



On your first full day, there will be a chaperon's meeting for all groups staying on campus.

Chaperon Responsibilities

Any teacher, parent, or other adult who accompanies a school group to the Crow Canyon Archaeological Center is a chaperon. To make your visit to Crow Canyon an enjoyable educational experience, please review the following list of chaperon responsibilities:

- Maintain the adult-to-student ratio.
The following ratio of adults to students is required by Colorado state law. Your school is responsible for making sure these ratios are maintained **at all times** (indoors and outdoors; in classes, during mealtime and free time, while students are sleeping, etc.).

Children 8–10 years of age (grades 4–5)	1 adult to every 8 children
Children 11–13 years of age (grades 6–7)	1 adult to every 10 children
Children 14–18 years of age (grades 8–12)	1 adult to every 12 children
- See that all students are prepared and on time for activities.
- Help Crow Canyon's educators with classroom management. You know your students best, and letting our educators know how to help them learn will be appreciated.
- Help maintain order and safety at all times (for example, at mealtimes, in the classroom, while riding in vehicles, during evening programs and free time, and while students are in their rooms). At night, chaperons should monitor students at least until all are asleep, and they should be readily available if a student needs help during the night.
- Help out as directed by Crow Canyon's staff in the event of an emergency.
- Supervise students in the campus Gift Shop (open 4:30–6:30 p.m., Monday–Friday). Students should be divided into groups of no more than five for shopping. Please do not allow students to block the entrance to the Gates Building. Students waiting to shop should stand, single file, on the sidewalk below the building entrance.
- Supervise students who use the telephone (located at the south end of the lodge, just inside the covered entryway that leads to the stairs). Because the phone is located immediately outside staff offices, your help in minimizing noise is greatly appreciated.
- Set an example for students by being attentive to Crow Canyon's educators and by being friendly and positive about sharing the campus with other groups.
- Have a chaperon present when a student is being treated by a staff Certified Emergency Medical Responder or by a physician.

- Assign one chaperon to be in charge of student medications. Students must turn in all medications to that person. We have locked areas for medications, and we have facilities to keep medications refrigerated, if necessary.
- Help us at mealtimes: Please monitor how much food is being taken by your students—we want everyone to have enough to eat, but we also want to be sure food is not wasted. Station chaperons at the cereal/salad area, the drink stations, and the peanut butter table to help serve these items and encourage balanced choices. Be sure to assign table clean-up duty to the students (some schools do this by room assignment), and post the assignment sheet. Students may also eat on the lodge deck, where the clean-up rule still applies. Please instruct students to put chairs back in place.
- Make sure students abide by our clean-room rules: keep floors clear so housekeeping can vacuum, and never bring food or drinks (except water) into any lodge room or hogan.

Alcohol Policy

Alcohol is strictly prohibited in the presence of minors. Chaperons who accompany student groups *must refrain* from consuming alcohol during their stay on Crow Canyon's campus. Chaperons are **on-duty 24 hours a day**, and are responsible for the safety and well-being of their students at all times.