



Closter Recreation Commission Ski Club Chaperone Guidelines

CHAPERONE MISSION STATEMENT

You are an integral part of a team of volunteers that are charged with taking a group of young people on a trip to a mountain at night, in an alpine environment, sometimes in extreme conditions, for an evening of fun and fellowship with their friends and fellow students. Your participation, diligence and supervision will make it possible for us to provide as safe and enjoyable an experience as possible for all.

Departure from Tenakill

Loading the buses:

1. The cargo compartments below each bus will be opened by the driver. Upon arrival, students shall load their skis, boards and boots into the compartments. There are 3 compartments, one for 6th, one for 7th and one for 8th. This will make it easier at the end of the night when collecting your belongings. Students may choose to take their boots on the bus with them to keep them warm. **No** skis or boards are allowed on the bus. Students should **not** wear their ski clothes on the bus. i.e. ski pants, jackets etc. The bus tends to be very warm and they will overheat on the trip up.
2. A chaperone(s) shall be stationed at the door to each bus. A clipboard with the complete roster of students will be provided. Each student's name shall be checked off as they enter the bus. Prior to being permitted entry each student shall present a valid ski pass (which will be distributed on the first trip, unless a season pass has been obtained prior to the trip) and display their helmet. **No** one shall be permitted to enter the bus without evidence of possessing a helmet. The chaperones will also be provided with garbage bags, dvds and a copy of all medical forms.
3. Male students shall sit in the front portion of the bus. Female students shall sit in the rear. At **no** time shall the boys and girls sit together. **NO exceptions!**
4. A chaperone shall sit in the front of the bus adjacent to the bus driver. Another chaperone shall sit in the middle of the bus between the boys and girls. If there are additional chaperones available at least one shall sit near the rear of the bus. Consult with the bus driver prior to departure to make sure that he knows the preferred route to the mountain. (See directions following)
5. In the event that a student does not have a valid ski pass because it was left at home or lost, a chaperone shall accompany that person to "Guest Services" upon arrival at the mountain. In most cases a temporary pass can be issued for that evening.
6. Prior to departure from Tenakill School a "head count" shall be taken by a chaperone. A second chaperone shall also take a count to verify that the number of students on the bus is accurate. This information will be used to verify that all students are accounted for on the return trip.
7. Prior to departure the students shall be advised that only water is allowed on the bus. Offenders may be prohibited from future trips.
8. Insert a DVD into the player on the bus. The driver will help you if necessary. You can bring your own DVDs from home or check some out of the Library. You will need several just in case. You can take a poll when you get on the bus to see which one(s) the student's prefer. Make sure that you check the rating on the DVD so that there is no inappropriate content. No R rated movies are allowed.
9. At least one chaperone must drive up to the mountain in their car. The job of this chaperone is to be available to transport an injured student back to Closter ahead of the bus departure time if required. It may also be necessary at the direction of the medical staff to follow the student to a hospital in the area of the mountain. Should this situation occur the chaperone must stay with the student until such time as the parents or legal guardian arrive.

Bus Trip to Mountain Creek

1. Students shall remain seated during the entire trip unless going to the restroom. This needs to be strictly enforced despite the protests of students that may want to visit their friends and stand in the aisle.
2. Only one child to a seat, children are not permitted to share seats.
3. Students shall be notified when the bus is about 20 minutes away from Mountain Creek. This will give them sufficient time to get dressed and prepare for arrival. Ask the bus driver to alert you when you are about 20 minutes away.
4. Specific information shall be given to the students at this time. An announcement shall be given as follows:
 - a. *Students shall not ski or board alone. Always have a "buddy".*
 - b. *Students shall be back at the main lodge no later than 9:30 pm.*
 - c. *A chaperone will secure several tables upon arrival at the lodge. Balloons will be affixed to each table for identification by the students.*
 - d. *Do not leave any valuables around. Make sure they are secured or get a locker.*
 - e. *Lock your skis or boards. They will be stolen if not. Skis and boards are not permitted in the Lodge.*
 - f. *Take a lesson particularly if this is your first trip. Even experienced skiers should. Lessons are given out in front of the main lodge. They are included in the price of the lift ticket.*
 - g. *Do not go over to the South Mountain later than 8:00 pm. You may not make it back to the Main lodge in time.*
 - h. *If you are injured seek out the Ski Patrol. Notify them that you are from Closter Rec.*
 - i. *See one of the chaperones if you have a problem of any kind.*

At the Mountain/Lodge

1. The bus will drop you off near the pathway to the Lodge. You have about a 10 minute walk to reach the lodge. Remember that the buses will leave the "drop off" area and park for the next four hours in a remote parking lot. Take anything you need with you as you will not be able to access the buses until they return to the lot for departure.
2. The bus driver will open the cargo bay doors and the students will remove their equipment and begin the walk over to the lodge.
3. A chaperone can walk in the front of the kids to the lodge holding the balloons so its easy for the kids to follow them to the lodge. At the lodge go upstairs and find the tables that the driving chaperones have secured for the group.
4. A chaperone shall check in with "Guest Services" immediately upon arrival and advise them that "Closter Rec" has arrived. Provide Guest Services with at least one cell phone number for one of the on-site chaperones in case of emergency or other need. At this time you can pick up any complimentary ski passes for use by the chaperones.
5. A chaperone shall accompany any student that has a problem with their ski pass either lost or left at home etc to "Guest Services" to rectify the problem. Guest Services is in a building on the right side of the main path to the lodge. It is only about 100' or so down from the main parking lot.
6. Students will be going in and out of the Lodge all evening. They should keep their belongings on or near the tables. They may choose to rent a locker as well.
7. You will be at the lodge for approximately four hours. There should not be too much to do during this time unless a student is injured or otherwise has a problem.
8. Take a book, newspaper, or electronic device of your choosing to pass the time.
9. If you choose to ski with your child you may do so but make sure that there are other chaperones at the table in your absence. There will be several complimentary ski passes available for use by the chaperones. These will have been made available and picked up at "Guest Services" by one of the chaperones.
10. Remember, your main purpose for being on the trip is to chaperone. Please do not spend the entire evening skiing with your child. That is not fair to the other chaperones. If there are several chaperones that wish to ski please coordinate with them so that the tables are supervised and someone is always available.
11. Keep the medical forms close at hand in case they are needed. The ski patrol will look for a representative of our club should a student incur an injury. Make sure you know where the medical building is.
12. There is food and drink at the lodge.
13. Sometimes students will have equipment problems; lose their gloves, goggles etc. Do your best to assist them however you may not be able to resolve all of the issues.

Departure from the Mountain (approx 10:00 pm)

1. The students should all be back at the lodge by **9:30 pm** and packed and ready to head to the buses. The buses will be waiting in the same parking lot where you were dropped off. Some of the chaperones can start making their way over to the buses along with the students at this time. At least one chaperone should stay behind in the lodge for another five or ten minutes just to make sure there are no stragglers. Check the tables and surrounding area prior to leaving the lodge for any belongings left behind.
2. Once at the bus the students should be loading their gear into the cargo bay. Some students may need assistance so be on the look out for that.
3. Have the students take their seats as soon as possible so that you can start taking a “head” count for the return trip.
4. Have at least two chaperones take a head count and verify that the number is correct before giving the bus driver the “go ahead” to depart. Additionally ask the students if there is anyone they know of that may be missing. Once all buses have confirmed that everyone is present you may depart for home.
5. Keep in mind that there are cases where a parent chaperones that drove up to the mountain in their personal car may be taking their child home with them. In the past we have held the bus at the mountain because that parent chaperone did not notify the other chaperones. We do not encourage that this is done but if it is necessary every chaperone must be informed of it and signed off on the attendance sheet.
6. Put in a DVD for the return trip. The interior lights on the bus will be turned off for the trip home.

Arrival at Tenakill School (approx 11:15pm)

1. The bus should arrive at the school parking lot between 11:15 and 11:30 pm depending on what time you left the mountain. The parents should/will be waiting for you in their cars as they have been told to be at the parking lot no later than 11:00 pm. When the buses come to a full stop one chaperone will disembark each bus and open the cargo bay doors. The bus driver will help you if necessary. The students must remain on the bus until all of the gear is unloaded. The parents should/will assist you in unloading all of the equipment. It will be laid out on the ground adjacent to the bus. While this is going on make an announcement to all of the students on your bus that they should police the floors and areas around them and pick up any bottles, papers etc. This “garbage” should be brought to the front of the bus by the students on their way out of the bus and deposited into a plastic garbage bag that one of the chaperones will have available at the bus door. If you do not have a garbage bag the bus driver usually does so ask him. You can also pass the garbage bag down the aisles prior to arrival as sometimes the kids are more inclined to put things in it. Once the bus is empty make a trip up the aisles and pick up any trash or personal belongings left behind. Confirm with the bus driver that everything is in order before you leave.
2. The students will pick up their gear and leave with their parents. If there are any students left behind waiting for their parents who by this time would be considered “late” do not leave them. You **MUST** stay until all students have been picked up. Have the student call their parent to find out where they are.....hopefully not still enjoying a five course meal in NYC or at a Broadway Show!
3. Once all students have left the area you are finished for the evening! Good Job! If any equipment is left behind please pick it up and notify via email, Michelle Kushner or Alfredo Freye that you have it (one of them should be at the bus each week upon return to take any items)

Summary

1. In the event that you drove up to the mountain in your personal car and are taking your child home with you, you MUST notify the other chaperones. If you don't the head count will be incorrect and the bus will be delayed leaving the mountain until the problem is discovered. That has happened in the past.
2. There will be accidents and injuries at times. It is the nature of the sport. In the event of an injury you must provide the medical staff and ski patrol with the students medical forms and information and contact the parents if necessary to inform them of the situation. In extreme cases if a student must be taken to a local hospital one of the chaperones that drove up must proceed to the hospital in their car and stay with the student until such time as their parents or legal guardian arrives.
3. DO NOT tolerate any misbehavior particularly on the bus. Students have various ways of entertaining themselves and there is a difference between fun and behavior that is disruptive and disrespectful. You will know it when you see it. Advise the student to stop doing whatever it is that is causing the problem. If unruly behavior continues take the name(s) of the students and advise Mr. Oettinger of the details the next day.
4. Leave Tenakill School as quickly as possible. You will be delayed by rush hour traffic on Route 23 as you approach Mountain Creek. The longer the trip the better chance the students will get restless and unsettled. At times we have dealt with upset stomachs due to "bus sickness" so the shorter the trip the better.
5. Be prepared for the unexpected. There may be lost or stolen equipment, spending money left behind, lost ski passes, etc, etc.
6. Trash bags will be provided to you. They are useful to clean out the bus at the end of the trip and also for "bus sickness" issues.
7. Have a good time and enjoy the time that you spend with your children and their friends. Remember however that your job is to make this as safe and enjoyable an experience for everyone.

Preferred Route to Mountain Creek: (Approx. drive time normal traffic: 1 hour 15 minutes)

1. Make a left out of the parking lot onto High Street.
2. Proceed west on High Street towards Emerson.
3. Cross over Schraalenburgh Road. This becomes Old Hook Road.(Reservoir)
4. Proceed west on Old Hook Road through Emerson passing the hospital on your right. Cross Kinderkamack Road and into Westwood.
5. At the center of Westwood bear left onto Washington Ave.(cross over tracks)
6. Continue on Washington Avenue towards Hillsdale. Cross over the GSP and through the blinking light. Proceed up the hill into Saddle River.
7. The road at this point becomes Wearimus Road. Follow Wierimus Road straight through U Saddle River. Wearimus Road will make a sharp right bend. At this point Wearimus becomes E. Saddle River Road.(Route 502) (At this point there will be signs directing a left turn towards Route 17 N. Some drivers may elect to go this way. It is ok as either route will lead you to Route 17N.
8. Continue a short distance on E. Saddle River Road and follow the signs for Route 502.
9. You will be directed to make a left onto Hollywood Avenue. (This is still Route 502).
10. Follow the signs for Route 17 North.
11. Take Route 17N to Route 287S. (Mahwah)
12. Take Route 287 South. Be careful at this point to watch the signs and make sure you do not get on Route 287N or the NYS Thruway. The bus will be making a 180 degree turn at this point to get on Route 287S.
13. Take Route 287 South to Exit 52 A/B for Route 23 North.
14. Take Route 23 North and make a right onto Route 94 North. ***
15. Follow the signs up to Mountain Creek. You must proceed to the Main Lodge. You will first pass the South Lodge on the way. DO NOT stop there. Continue another mile or so up to the Main Lodge. The bus will make a left turn into the parking lot just pass the Main Lodge.

*** Some bus drivers may elect to turn onto Route 515 instead of going up to Route 94. This will shorten the length and duration of the ride. However there is a weigh limit on Route 515 that must be observed by the bus drivers and they must not take Route 515 if they are to be compliant with the regulations.

Note: Some bus drivers may elect to take Route 208 South from Route 287 North on the return trip home. They will take Route 208 South to Route 4 East then into Paramus and on to Closter.

This route is in lieu of taking Route 17S from 287 and is an acceptable alternative. It will not effect the duration of the trip.