

## Visiting School Group Responsibilities

In order for your visit to be enjoyable and successful, we ask that your group follows a few guidelines:

**STUDENT BEHAVIOR** Students will be expected to conduct themselves as they would back at school. This includes taking care of each other, the facilities, and the natural environment of Deep Portage. Please do not run or yell in the building—you'll find lots of other ways to have fun!

**ADULT INVOLVEMENT** We ask that you plan for at least one chaperone or staff member for every ten students. A Deep Portage instructor will teach each scheduled program, but your school's teachers and chaperones are expected to participate in activities and to help keep students engaged and involved. Scheduled programs end between 8:00 PM and 8:30 PM, after which your staff will be responsible for any activities in which your group wishes to partake. This includes "lights out" procedures.

**STEWARDSHIP** The facility in which you will be staying was built through contributions of time and money. We ask that as guests, you are thoughtful and courteous. Please treat the facilities with respect so that future groups can continue to enjoy their visits. Please be a steward of the land and do your part in picking up any litter you may find.

**PHYSICAL DAMAGE** Any damage other than normal wear and tear will be charged to the participant(s) and the sponsoring group.

**SNACKS** We ask that students do not bring personal snacks with them, as food in bedrooms can lead to pest problems. We have taken great care to see that meals are nutritious, varied, and enjoyable. Please inform us of any special dietary needs in advance, and we will do our best to accommodate. If your group would like to bring snacks for the entire group, they may be shared in the Dining Hall after evening classes have ended.

**FREE TIME** Our schedule allows one hour for breakfast, lunch, and dinner. Many times students finish their meal quickly, leaving free time to prepare for classes. During this time, your staff and chaperones will be responsible for your students. Many groups find that allowing students time in their rooms or social time in the lounges is appropriate.

**KITCHEN HELP** In order to have meals run smoothly, we ask that students help in cleaning up. This includes bussing dishes, washing tables, sweeping floors and straightening chairs. This will be discussed with students again during orientation.

**SMOKING** Cass County prohibits smoking in any county buildings. Therefore, all buildings at Deep Portage are smoke-free. Smoking is only allowed in personal vehicles or the parking lot. Please inform your parent chaperones of this policy.

**MEDICAL/EMERGENCIES** Please bring a copy of each student's Health and Permission form with you to Deep Portage. You may print out our health form and make multiple copies. These forms may be given to a DP staff member at teacher orientation. Be aware of any special student medical concerns and please alert our staff prior to arrival or at teacher orientation. Please be prepared to have someone on your staff who is trained in basic first aid. Medical care is available, if necessary, at clinics in both Walker and Pine River and at a hospital in Brainerd. Local First Responder Teams are available within twenty minutes. If a student requires medical attention your school has the choice of transporting that student by ambulance or in one of your own automobiles. Parents and/or school insurance are responsible for any medical care costs. Deep Portage does not carry any medical insurance. Your staff will also be responsible for dispensing all prescription and non-prescription medication.

**ARRIVAL/DEPARTURE** Due to the number of groups visiting Deep Portage, we ask that you observe your scheduled arrival and departure times. To ensure a speedy check-in, please prepare room and group assignments in advance. On the last day of your visit please be prepared to move out of your dorm rooms by 9:00 AM unless otherwise arranged. This allows our cleaning crew time to clean the rooms for the next group. We ask that everyone clean out the rooms as much as possible.