

# *Chaperone Handbook*



<http://www.ccboe.com/schools/nanjemoycreek/>

# We appreciate your support!

Your participation as a chaperone most definitely helps our staff ensure a successful and safe trip for the students. Thank you for taking time from your busy schedule. We hope that you have a memorable experience as well.

Your comments or suggestions are welcome, so be sure to fill out the Visitor Comment Book located in the Pavilion. Ask for a copy of our latest newsletter, too.

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Soda & coffee available (chaperones only).  
Donations welcomed and appreciated.

NCEEC t-shirts can be purchased for \$15.00 (check or money order only)

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## NCEEC/CCPS STAFF

**Tim Emhoff**  
Environmental Education Resource Teacher  
and Center Coordinator

**Mike Callahan**  
Environmental Education Assistant

**Gina McCullough**  
Environmental Education Assistant

**John Sullens**  
Environmental Education Assistant

**Laura Taylor**  
Environmental Education Assistant

**Larry Swann**  
Building Service Manager

**Nanjemoy Creek Environmental Education Center**  
5300 Turkey Tayac Place  
Nanjemoy, Maryland 20662  
(301) 743-3526

Dear Chaperone,

Welcome to Nanjemoy Creek Environmental Education Center (NCEEC). Thank you for taking the time to accompany your child's class for this extended day field trip. NCEEC is operated by Charles County Public Schools. The mission of the center is to help students develop into environmentally literate citizens.

While at the Center your child will participate in a variety of "hands-on" activities. Students may be collecting fish, taking weather measurements, observing wildlife and taking part in many other exciting activities. Each activity is designed to help your child practice skills related to the core learning goals for science, social studies, language arts and math. Your child will learn a great deal about the environment and have fun at the same time.

This handbook will provide you with information that will enable you to ensure that all students have a safe and enjoyable experience. Please take time to read this handbook before you arrive at NCEEC. Your cooperation is appreciated.

Please let us know if you have questions or if my staff and I can assist you in any way. Thank you once again for your participation.

Respectfully,



Tim Emhoff  
Environmental Education Resource Teacher  
Charles County Public Schools



## Chaperone Daytime Responsibilities:

*The teacher will likely assign you a group of students that you will be responsible for during the trip. You can assist the classroom teacher and our Center's staff by helping with the following:*



- supervise the courtyard/restroom area when teachers and staff are busy at other locations with students
- assist the staff and teachers in enforcing the student's responsibilities
- supervise restroom breaks and limit the number of children in each restroom to four students at a time
- when your group has been assigned duties please stay with, assist and supervise the group
- please understand that cell phones can distract the students' attention from instruction and programs; we request you turn off or set your cell phones to vibrate during your stay. If you do need to take a call or text, please step away from the group.
- Note: All Charles County Public Schools are non-smoking facilities



## Evening Responsibilities:



A campfire program, if conditions allow, is an exciting time for students and is also a time when they need very careful supervision. Please assist the teacher and staff with the following:

- Help with the preparation of the evening snack, campfire and s'mores
- Only adults are allowed to start or add wood to a campfire
- Please keep children from reaching past, stepping through or on the large rocks that outline the fire circle
- the number of students roasting marshmallows at any given time is limited to eight; the number may be lower depending on the conditions that evening



### Directions to:

**Nanjemoy Creek Environmental  
Education Center**  
5300 Turkey Tayac Place  
Nanjemoy, MD 20662

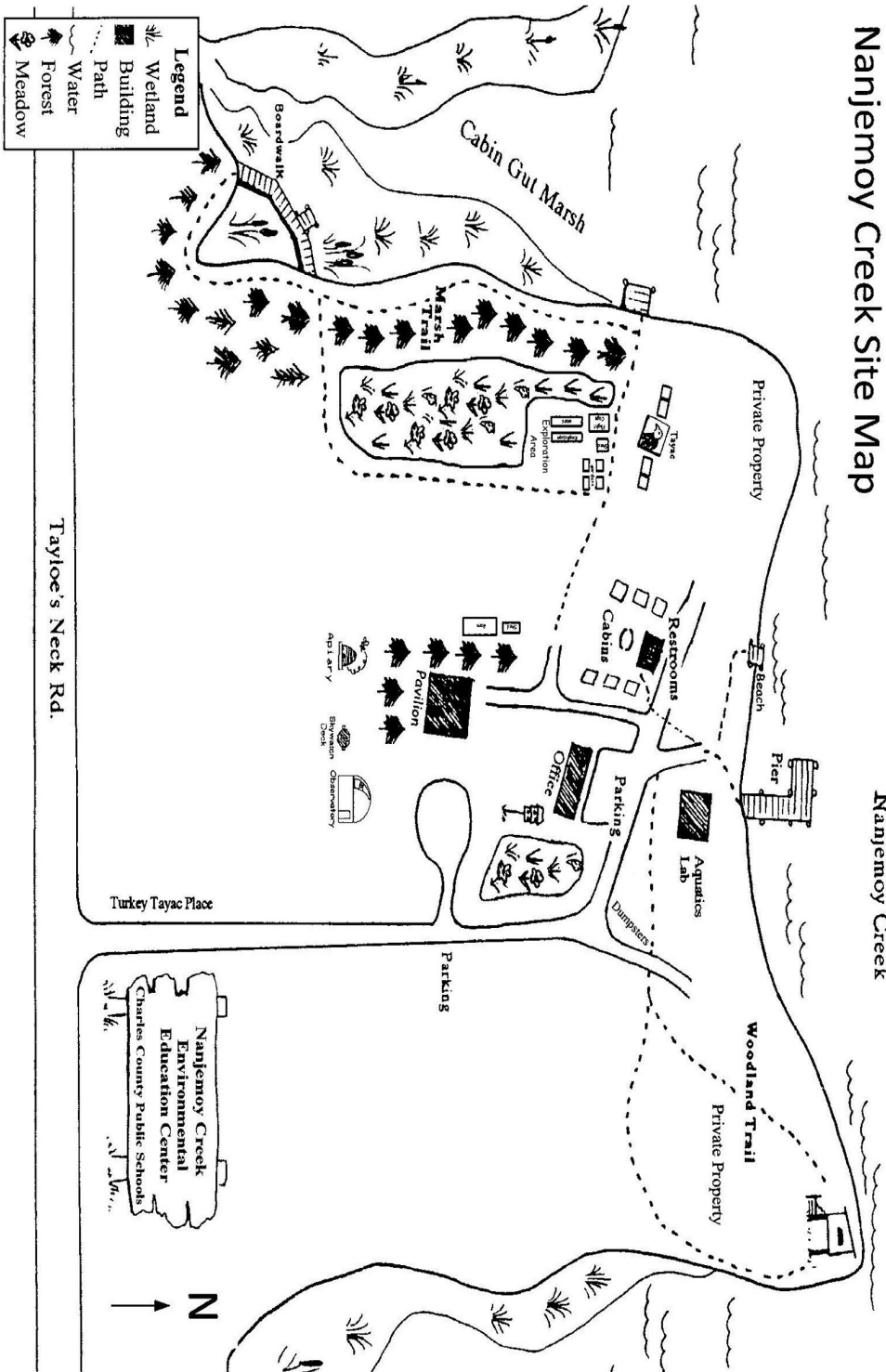
#### *From La Plata*

West on Rt. 6 for 10 miles.  
Turn left at Rt. 425 and  
continue for 4 miles to stop  
sign. Turn left onto Rt. 6 and  
go 3 miles. Turn left onto  
Tayloes Neck Rd. Go 2.5 miles  
& turn left at Center's sign.

#### *From Indian Head*

East on Rt. 225 for 1.5 miles.  
Turn right on Rt. 224 & follow  
to Rt. 344. Go 3 miles to Rt. 6  
& turn right. Go 8 miles and  
turn left on Tayloes Neck Road.  
Go 2.5 miles & turn left at  
Center's sign.

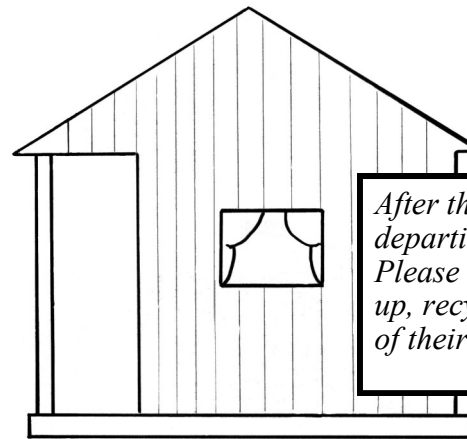
## Nanjemoy Creek Site Map



### Student Responsibilities:

Please help us ensure the students' safety by seeing that the students follow these rules:

- stay with an adult at **all** times
- apply insect repellent and sunscreen outdoors and under the supervision of an adult; students are not permitted to apply substances belonging to another person
- walk when in the courtyard/restroom area and when moving from one activity to another
- limit games and the use of playground equipment to the playing field during free time
- refrain from standing or walking on benches around campfire circle; use the entrances on each side
- visit the birds of prey only when staff members are present
- cameras are only to be used in between activities
- rocks from the fire circle remain on the ground at all times
- respect wildlife and their habitats by leaving them alone



*After the evening program, students will be departing NCEEC promptly at 6:00 p.m. Please help by reminding students to clean up, recycle water bottles and take home all of their possessions.*