

Nature's Classroom Institute: Teacher/Chaperone Information

Wireless Access: Wi-Fi ID James_Lodge_Guest; Password: moose1887

Break and Transitions Times: Students must be in eyesight or earshot of an adult at **all** times. All daytime and evening activities start in an announced central location. *Please help us make sure that the students are punctual and appropriately dressed.* During breaks, the students are welcome to play as long as one of their chaperones is with them.

Schedule: Please do not share the weekly schedule with the students. All activities are subject to change by the NCI staff.

Smoking: Nature's Classroom Institute is a smoke free environment.

Dining Hall: All students must wait outside the dining Hall until a staff member welcomes the students into the dining hall. Please be punctual. The dining hall rules and procedures will be explained during the first meal. **Coffee and hot water** are available from approximately 8AM to 9PM. The entire coffee area is off-limits to students, including the sugar packets, straws and teas. ***We ask that chaperones please stay off their phones during meals unless there is an emergency and to help the students moderate the table and clean up.***

Dorms:

There are eight dorms, each school will be assigned the rooms for their group. Please do not have students from another dorm in your own. The cabins are safe spaces for students and their belongings.

1. Plungers should be in each bathroom for clogged toilets and cleaning supplies in the closet for basic clean-up after any incidents. If these are not in your dorms, please see Geoffrey or Jessica.
2. If your dorm is too hot, or cold please let the NCI staff know.

***Throw up:** If a student throws up in the middle of the night, use the cleaning supplies in your dorm closet to sanitize the area as much as possible (if it wasn't in a toilet or garbage can). **If you feel like they might have a virus, please take their temperature. Students with a temperature of 100 degrees or more will need to go home until they are fever free for 24 hours.**

***Ticks:** Wisconsin is home to various kinds of ticks. If a student has an embedded tick remove it using the tweezers in your med box by pulling the tick on the angle it is burrowed into the skin (not straight up!) then put it in a Zip-lock bag and label it with the student name and date. If you do not feel comfortable removing it, please let a director know ASAP. (If the full tick is not removed, we will have a professional remove it).

***NOTE: If a student throws up overnight or has an embedded tick, please update us ASAP so we can keep accurate records.**

Soiled Sheets/clothes: If a student soils their bedding or clothes, please bag up the items and let a director know ASAP so they can be washed. If clothing is just muddy/wet, they can be bagged and packed for parents to wash after the student leaves NCI.

Forgotten Necessities: We may have backup blankets, sheets, pillows, towels, toothbrushes and shampoo/soap. If you or a student has forgotten one of these items, please let the ED know!

Students: Please let the Education Director know if any students will be leaving early due to illness, sporting events, etc.

A Final Note: We hope that you will feel free to join in as many activities as observer as you like. We would like to thank you for making this trip possible for the students. Again, if you have any questions, comments, or concerns, please let us know. Thanks for being here!

Updated 10/2024

Medical Emergency Procedures

Ambulance/ Emergency Medical Personnel Needed

Student Illness/Injury: If someone is injured or sick, please contact the NCI Director Line for assistance. All staff members carry medical kits and two-way radios and can contact the office and administrative staff even in the field. You can also call: **FOR ANY**

EMERGENCY: DIAL 911

Education Director, Jessica: dial 585-435-7316

Executive Director, Geoffrey: dial 262-745-0844

NCI School Office: dial 262-363-2815

Immediately call for medical assistance by dialing 911. You will need to stay on the line.

Tell the dispatcher you are at Boys' and Girls' Club of America Camp Whitcomb-Mason, James Lodge

Send someone to do the following:

- a. **Alert the administrative staff if they have not been informed.** See phone numbers above. NCI Staff will alert the Camp office.
- b. **Print the student's medical forms.** Every student attending NCI is required to have a completed and signed waiver/ emergency treatment authorization form.
- c. **Call the parents. If possible, a visiting teacher should make this call.** If parents cannot be reached, contact the principal of the school.
[Note: If the insurance information is incomplete in the medical forms, fill it in on the original forms using parent information. If there is no insurance, take the NCI Special Rick Accident Claim form from the medical log.]
- d. **Direct Emergency Vehicles.** One adult should be sent to the driveway entrance. If it is dark, they should take a flashlight or use vehicle headlights to illuminate the NCI sign. If possible, an adult should be ready at the crossroad to direct the ambulance to the proper building.
- e. **Take the original medical forms to the hospital or print out the forms from the medical Portal.** A visiting teacher and a member of the administrative staff will go to the hospital. If possible, the visiting teacher will accompany the child in the emergency vehicle. The NCI driver should take hospital directions if needed.
- f. NCI staff will provide necessary coverage for on-site students while teacher is away.
- g. **DO NOT LEAVE THE HOSPITAL WITHOUT:**

 ___ Written Instructions
 ___ X-Ray [if taken]
 ___ Written X-Ray Reports [if x-ray taken]
- h. Call parents with an update. This should be done, if possible, by the visiting teacher.
- i. Upon return, fill out an incident report for NCI records. Mail a copy to parent and school.

Active Shooter: In the off chance there is an active shooter on property, please make the best choice of the three options "run, hide or fight." Safe spaces located around Camp Whitcomb-Mason.

Fires: Students are instructed on proper evacuation procedures upon their arrival. If the fire alarms go off, please take your students to the designated fire drill spot (unless otherwise instructed). Please make a head count and inform the administration of any missing students and/or teachers.

Tornadoes: For all tornado warnings, you should proceed to the designated tornado shelter for your closest space.

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Urgent Care 8am-8pm

ProHealth Urgent Care

Get online care: prohealthcare.org

Address: 1279 Capitol Dr, Pewaukee, WI 53072

Hours:

Health & safety: Mask required · Temperature check required · Staff wear masks · Staff get temperature checks · Staff required to disinfect surfaces between visits · [More details](#)

Phone: [262-928-9180](tel:262-928-9180)

Emergency Room – 24 Hours

Aurora Medical Center Hartford Emergency Room

Emergency room in Hartford, Wisconsin

Located in: [Aurora Medical Center Hartford](#)

Address: 1032 E summer St, Hartford, WI 53027

Phone: [262-673-2300](tel:262-673-2300)