hall in an “all you care to eat” facility. Each meal sees several choices often including delicious and healthy entrees, salad bar, pizza bar, hamburgers and French fries and more. Beverages are dispensed self serve fountain style.

Please assist us by supervising your students during meal times. The rules of the dining hall will be reviewed with the students upon their arrival, please support us and the catering staff by ensuring these rules are followed.

If you or a student has food allergies and are unsure about something PLEASE ASK. If you aren't comfortable with the answer, the best thing is not to eat it. Ask for a manager or supervisor.



What can I expect when staying in a Residence dorm?

Each residence room comes with a bed, desk with drawers and closet. Basic bed linens are provided. Many people prefer to bring their own pillow from home. Your students will need to bring their own towel, face cloths, toiletries and alarm clock.

A key or swipe card accesses each room and access to each floor is by swipe card as well. Many teachers prefer to personally keep their students' keys for them during the day. This not only prevents lost keys, but also ensures that students do not have access to their rooms without permission during the program portion of the day.

There is a 24-hour front desk located on the main floor of DeCew Residence. The friendly service staff are available to assist you with any rooming issues that may arise during your visit. The front desk staff can also provide a wake up call service that you are welcome to use.

Students and teachers will be advised of the rules of the residence upon their arrival. Your cooperation in enforcing these rules is greatly appreciated. Please do your best to maintain a reasonable noise level on your floor following the 10:00 p.m. beginning of Quiet Hours.

? What type of phones access is there?

Pay phones are located in the lobby of your residence and are available for student and teacher use. Please ensure your students are aware of how to call home from a pay phone (i.e. collect or how to use their calling card).

While phones are located in every residence room, students are asked not to use the phones. If teachers intend to use the in-room phones, please be advised that a calling card will be required for any long distance calls.

? Is there Laundry service available?

Coin operated laundry facilities are located in the basement of each residence and are available for your use. Laundry soap may be purchased from the Front Desk.

? What type of weather can I expect during May and June?

The weather in Niagara during May and June is unpredictable. It is often rainy and muddy, but can also be quite hot. Please ensure that you your students are appropriately prepared for any weather by packing warm clothes, rain gear, sunscreen, water bottle and hat.

Average Daily temperatures:

May: Temperatures can range from a high of 19 Celsius (66 Fahrenheit) and low of 8 Celsius (46 Fahrenheit).

June: Temperatures can range from a high of 25 Celsius (76 Fahrenheit) and low of 14 Celsius (57 Fahrenheit)

? What should my students pack?

In order to prepare your students for this overnight field trip, we suggest they bring the following items.

What your students should bring:

- 1 pair of long pants
- Shorts and/or pants
- Warm shirt(s) and/or jacket
- Rain gear
- Running shoes (no sandals, open toed shoes or high heels are permitted during activities)
- Casual attire for evening dance (if your school is dancing)
- Sunscreen
- Bug repellent
- Hat
- **Water bottle!!**
- Swim Suit and Towel (if your school is swimming)
- Bath towel, face cloth, soap
- Toiletries
- Lunch for travel day to Brock University
- Spending money - small bills and **change** (optional, all meals and snacks will be provided. Your child may be given the opportunity to visit the Brock University Bookstore and/or the Camp Shop.)

What your students should not bring:

- Large amounts of money or other valuables
- Snacks that contain nuts or nut oils (due to the severity of allergic reactions in some of our campers and staff).
- Electronics

What your students will be provided with:

- A camp T-shirt to be worn for the duration of the camp that can be taken home
- All meals from dinner on Day 1 to lunch on Day 3
- Full bed linen
- Please provide all necessary toiletry items.

Outstanding, Beneficial and very worth while.
Educational and fun! – Victoria Baungait





Where are the closest emergency services to Brock University?

St. Catharines General Hospital

Start address:	500 Glenridge Ave St Catharines, ON, Canada
End address:	142 Queenston St St Catharines, ON, Canada
Distance:	5.4 km (about 6 mins)

Directions		
	1. Head north from Glenridge Ave - go 3.8 km	3.8 km 4 mins
➔	2. Turn right at Westchester Ave - go 0.2 km	0.2 km
➤	3. Turn left at Geneva St - go 0.6 km	0.6 km
➔	4. Turn right at Queenston St - go 0.8 km	0.8 km 1 min
	5. Arrive at 142 Queenston St St Catharines, ON, Canada	

St. Catharines Police Station:

Start address:	500 Glenridge Ave St Catharines, ON, Canada
End address:	68 Church St St Catharines, ON, Canada
Distance:	4.9 km (about 6 mins)

Directions		
	1. Head north from Glenridge Ave - go 3.8 km	3.8 km 4 mins
←	2. Turn left at Westchester Ave - go 0.3 km	0.3 km
→	3. Turn right at St Paul St E - go 0.3 km	0.3 km
←	4. Turn left at James St - go 0.3 km	0.3 km
→	5. Turn right at Church St - go 0.1 km	0.1 km
	6. Arrive at 68 Church St St Catharines, ON, Canada	

Did you know

we are open throughout the year offering hands-on programs to over 6000 elementary and secondary students?

ENRICHMENT PROGRAMS FOR KIDS

Summer Camps - March Break Programs - Saturday Robotics Classes

We offer a large selection of educational adventures for youth just entering grades 4-9. From Icky, Sticky Science Human Body and Robo-Tech Extreme Obstruction to Youth U Apprentice, Travel Trek Australia, and Comic Book Creator we have something for everyone!



PROGRAMS FOR YOUTH GROUPS

(Year-round)

Community Building - Leadership - Challenge Course Climbing - Robotics

Throughout the year we provide programs to guide and scout troupes, church groups, youth councils, and summer camps. We can provide a unique and meaningful opportunity for any youth group...come experience what everyone has been talking about!

SCHOOL FIELD TRIPS

(Year-round)

Community Building - Leadership - Class Celebration

Innovative program design, modern facilities, and collaborative hands-on learning in a university environment - Youth University offers active and educational field trips for grades 5-12. Come have a day to remember at Brock University! Register by the end of June for the following school-year and receive a discount.



OVER-NIGHT SCHOOL TRIPS

(During May and June)

Science - Natural Science - Leadership

Live and learn in a university environment! Youth University offers both one-night and two-night programs. Instruction, food, university accommodation, and a t-shirt are included. Add an evening trip to Niagara Falls or go on a regional historical tour. Registration begins in early October and tends to sell out quickly.

www.brocku.ca/youthuniversity

Call 905-688-5550 ext 3120