

USER GROUP MANUAL

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Welcome to Wildwood!

We look forward to your upcoming visit.

Our User Group Manual is designed to provide you with information and practices to keep your students/children and you safe during your stay at Wildwood. The goal is to provide all user groups a safe environment for your group to enjoy.

It is important that you review and share all of the material in this manual with your co-workers and volunteers prior to arriving at Wildwood.

If you have any questions please contact the Wildwood Office via phone **913-757-4500** or by email Robyn@wildwoodctr.org or Laura@wildwoodctr.org

Sincerely,

Robyn Ratcliff
Executive Director



On-Site and In-Cabins

Wildwood Site Orientation

A designated Wildwood Staff member will provide an orientation to the school/user group upon arrival. The orientation will consist of identification of boundaries for living areas and general activity areas, expectations for appropriate behavior and precautions concerning natural or physical hazards on our site. Safety guidelines, where to find equipment, cabin locations, the Three “R’s”, meal orientation, emergency procedures, and where to go if you have questions or needs during your stay at Wildwood will also be covered during this ‘Welcome Orientation.’

You are responsible for conducting an orientation once your students and/or adults move into their cabins. It is important to familiarize them with the emergency procedures and what to do in the event of an emergency. A list of topics has been included in this manual and the emergency procedures are located by the exit doors in each cabin.

User Group Orientation

Please notify your group of the following information:

- Where the emergency exits are located in the cabin
- The emergency evacuation plan for their cabin – meet on benches or at the pavilion.
- Where to go in case of severe weather: For **Big Prairie, Sugar Creek, Timber Hills and Meadow View** the restrooms located inside of the cabins are the shelter. For **Lakeside**, the Black Hole in the Learning Center basement is the shelter.
- Who to report emergency situation to; teachers, principal, youth leader or nearest adult
- Where to receive medications and first aid
- Apply sun screen and insect repellent; Check for ticks daily & report any findings to an adult.
- Establish OK times for photos to be taken in and around the cabin.
- The camp emergency alert system; an air horn will be used in case of severe weather, missing person or an intruder. The guidelines are posted in each cabin.
- Any additional School/Group expectations.

Sleeping Quarters

The number of beds/mattresses in each cabin is the maximum number of persons that should sleep in that cabin. Adequate space for freedom of movement and exits must be kept clear in case of emergency and the cabin has to be evacuated. Supervision of students/children in cabins is the responsibility of the school or user group. Wildwood encourages all user groups to instruct their students not to jump off the bunks, hang on rafters and to respect the property of other individuals. Wildwood will not be responsible for any items lost or stolen from cabins. When the cabins are not in use, Wildwood encourages each group to have an adult check the cabin to make sure all students/children are out of the cabin, all lights are turned off and no water has been left running. In the evening, the porch lights should be turned on to provide adequate lighting for your return to the cabin.



Program Activities

All scheduled activities will be agreed upon prior to the arrival of the User Group and included in the schedule. Activities that are facilitated by a Wildwood Staff member will be conducted by individuals who have successfully completed Wildwood staff training. Activities you wish to set up must be facilitated by a trained and experienced adult. Equipment must be in good repair and sized to the participants using the equipment. If a person's skills are unknown to you, you should observe them before conducting the activity.

All target sports must be conducted according to national standards for that particular sport.

All youth taking part in boating activities must be supervised by a certified lifeguard.

Screening Recommendation

We advise your group to have an appropriate screening policy in place for all user-group staff, volunteers, parents or helpers with responsibility for or access to campers/ students or children. Appropriate screening may include reference checks, criminal background checks, etc.

Supervision of Participants

Wildwood requires that all groups meet the following supervision guidelines:

<i>Camper Ages</i>	<i>Staff</i>	<i>Overnight Participants</i>	<i>Day- Use Participants</i>
6-8	1	6	8
9-14	1	8	10
15-18	1	10	12

Each group must provide a minimum of 2 adults, regardless of group size.

When campers with special needs require special assistance, the staffing needs are determined in consultation with the parents/guardian of each participant and are to be provided by the user group. Our suggested ratios are:

<i>Camper Needing</i>	<i>Staff</i>	<i># of Campers</i>
Constant care	1	1
Frequent assistance	1	2
Occasional assistance	1	4

Wildwood advises all rental, retreat and user groups to provide training to all staff to minimize the potential of any group personnel being in a one on one camper/personnel situation when out of sight others.

Visitors

Wildwood encourages you to inform the Wildwood Staff when visitors will arrive and to use a system of identification to authorize visitors to your program. The group sponsor will be responsible for releasing any student/child to a parent/guardian departing early from Wildwood. If a student/child plans to return to Wildwood, it is the responsibility of the school staff or group sponsor to receive the student/child and see them safely to their assigned cabin. All user groups are responsible for the conduct and safety of their visitors, volunteers and parents.



Flammable and Hazardous Materials

All gas and liquid flammables, explosives and hazardous materials are to be handled by persons trained and experienced in their use and disposal. All materials must be stored in an area with limited access, in safe containers that are plainly labeled as to the contents and in locations separate from food, sleeping quarters and children. This includes wasp spray, cleaning supplies, matches, charcoal lighter fluid, etc.

Garbage Cans and Recycling Receptacles

Trash containers with lids are provided at each cabin and building. Wildwood will provide the can liners and take the trash to the dumpster. On your last day when cabins are cleaned, remove all trash from inside the cabin and place it in the trash can nearest your cabin. Garbage cans and lids are provided in the food service area. Lids should be placed on the cans at all times except during meal prep and clean up times.

At Wildwood we pride ourselves on minimizing our impact on the environment. There are recycling bins located on the front porch of the dining hall and in the Adventure Challenge Building. All plastic bottles, paper products, aluminum, glass, and cardboard should be sorted and recycled properly.

Power Tools

Groups that use power tools for programming purposes are to be used by individuals trained and experienced in their use and not used by children. Tools must be in good repair, equipped with safety devices and stored in a container that prevents children from accessing them during non-programming use. Power tools owned by Wildwood are to be operated only by Wildwood employees.

Toilet Ratios

If your group size will exceed the following ratios you will need to secure, at your cost, portable toilets for your event. If you limit access to any toilet area you must exclude that toilet in the total count.

Check your cabin profile for the number and locations of toilets.

Day Programs: One seat for every 30 females
 One seat for every 50 males

Overnight Programs: One seat for every 10 females
 One seat for every 10 males



Weapons

No personal firearms or weapons are allowed in Wildwood buildings or cabins. Individuals with “Conceal and Carry” licenses that bring their weapon onto Wildwood Property will be required to inform the Wildwood Executive Director of their weapon and provide a copy of their license. The weapon must be stored and locked in the automobile of the individual during their stay at Wildwood. The weapon may not be kept in cabins or carried into any Wildwood building. It is the responsibility of the User Group or a designated supervisor to inform all parents, volunteers and adults of the weapon policy and agree to comply with the expectations of Wildwood. Violators will be asked to leave the property.

Alcohol and Drugs

Possession and/or use of illegal drugs or controlled substances on Wildwood property are strictly prohibited. Alcohol may be allowed during certain events if a completed “Alcohol Agreement” is on file prior to the event.

Tobacco

Tobacco use is allowed only in designated areas and must be done far away from students. Check with the Wildwood Office for site location. All smoking trash must be cleaned up and disposed of prior to leaving the designated site. No smoking is allowed in any of the Wildwood buildings/cabins and vehicles.

Animals

Animals/pets are not allowed to be brought in by outside groups with the exclusion of service animals.

Personal Items & Equipment brought by User Group

Wildwood assumes no responsibility for valuables brought to Wildwood. Personal belongings are the sole responsibility of the owner, and the owner will be responsible for making sure the equipment is in good shape and safe for children to use. Any personal equipment brought to Wildwood by the User Group is not covered by the insurance of Wildwood.

Fires

Fires must be built in established fire circles only. Fires, even smoldering ones, should never be left unattended. Wildwood will provide a bucket of water next to each fire-ring.



Cleaning

Your group is expected to clean the cabin, bathrooms and program spaces prior to your departure. Directions for cleaning the cabins are posted in each cabin and with the cleaning supplies for each cabin. Wildwood will provide the cleaning supplies necessary while brooms and mops are located inside each cabin. Adults should be responsible for mixing the cleaning solution for mopping, spraying around toilets, sinks and mirrors as some chemicals may be unsafe for children.

Transportation and Parking

Off-Site Transportation

Groups wishing to secure transportation to off-site interests should contact Wildwood in advance to make necessary arrangements. Only Wildwood staff may operate Wildwood vehicles. We would be happy to help you arrange bus transportation for your group.

Parking/Vehicles

Personal vehicles must be parked in the Learning Center parking lot or a designated parking area, except when loading or unloading equipment. No vehicles may be parked in the lower camp area, next to the Dining Hall or outside cabins. Personal vehicles are the sole responsibility of the owner and are not covered by Wildwood's insurance.

If your group is larger than the available parking area, please inform a Wildwood Staff member and await further instructions for parking. We must leave enough space along the roads to allow any emergency vehicles and Wildwood vehicles to pass.

Arrival and Departure

It is your responsibility to plan and carry out a safe and orderly process that keeps your students safe and accounted for during check-in and check-out time. Wildwood encourages you to take roll prior to departing the camp, and to check IDs at camper pick up.

Non-passenger Vehicles

Transporting passengers in non-passenger vehicles is prohibited. Pick-up beds, trailers, wagons and the back of golf carts are a few examples of non-passenger vehicles.



Health Care and Emergency Services

Emergency Medical Information

We advise you to gather and have available upon arrival completed and signed Release and Information Forms for each participant.

The following should be included on forms:

- Name and address.
- Emergency contact names and phone/cell numbers
- A list of known allergies or health conditions requiring treatment, restrictions or other accommodations needed during their stay at Wildwood.
- Dietary restrictions and/or food allergies
- A signed permission to seek emergency treatment form or a signed religious waiver for all minors

Emergency Transportation

You must provide emergency transportation or make arrangements with Wildwood's Executive Directors to receive assistance with emergency transportation in one of Wildwood's vehicles. You can designate a driver and a vehicle or make written arrangements with local emergency services. If you chose to designate a vehicle you should get written permission from the owner of the vehicle. It is your responsibility to make sure the driver is licensed and insured. The nearest Hospital is Miami County Hospital, located approximately 25 miles northwest of Wildwood.

Emergency Service Information

A list of local emergency numbers, camp numbers and directions to the camp can be found in the Dining Hall and Wildwood office.

If you call 911 for an ambulance you should send a person to the front gate to wait and direct them to the area and notify Wildwood staff immediately.

Emergency Care Personnel

You must provide your own emergency care personnel. They must be currently certified in age appropriate CPR and First Aid from a nationally recognized provider. It is your responsibility to provide the necessary first aid supplies.

Accident Reporting

If you have an emergency or there is an accident during your stay, you must contact Wildwood staff immediately and follow the established protocol your group has for managing accidents/emergencies.



Waterfront and Water-Crafts

Wildwood provides a certified lifeguard to supervise all program waterfront activities.

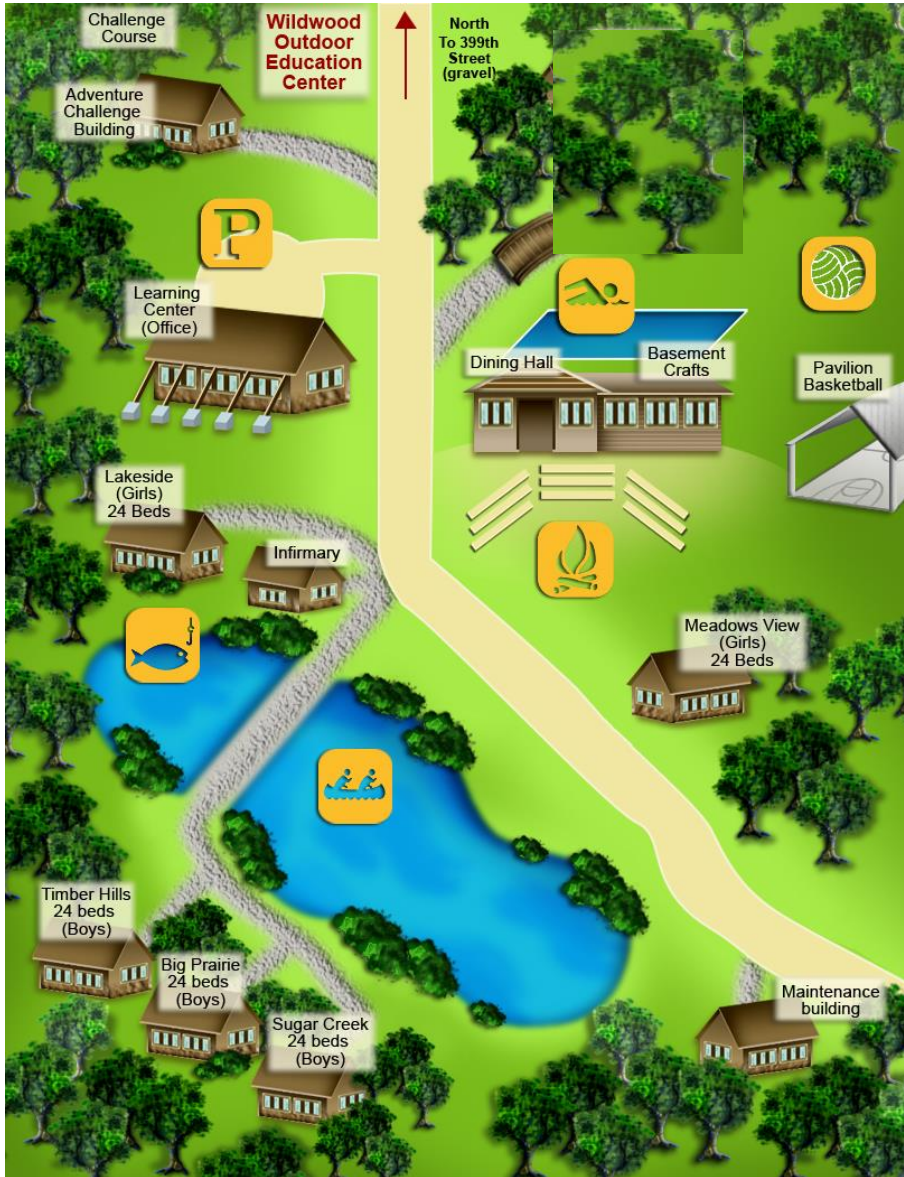
Wildwood staff will orient your group to the following: Boarding and debarking, trimming and movement on the craft, use of PFD's and self-rescue techniques to be used in the event of a capsized or swamping.

In the event that you will be providing your own certified lifeguard to supervise waterfront activities the following guidelines must be followed:

- The supervisor must have current lifeguard training from a nationally recognized certifying body, or other acceptable certification of license. Water-front supervisor must have current certification from a nationally recognized provider in first aid including training in blood-borne pathogens, age-appropriate CPR and use of an AED that contains the use of breathing devices.
- A minimum of one trained person, aged at least 18 years old or older is required for supervising each aquatic activity. In addition, all groups sized over 25 will require an additional supervisor of 1 for every increment of 25.
- Each group is required to review the safety regulations posted on the canoe shed and the fishing pole rack.
- Review the written procedures identifying: hazardous features, emergency rescue procedures and equipment, and locations of the nearest phone and emergency phone numbers.
- When providing their own supervision of aquatics User Groups are encouraged to use a safety system to quickly account for all participants.
- Wildwood watercraft is not to be used without proper supervision or equipment.
- The south-end of the pond is to be used for canoeing.
- The north-end of the pond is to be used for fishing.
- Rescue equipment is available in the Canoe Shed.

In the event that a rescue is performed it should be reported to the School Administrator, lead teacher, group sponsor and Wildwood Staff as soon as possible.

Wildwood Site Map



- Dining Hall:** 4 Toilets
- Learning Center:** 4 Toilets
- Adventure Challenge Building:** 5 Toilets
- Meadow View:** 5 Toilets (1 accessible)
- Lakeside:** 3 Toilets
- Big Prairie:** 4 Toilets
- Sugar Creek:** 4 Toilets
- Timber Hills:** 4 Toilets