



### Group Responsibilities, Facility Use & Conduct

It is the obligation of the group attending the Mountain Lab School at IdRaHaJe to read, understand and abide by the responsibilities and information expressed within this document. If you have any questions or concerns, please contact the Mountain Lab School Supervisor.

#### Group Responsibilities

- **Participant Registration:** To assist IdRaHaJe in serving you, every person attending the Mountain Lab School trip must complete an online registration form. This can be accessed via our website: [www.idrahaje.org](http://www.idrahaje.org) or directly at <https://idrahaje.campbrainregistration.com/>
- **Insurance:** In case of injury, illness or emergency, students are responsible to provide their own insurance. IdRaHaJe is not responsible for coverage.
- **Nurse, Medications and First Aid:** The group is responsible for providing a group nurse or lead health-care provider, supplies and caring for non-emergent first aid needs arising during the trip and securing authorization for, and administration of, all medications including prescriptions and Over-the-Counter medications.
- **Supervision of Students:** The Mountain Lab School does not operate under IdRaHaJe's Summer Camp Residential childcare license. While IdRaHaJe is contracted to offer programming and facilities, the group is solely responsible for the supervision of students through the provision of chaperones. IdRaHaJe strongly encourages all chaperones attending be properly vetted, including background checks.
- **Chaperone Requirements:** The group is responsible for providing the correct number of chaperones corresponding to the information below. Please note, the information below outlines minimum expectations. **For the best experience, we recommend the same group of chaperones commit to staying for the entire trip.** In addition to everyone having agreed to the guidelines, the group agrees to take full responsibility for all conduct of Chaperones, Teachers, or high schoolers attending with the group. Please review the guidelines and expectations included in this document for Chaperones. The school is responsible for setting high standards for the providing pre-trip training for all chaperones.
  - **SCHOOL LEADER:** 1 designated leader from the school must commit to attending the entire trip.
  - **SCHOOL STAFF:** 1 school staff member for every 24 students (the school leader is included in this ratio).
  - **DAY TIME SUPERVISION:** There must be one adult (staff or parent) for every "Class Group" or "Day Group" or 2 high school chaperones. Class groups range in size from 6-12 students and are typically co-ed. If daytime supervisors are not staying overnight, they must arrive by breakfast and plan to stay until the end of dinner.
  - **OVERNIGHT SUPERVISION:** There must be a minimum of one same-sex adult (staff or parent) for every cabin/bunkroom or 2 same-sex high school leaders as defined in our doctrinal statement. We recommend providing a ratio of 1 chaperone per 10 students. If not staying for the entire trip, overnight supervisors should arrive at the end of dinner and plan to stay until the start of breakfast.
  - **HIGH SCHOOL CHAPERONES:** If your group chooses to use high schoolers for supervision, they must be at least 16 years old, and the parents of participants must be made aware of this set-up prior to the trip.
- **Student Behavior:** The group is ultimately responsible for assuring that the students abide by the MLS Rules, which are included in this document. Please discuss these rules with all attendees prior to arrival at IdRaHaJe. IdRaHaJe staff will review and explain the rules upon arrival. IdRaHaJe staff will also assist in guiding the behavior of the students. However, the leader(s) of the group remain preeminently responsible for the behavior of the students and Chaperones.

#### Payment Procedures

- A reservation for a Mountain Lab School trip is secured with a signed contract and a deposit. For overnight groups, the deposit is \$200. For day programs, the deposit ranges from \$50-100.
- Deposits are non-refundable if a group cancels. Deposits will be credited to the group's account for final payment.



- **Payment for the trip is due by the end of your stay. A Pre-Arrival Invoice will be provided to facilitate check requests.**
- All damages caused by the group during stay will be charged to and payable by your group.

### **Facility Use Policy**

IdRaHaJe is a religious organization and operates consistent with its [Mission, Values](#) and [Doctrinal Statement](#). IdRaHaJe's facilities may not be used for activities that contradict, or are inconsistent with, IdRaHaJe's beliefs, as summarized in IdRaHaJe's doctrinal statement. This restricted facility use policy is necessary for two reasons. First, IdRaHaJe may not in good conscience materially cooperate in activities or promote beliefs contrary to its faith. Second, IdRaHaJe must present a consistent public witness to the community through its stewardship of its property.

### **Facility Use Rules**

1. Guests may only enter and use those areas of the facilities that have been designated for their group.
2. Guests are not allowed access to kitchen facilities. However, each dining hall has a refrigerator and microwave for guest use.
3. Facilities are heated and equipped with beds and mattresses. It is the responsibility of the group to provide their own bedding and towels.
4. IdRaHaJe furniture and equipment must not be moved from its original placement without permission.
5. Sex-specific changing areas, restrooms, and showers are to be used by members of the designated biological sex only. Individual restrooms are available upon request.
6. Abusive or foul language or violent behavior are strictly prohibited on IdRaHaJe's premises. Any person exhibiting such behavior will be required to leave the premises.
7. Guests agree to not engage in any sexual acts or any physical display of affection of a romantic nature.
8. Guests agree to not put anything on the walls, floors, ceilings, doors, or tables, unless using blue painter's tape. This includes marking on any walls, ceilings, or beds.
9. Burning candles is not allowed at any facility.
10. All lights must be turned off with doors closed when leaving a cabin or bunkroom. Heaters must be turned off prior to opening windows.
11. If a group or a group member requires any type of accommodation or modification, it is the group's responsibility to contact IdRaHaJe at least one month prior to the trip.

### **Group Conduct**

#### **Student Rules**

1. Be respectful. Follow all directions provided by IdRaHaJe staff and school chaperones.
2. Stay with your group and be supervised. Only go inside your designated cabin or bunkroom.
3. Practice good health & hygiene!
4. Be prepared! Stay warm, dry, hydrated and ready to learn. Make sure you have the following items: full water bottle, warm clothing, writing utensils, booklet, hard writing surface and good footwear.
5. Do not collect souvenirs from the grounds of IdRaHaJe.
6. Respect wildlife. Don't approach or feed wildlife.
7. Do not throw rocks, sticks, pinecones, food, snowballs, etc.
8. No gum is allowed. Please ask permission before eating a snack during class time.
9. Do your part to keep rooms and eating areas clean. Do not leave any food trash, crumbs or open containers in your sleeping areas.
10. Be committed to the Five Finger Contract: Be positive and encouraging. Use effective communication. Avoid being



critical or negative toward others. Show commitment. Recognize that trust is important and little things matter.

## Chaperone Rules

### General Responsibilities

- 1. Supervision, Navigating Camp & Time Management** -At no point should a student be unsupervised or leave a facility without an adult. Please know where your assigned students are always. During the day, this will be your "Animal Group" and at night it will be your cabin group. Lead your group to each scheduled activity and arrive on time.
- 2. Creating a Positive Environment**  
We expect the outdoor education experience to be a safe environment for community living and learning to take place. Set clear expectations for kids on behavior. Help students complete their work and have zero tolerance disregarding camp guidelines or disrespect. Ask for help from camp or school staff if you are struggling with a student assigned to you. Use the provided honor beads to reward positive behavior and never shame or touch a student when providing correction.
- 3. Health, Cleanliness & Stewardship**  
Be aware of your students' well-being. Make sure they are hydrated, wash hands and report any sickness to the school nurse. Keep cabins, the dining hall and community areas clean. Prevent littering, turn off lights and close doors when leaving for the day. Adjust your cabin thermostat before opening any windows. Let us know if the facilities need attention.
- 4. Helping Students Pack & Prepare**  
Each student should be dressed appropriately for the weather and a full day of outdoor learning. Before leaving for your first class, check to make sure students have all the required gear: water bottle, booklet, writing utensils, name tag, extra warm layers, rain gear and appropriate footwear. Sunscreen and spending money are also important items students should pack.
- 5. Chaperones should be engaged and involved.** When you arrive to each class or program, **please ask our staff how you can best support them.** This may mean playing an active role in the class through performing a specific task or managing student behavior. If you have any questions on how to support the students, please let a staff member know.

### Additional Chaperone Expectations

1. Be aware of your touch, talk and territory with kids. Never be alone in a cabin with a single student.
2. As a chaperone, limit phone usage when around students. We do have Wi-Fi in all facilities. Use IdRaHaJe Guest-No Password.
3. Please spread-out during meals, ideally with one chaperone per table, to ensure the dining room atmosphere is appropriate.
4. Bathrooms & Showers-Most of our facilities are not set up with separate adult bathrooms. Please coordinate as a team to shower before and after the students. At Aspen View, there are 2 coded handicap bathrooms that can be designated for adult chaperones. The code to access these will be given during the chaperone meeting on the first day.
5. First Aid & Medication- this is the school's responsibility. If there is an emergency, call 911 and then follow up with a call to your camp host. See the numbers on the welcome letter.
6. For any type of evacuation emergency, please refer to the Standard Protocol Response included in your folder (red & green folded card). Make sure to always have your roll call sheets available, both day group and cabin group. If all your students are accounted for, show the green "OK" to EMS. If someone is missing, show the red "HELP". If there is an injury in your group, show the "MEDICAL HELP".



7. If you have not already exchanged phone numbers with your other school group leaders, please make sure to do that before separating for your first class or activity.

## **Chaperone Guidelines Continued**

### **Directions for Choosing Bunks, Lights-out & General Cabin Behavior**

1. Have strict expectations on behavior in the cabin; do not allow horseplay. IdRaHaJe does not tolerate any harassment or bullying (with the understanding that this ministry reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "bullying" or "harassment" as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline).
2. We discourage sleeping head-to-head. Ideally, there should be at least 6 feet of distance between heads or a wall between students.
3. Give clear expectations for lights-out. There should be total silence. Let students know that you will tell them when they can get out of bed in the morning (or set a designated time). If they wake up before that time, they need to stay in bed.
4. If a student needs to use the bathroom in the middle of the night, have them wake you up to let them know they are leaving the cabin. Please stay awake until they return. If necessary, keep line of site while they walk to the bathroom.

### **Daily Cabin Clean-up Directions**

**Each morning before leaving for your morning class, have students complete the following:**

1. Organize all personal belongings.
2. Place items neatly on top of bunk or below the bed.
3. Throw away any trash.

### **Directions for Final Cabin/Bathroom Clean-up & Moving Out**

1. Throw away all trash.
2. Make sure all items have been packed or claimed.
3. Small miscellaneous items (the random sock) should be thrown away.
4. Look under each bunk and mattress.
5. Check cubbies if applicable.
6. Check bathrooms.
7. Give all lost and found to school leaders.
8. Turn off heat and lights before leaving. Close windows.
9. Have cabin group take luggage to loading zone.